



**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

Maria Monteagudo  
 Department of Employee Relations  
 City of Milwaukee  
 200 E Wells St, Room 706

March 15, 2019 (Revised March 18, 2019)

The Honorable  
 Finance and Personnel Committee  
 Common Council  
 City of Milwaukee

*Common Council File No. 181728 – Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action*

Dear Committee Members:

The following classifications and pay recommendations will be submitted to the City Service Commission meeting on March 19, 2019.

**COMMON COUNCIL-CITY CLERK**

Current	Recommendation
Legislative Coordinator – Senior PR 2KX (\$66,435 - \$93,010) One Position	Intergovernmental Policy Manager – Senior PR 2MX (\$75,478 - \$105,669) One Position
	Intergovernmental Policy Manager PR 2KX (\$66,435 - \$93,010) Underfill Title

**DEPARTMENT OF PUBLIC WORKS–OPERATIONS DIVISION–FLEET SERVICES**

Current	Recommendation
Fleet Services Welder PR 7HN (\$42,880 - \$52,049) Six Positions + One Auxiliary Position	Fleet Services Welder PR 7JN (\$47,588 - \$57,877) Six Positions + One Auxiliary Position FN: Maximum is \$58,607
Automotive Body Repair/Painting Technician PR 7HN (\$47,351 - \$53,648) Two Positions	Automotive Body Repair/Painting Technician PR 7JN (\$47,588 - \$57,877) Two Positions FN: Maximum is \$58,607
Vehicle Services Technician II PR 7HN (\$47,351 - \$53,648) 57 Positions + 16 Auxiliary Positions	Vehicle Services Technician PR 7LN (\$49,921 - \$60,663) 59 Positions + 17 Auxiliary Positions FN: Actual rates are \$48,261 - \$66,119 FN: Recruitment flexibility with DER approval FN: Additional 3% for inspection duties FN: Additional 5% for field service + lead work FN: Additional 7% for machinist duties
Automotive Electrician PR 7HN (\$47,351 - \$53,648) One Position + One Auxiliary Position	
Fluid Power Systems Technician PR 7HN (\$47,351 - \$54,777) One Position	
Vehicle Services Technician I PR 7EN (\$42,367 - \$53,648) Underfill Title	

Fleet Repair Supervisor PR 1BX (\$54,777 - \$67,616) Three Positions + Four Auxiliary Positions	Fleet Repair Supervisor PR 1DX (\$58,462 - \$81,844) Three Positions + Four Auxiliary Positions FN: Recruitment at \$68,102
Fleet Repair Supervisor – Senior PR 1DX (\$54,865 - \$76,806) Three Positions + One Auxiliary Position	Fleet Repair Supervisor – Senior PR 1FX (\$62,338 - \$87,270) Three Positions + One Auxiliary Position FN: Recruitment at \$72,188

*DEPARTMENT OF PUBLIC WORKS–WATER WORKS*

Current	Recommendation
New Position	Program Assistant III PR 5IN (\$47,779 - \$54,669) One Position

*DEPARTMENT OF PUBLIC WORKS–WATER WORKS*

Current	Recommendation
Water Treatment Plant Operator PR 2EN (\$47,208 - \$63,426) Six Positions + One 0.25 FTE Auxiliary Position	Senior Water Treatment Plant Operator PR 2GN (\$58,988 - \$72,063) Six Positions + One 0.25 FTE Auxiliary Position

*HEALTH DEPARTMENT*

Current	Recommendation
Communicable and Infectious Disease Program Manager PR 1FX (\$62,338 - \$87,270) One Position	Sexual and Reproductive Health Program Manager PR 1GX (\$66,435 - \$93,010) One Position FN: Recruitment at \$74,823
One New Position Position authority per CCFN 180001	Nurse Practitioner PR 2MX (\$75,478 - \$105,669) Two Positions FN: Recruitment flexibility
One New Position Position authority per CCFN 180545	
Nurse Practitioner PR 2HN (\$58,157 - \$76,806) One Position	Nurse Training Coordinator PR 2HN (\$54,865 - \$76,806) One Position FN: Recruitment at \$58,157
Public Health Nurse Coordinator PR 2GN (\$56,234 - \$72,063) One Position	Public Health Nurse Supervisor PR 1EX (\$68,021 - \$81,844) One Position
Lead Risk Assessor II PR 3JN (\$45,013 - \$53,379) One Position	Environmental Health Coordinator PR 2FN (\$53,035 - \$67,616) One Position
Program Assistant III PR 5IN (\$47,779 - \$54,669) One Position	ReCAST Program Coordinator PR 2CN (\$39,881 - \$55,825) One Position FN: Recruitment is at \$45,473
Public Health Aide PR 5AN (\$30,865 - \$35,902) Two Positions	Medical Assistant PR 5CN (\$34,067 - \$40,688) Ten Positions FN: Recruitment flexibility
Clinic Assistant PR 5BN (\$30,530 - \$37,456) Eight Positions	
Office Assistant III PR 6FN (\$34,717 - \$38,406) One Position	Program Assistant I PR 5EN (\$40,501 - \$46,724) One Position

*PORT MILWAUKEE*

Current	Recommendation
Accounting Program Assistant III PR 5GN (\$41,610 - \$49,946) One Position	Finance Specialist PR 2FX (\$48,670 - \$67,616) One Position

Respectfully submitted,



Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement

C: Jim Owczarski, Richard Pfaff, Brenda Wood, Jeffrey Polenske, Laura Daniels, Chuck Schumacher, Dan Thomas, Dawn Crowbridge, Lindsey O'Connor, Shannon Goodwin, Jeff Tews, Allen Bartell, Patrick Powers, Justin Groeschel, Jason Maline, Carl Tillman, Michael Strehlow, Karen Dettmer, Patrick Pauly, Amy Hefter, Aaron Saeugling, Linda Moshinski, Jeanette Kowalik, Jennifer Freiheit, Angela Hagy, Claire Evers, Julie Katrichis, Mary McCarron, Kerry Mitchell, Lori Hoffman, Rosa Cevallos, Luz Cruz, Sharon Goodman, Thanh-Son Pham, Elizabeth Tatum, Andre Wilkerson, Ka Lovang, Nigeria Nealy, Adam Schlicht, Jackie Carter, Dennis Yaccarino, Thomas Bell, Bill Christianson, Molly King, Mason Lavey, Nicole Fleck, Ken Wischer

**JOB EVALUATION REPORT**

City Service Commission Meeting: March 19, 2019

**Common Council-City Clerk**

Current	Recommendation
Legislative Coordinator – Senior PR 2KX (\$66,435 - \$93,010) One Position	Intergovernmental Policy Manager – Senior PR 2MX (\$75,478 - \$105,669) One Position
	Intergovernmental Policy Manager PR 2KX (\$66,435 - \$93,010) Underfill Title

**Background**

Two years ago, a classification report was approved by the City Service Commission regarding three positions that work with intergovernmental relations. Two of the positions are located in the Intergovernmental Relations Division (IRD) of the Department of Administration (DOA) and one position is located in the Common Council-City Clerk’s Office. There have been various reorganizations of this division in the past and, in 2008, one position of Legislative Coordinator – Senior was moved to the Common Council-City Clerk’s Office.

The report was submitted to the Finance and Personnel Committee and then was held by the Chair for further discussions. At this time, we are submitting the first of two reports regarding these positions. This first report is regarding the position in the Common Council-City Clerk’s Office. A second report regarding the positions in DOA-IRD will be submitted at a future meeting.

As part of the initial request, the departments indicated they would like a new title that better describes the current duties and responsibilities and that an underfill classification is created for new hires in the future. Our recommendation for the new title and pay range for this position is the same.

**Duties and Responsibilities**

The basic function of this position is to manage and implement intergovernmental priorities as identified by City departments and elected officials; promote and advance the City’s legislative and policy agenda at various levels of government; seek and secure intergovernmental funding opportunities; research and prepare reports on policy issues affecting the City; and perform duties independently in the absence of the Legislative Liaison Director. Duties and responsibilities include the following:

- 15% Analyze legislative bills to determine whether they affect the City and make recommendations on positions to be taken thereon; and work closely with City departments to develop and/or monitor proposed and pending legislation at various levels of government.
- 15% Research and prepare concise reports on local, state, and federal policy as directed by the Legislative Liaison Director; and prepare background information needed for the decision-making process of the Common Council and Mayor’s Office.
- 15% Support the Legislative Liaison Director in the development of the state and federal legislative agendas; assist with communicating legislative updates to the Mayor, Common Council, and City department heads; draft proposed legislation per the instructions of the Director, Mayor, and Common Council (Judicial and Legislation Committee) for introduction in the State Legislature and U.S. Congress; proactively seek introduction and passage of such legislation; and work to obtain amendments as needed.

- 15% Conduct lobbying activity at various levels of government to advance the City’s legislative agenda; prepare compelling testimony and speak in support or opposition to proposed legislation before committees of the governing bodies at various levels of government; assist in the effort to seek additional state and federal funds; proactively develop and maintain positive relationships with elected and agency officials at various levels of government, other lobbying entities, and membership organizations; and coordinate meetings between these entities and the Mayor, Common Council, and City departments.
- 10% Serve as a liaison between the Budget Office and IRD; under the direction of the Budget and Management Director, identify opportunities to improve the City’s fiscal capacity through state or federal legislative change; and work with IRD to include and advance those initiatives through the legislative process as appropriate.
- 10% Prepare concise background documentation on policy and legislative issues as directed by the Legislative Liaison Director; prepare supporting information for press release, letters, resolutions and ordinances; and draft letters on behalf of the Mayor, members of the Common Council, and City department heads.
- 10% Manage special projects and initiatives of City-wide importance; identify and develop organizational changes that improve productivity or service quality, or diversify revenues; and provide general policy and advocacy support for the mayor, Common Council, and the Department of Administration.
- 10% Identify and track ongoing external revenues that come to the City from state, federal, or other levels of government; track the status of legislation that affects those funding sources and identify opportunities to secure or increase funding as appropriate through the legislative agenda; and identify other external funding sources and coordinate with the City’s Grant Manager as appropriate.

This position has responsibility related to legislation at all levels of government and for maintaining positive relationships with elected officials at all levels of government. Assignments are given to this position and the positions in DOA-IRD in a manner to balance the number of issues and workload and may change depending on changing needs and priorities and the incumbent’s expertise, interests, or relationships with relevant stakeholders. Some assignments, such as the state budget, may be assigned to all employees. Other examples of assignments include City departments, Milwaukee Public Schools, the University of Wisconsin – Milwaukee, county and federal relations, and the Milwaukee Metropolitan Sewerage District.

We agree with the requested level of Pay Range 2MX (\$75,478 - \$105,669) for this position. We also recommend the title “Intergovernmental Policy Manager – Senior” as this position has grown beyond working with just legislation. This position also works with executive branches of government and is involved with internal and external policy settings. We further recommend an underfill classification of “Intergovernmental Policy Manager” in Pay Range 2KX (\$66,435 - \$93,010).

We therefore recommend that this position be reclassified as shown below:

Legislative Coordinator – Senior PR 2KX (\$66,435 - \$93,010) One Position	Intergovernmental Policy Manager – Senior PR 2MX (\$75,478 - \$105,669) One Position
	Intergovernmental Policy Manager PR 2KX (\$66,435 - \$93,010) Underfill Title

**Action Required – Effective Pay Period 1, 2019 (December 30, 2018)**

In the Salary Ordinance

Under Pay Range 2KX:

- Delete the title of “Legislative Coordinator – Senior”.
- Add the title of “Intergovernmental Policy Manager”.

Under Pay Range 2MX:

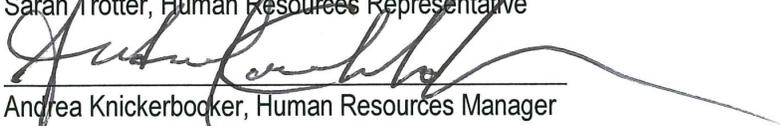
- Add the title of Intergovernmental Policy Manager – Senior”.

In the Positions Ordinance

Under Common Council-City Clerk, Central Administration Division:

- Delete one position of “Intergovernmental Policy Manager”.
- Add one position of “Intergovernmental Policy Manager – Senior”.

Prepared By:   
Sarah Trotter, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: March 19, 2019

**Department of Public Works–Operations Division–Fleet Services**

Current	Recommendation
Fleet Services Welder PR 7HN (\$42,880 - \$52,049) Six Positions + One Auxiliary Position	Fleet Services Welder PR 7JN (\$47,588 - \$57,877) Six Positions + One Auxiliary Position FN: Maximum is \$58,607
Automotive Body Repair/Painting Technician PR 7HN (\$47,351 - \$53,648) Two Positions	Automotive Body Repair/Painting Technician PR 7JN (\$47,588 - \$57,877) Two Positions FN: Maximum is \$58,607
Vehicle Services Technician II PR 7HN (\$47,351 - \$53,648) 57 Positions + 16 Auxiliary Positions	Vehicle Services Technician PR 7LN (\$49,921 - \$60,663) 59 Positions + 17 Auxiliary Positions FN: Actual rates are \$48,261 - \$66,119 FN: Recruitment flexibility with DER approval FN: Additional 3% for inspection duties FN: Additional 5% for field service + lead work FN: Additional 7% for machinist duties
Automotive Electrician PR 7HN (\$47,351 - \$53,648) One Position + One Auxiliary Position	
Fluid Power Systems Technician PR 7HN (\$47,351 - \$54,777) One Position	
Vehicle Services Technician I PR 7EN (\$42,367 - \$53,648) Underfill Title	
Fleet Repair Supervisor PR 1BX (\$54,777 - \$67,616) Three Positions + Four Auxiliary Positions	Fleet Repair Supervisor PR 1DX (\$54,865 - \$76,806) Three Positions + Four Auxiliary Positions FN: Recruitment at \$68,102
Fleet Repair Supervisor – Senior PR 1DX (\$54,865 - \$76,806) Three Positions + One Auxiliary Position	Fleet Repair Supervisor – Senior PR 1FX (\$62,338 - \$87,270) Three Positions + One Auxiliary Position FN: Recruitment at \$72,188

**Background**

The Department of Public Works has requested a study of the rates of pay for Vehicle Services Technician (VST) and related classifications due to the difficulties in recruiting and retaining employees. In conjunction with this request, Employee Relations staff also considered pay compression issues with supervisory positions within the Fleet Services Section. These titles constitute the repair team that provide the maintenance and upkeep requirements for a wide variety of automotive equipment used by the Department of Public Works-Operations Division. Current job descriptions were provided for these titles and discussions were held with Jeff Tews, Fleet Services Manager; and Patrick Powers and Justin Groeschel, Fleet Repair Supervisor – Senior. New rates of pay for these positions are based in part on an assessment of the cost of labor within southeastern Wisconsin as well as comparisons to comparable positions within city government. To assist the department in recruiting for these positions, this report also recommends structured recruitment flexibility with approval from the Department of Employee Relations.

The following tables provide turnover data and recruitment efforts held between 2015 and now for the above listed non-supervisory titles:

Title	Entries	Exits
Fleet Services Welder	2	2
Automotive Body Repair/Painting Technician	1	1
Vehicle Services Technician I	22	19
Vehicle Services Technician II	4	5

Year	Applicants	Not Qualified	Hired
2015	23	14	3
2016	74	35	15
2017	80	43	9
2018	78	40	5

The Staffing Division of Employee Relations has found that recent recruitments for Vehicle Services Technicians have a lower number of qualified applicants as compared to past years (the experience and education of candidates are not as strong); continuous recruitments are necessary to meet Fleet Services staffing needs; and there are few certified candidates on each eligible list.

**Fleet Services Welder**

This position performs all types of welding, brazing, soldering, and cutting to all types of metal to effect repairs to automotive and heavy equipment components, frames, drawbars, chains, and miscellaneous towed and hand-operated maintenance equipment. Duties and responsibilities are to:

- Weld, heat, form, and bend metal with welding equipment and heating torches.
- Use gas and electric welding equipment, also power woodworking equipment.
- Repair snow plows and plow mountings on trucks.
- Bend and cut metal on shear, slip roller, metal brake, and metal bender.
- Repair truck bodies, tailgates, and metal accessory parts.
- Use drill presses and grinders, also metal cutting saws.
- Repair leaf rakes, leaf ramps, and hoppers.
- Fabricate plow parts, metal tool or storage boxes and brackets.
- Repair tool heater, tap kettles and install wood planking on trailers.
- Perform minor repairs to building, grounds, and equipment.
- Make necessary in-field repairs to equipment as necessary.

Minimum requirements include three years of experience performing fabrication and/or welding repairs on heavy vehicles and equipment or as a structural ironworker. An associate’s degree *OR* one-year technical diploma in welding technology *OR* successful completion of a comparable training program or apprenticeship in heavy equipment repair may be substituted for up to one year of required experience.

The rates from ERI shown below reflect the minimum and maximum rates of pay at the 10<sup>th</sup>, 25<sup>th</sup>, mean, 75<sup>th</sup> and 90<sup>th</sup> percentiles of the labor market:

Welder (Southeastern Wisconsin)

Years’ Experience	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
1	\$35,690	\$38,778	\$42,979	\$46,803	\$50,818
3	\$38,936	\$42,284	\$46,822	\$51,019	\$55,413
5	\$41,972	\$45,566	\$50,438	\$54,997	\$59,748
7	\$44,708	\$48,534	\$53,720	\$58,607	\$63,683

Source: ERI. Published Q1 of 2019.

ERI defines a Welder as a position that welds metal components together; fabricates or repairs products according to layouts, blueprints, or work orders, using brazing and variety of arc and gas welding equipment. The following table provides wage information from the BLS for Welders, Cutters, Solderers, and Brazers in the greater Milwaukee metropolitan area:

Welders, Cutters, Solderers, and Brazers (Milwaukee-Waukesha-West Allis Metro Area)

Area Name	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
Milwaukee-Waukesha-West Allis	\$33,671	\$37,976	\$44,990	\$50,510	\$61,759

Source: BLS. Published in May of 2017; aged by 3% to approximate 2019 rates.

BLS defines Welders, Cutters, Solderers, and Brazers as positions that use hand-held or remotely controlled equipment to join or cut metal parts.

The work that Fleet Services Welders perform is more complex than the traditional welding positions found in the private sector. These positions deal with the welding of equipment and parts used for heavy trucks and equipment. Thus, the 75<sup>th</sup> percentile is necessary to attract candidates to these positions. Our recommendation therefore is to reallocate this classification to Pay Range 7JN (\$47,588 - \$57,877) with a footnoted pay range maximum of \$58,607 to keep rates consistent with market value. The below table contains current rates for all seven levels of the Fleet Services Welder pay range as well as the proposed new rates:

Current and Proposed Rates of Pay for Fleet Services Welder

	PR	Minimum	Level 2	Level 3	Level 4	Level 5	Level 6	Maximum
Current	7HN	\$42,880	\$44,253	\$45,668	\$47,129	\$48,638	\$50,194	\$52,049
Proposed	7JN	\$47,588						\$58,607

**Automotive Body Repair/Painting Technician**

This position performs automotive and truck body repairs, painting and repainting. Duties and responsibilities are to:

- Make automobile and truck repairs as necessary due to accidents, deterioration, and everyday wear/tear.
- Perform snowplow repairs including flame cutting and arc welding.
- Dismantle and reassemble component units of equipment requiring repairs.
- Make body repairs using all types of body fillers and compounds.
- Perform spray painting to all types of equipment.
- Perform minor frame straightening repairs and alignments, including pulling of unbodies.
- Remove old paint, dirt, and grease in preparation for painting.
- Fabricate cab and body panels, steps and running boards, and rust preventative panels.
- Stenciling, striping, and other special painting jobs.
- Internal undercoating of equipment to prevent rust damage.
- Remove and install windshields, door glass and locks, and inside upholstery trim.
- Other related duties as assigned.

Minimum requirements include three years of experience as at the journeyman level in auto body repairs and a valid State of Wisconsin driver’s license. A Class B commercial driver’s license (CDL) with air brake endorsement must be obtained within six months of appointment.

The following rates from ERI reflect the minimum and maximum rates of pay at the 10<sup>th</sup>, 25<sup>th</sup>, mean, 75<sup>th</sup> and 90<sup>th</sup> percentiles of the labor market:

Automobile Body Repairer (Southeastern Wisconsin)

Years' Experience	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
1	\$35,646	\$38,733	\$42,951	\$46,783	\$50,781
3	\$41,745	\$45,354	\$50,209	\$54,715	\$59,401
5	\$48,018	\$52,140	\$57,657	\$62,883	\$68,292
7	\$52,859	\$57,375	\$63,423	\$69,222	\$75,190

Source: ERI. Published Q1 of 2019.

ERI defines an Automobile Body Repairer as a position that repairs damaged bodies and body parts of vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools. The following table provides wage information from the BLS for Automotive Body and Related Repairers in the greater Milwaukee metropolitan area:

Automotive Body and Related Repairers (Milwaukee-Waukesha-West Allis Metro Area)

Area Name	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
Milwaukee-Waukesha-West Allis	\$28,902	\$37,410	\$46,113	\$56,897	\$72,018

Source: BLS. Published in May of 2017; aged by 3% to approximate 2019 rates.

BLS defines Automotive Body and Related Repairers as positions that repair and refinish automotive vehicle bodies and straighten vehicle frames.

The current rates of pay for the Automotive Body Repair/Painting Technician are low in comparison to local Milwaukee-area ERI survey data. Our recommendation therefore is to reallocate this classification to Pay Range 7JN (\$47,588 - \$57,877) with a footnoted pay range maximum of \$58,607 to keep rates consistent with market value and our recommendation for Fleet Services Welder, a comparable classification in Fleet Services. The table below depicts the current levels and rates as well as the proposed changes:

Current and Proposed Rates of Pay for Automotive Body Repair/Painting Technician

	PR	Minimum	Level 2	Level 3	Level 4	Level 5	Level 6	Maximum
Current	7HN	\$42,880	\$44,253	\$45,668	\$47,129	\$48,638	\$50,194	\$52,049
Proposed	7JN	\$47,588						\$58,607

**Vehicle Services Technician I-II**

These positions function as full journeyman automotive technicians. Duties and responsibilities are to:

- Maintain, repair, and overhaul all types of City-owned automotive and special equipment, such as, but not limited to, cars, light pickup trucks, vans, small and large dump trucks, refuse packers, sweepers, cranes, tractors, aerial lifts, and other miscellaneous light duty and heavy duty equipment, to keep them in serviceable condition.
- Function in any of the various areas of automotive repair, such as the repair of engines, transmissions, axles, electrical and electronic systems, hydraulic components, etc.
- Mount, service, and repair snow removal equipment.
- Perform preventative maintenance on all City equipment.

Minimum requirements include three years of experience in repairing and overhauling automotive equipment OR an associate's degree in automotive technology from an accredited two-year college or technical school and one year of experience in the maintenance and repair of automotive equipment OR a one-year certificate in automotive technology from an accredited college or technical school and two years of experience in the maintenance and repair of automotive equipment; and a valid Wisconsin driver's license. A Commercial Driver's License (CDL), minimum

Class B with air brakes, must be obtained within six months of employment. Both must be maintained throughout employment and with a satisfactory driving record. Equivalent combinations of education and experience may be considered.

The following rates from ERI reflect the minimum and maximum rates of pay at the 10<sup>th</sup>, 25<sup>th</sup>, mean, 75<sup>th</sup> and 90<sup>th</sup> percentiles of the labor market:

Automobile Mechanic (Southeastern Wisconsin)

Years' Experience	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
1	\$36,646	\$39,817	\$44,114	\$48,040	\$52,151
3	\$41,447	\$45,003	\$49,799	\$54,276	\$58,947
5	\$46,121	\$50,057	\$55,373	\$60,407	\$65,619
7	\$49,944	\$54,209	\$59,967	\$65,455	\$71,109

Source: ERI. Published Q1 of 2019.

ERI defines an Automobile Mechanic as a position that repairs and overhauls automobiles, buses, trucks, and other automotive vehicles. The following tables provide wage information from BLS for Bus and Truck Mechanics and Diesel Engine Specialists in the greater Milwaukee metropolitan area:

Bus and Truck Mechanics and Diesel Engine Specialists (Milwaukee-Waukesha-West Allis Metro Area)

Area Name	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
Milwaukee-Waukesha-West Allis	\$35,597	\$44,177	\$54,137	\$60,852	\$64,900

Source: BLS. Published in May of 2017; aged by 3% to approximate 2019 rates.

BLS defines Bus and Truck Mechanics and Diesel Engine Specialists as positions that diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Staff also contacted the Cities of Greenfield, Waukesha, Wauwatosa, and West Allis to inquire about rates for like positions within those jurisdictions. The data below summarizes those findings:

Rates of Pay for Neighboring City Government

Organization	Job Title	Pay Range
City of Greenfield	Fabricator/Mechanic	\$59,301 - \$68,037
City of Waukesha	Mechanic	\$48,893 - \$66,004
City of Wauwatosa	Mechanic	\$52,083 - \$71,427
City of West Allis	Equipment Mechanic	\$46,093 - \$63,190
	Lead Equipment Mechanic	\$54,434 - \$74,651

The current rates of pay for Vehicle Services Technician I and Vehicle Services Technician II are also low in comparison to external market rates of pay from BLS, ERI and comparable positions in neighboring jurisdictions. This report recommends a consolidation of these two classifications and a reallocation to Pay Range 7LN (\$49,921 - \$60,663). Based on market rates of pay and the rates of pay from comparable jurisdictions, we further recommend a footnoted pay range of \$48,261 through \$66,119 as well as recruitment flexibility with DER approval in order to better assist Fleet Services in recruiting and retaining the most qualified candidates. These rates are in line with those in which Waukesha pays for its mechanics. The tables below contain the current rate of pay levels for the classifications of Vehicle Services Technician I and Vehicle Services Technician II at each level:

Current Rates of Pay for Vehicle Service Technician I

PR	Level 1	Level 2	Level 3	Level 4	Level 5
7EN	\$42,367	\$43,258	\$44,168	\$45,096	\$53,648

Current Rates of Pay for Vehicle Service Technician II

PR	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
7HN	\$47,351	\$48,347	\$49,364	\$50,401	\$51,462	\$52,544	\$53,648

The Department of Public Works' Operations Division currently has five vacancies of Vehicle Service Technician. Four of these five vacancies are the result of technicians taking higher paying positions elsewhere. This proposal to consolidate titles aims to lessen the restrictions that VSTs currently have in progressing through their given pay range. The recruitment flexibility will also lessen recruitment restrictions and allow the department and Employee Relations to look at each candidate on a case-by-case basis. Below are the proposed new rates of pay for the new consolidated title of Vehicle Services Technician:

PR	Minimum	Maximum
7LN	\$48,261	Recruitment at any rate in range with DER approval. \$66,119

While the recommended maximum rate of pay is \$66,119, we also recommend modifications to the footnoted task rates for Vehicle Services Technician which will in turn allow for the consolidation of two additional current classifications into an increased number of Vehicle Services Technician positions. Below are the current and recommended footnotes which will create task rates for duties currently performed by the classifications of Automotive Electrician and Fluid Power Systems Technician, which we recommend to eliminate:

Per Hr. Increase	Assignment		
	Current		Proposed
3%	Field Service	Equipment Inspection	Lead Work
5%			Equipment Inspection
7%			Field Service
	Machinist		

**Fleet Repair Supervisor**

These positions supervise personnel engaged in equipment repairs in the heavy equipment and light equipment repair division. Duties and responsibilities are to:

- Assign and direct the work of various classes of vehicle service technicians, along with other skilled craft and maintenance workers, at various locations and on all shifts.
- Direct job layout, establish procedures, inspect work in progress, and approve repairs.
- Perform general shop operations involving the care and maintenance of all City-owned equipment and property connected with the division.
- Enforce safe work procedures.
- Other duties as assigned.

Minimum requirements include five years' experience as a Vehicle Services Technician or equivalent and possession of a valid State of Wisconsin motor vehicle commercial driver's license with air brake endorsement.

The following rates from ERI reflect the minimum and maximum rates of pay at the 10<sup>th</sup>, 25<sup>th</sup>, mean, 75<sup>th</sup> and 90<sup>th</sup> percentiles of the labor market:

Manager Automotive Service (Southeastern Wisconsin)

Years' Experience	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
1	\$56,261	\$61,096	\$67,759	\$73,816	\$80,202
3	\$65,662	\$71,325	\$78,865	\$86,196	\$93,655
5	\$75,641	\$82,174	\$90,828	\$99,313	\$107,887
7	\$86,140	\$93,584	\$103,401	\$113,078	\$122,785

Source: ERI. Published Q1 of 2019.

ERI defines a Manager Automotive Service as a position that manages and oversees the daily operations of an automobile service establishment and coordinates automotive repair and maintenance services to obtain maximum utilization of automotive equipment and prevent operational delays.

In order to reduce pay compression between repair/maintenance titles and their supervisors, this report recommends a reallocation from Pay Range 1BX (\$54,777 - \$67,616) to Pay Range 1DX (\$54,865 - \$76,806) with minimum recruitment at \$68,102. This rate will place this supervisory title slightly higher than the maximum compensation rate for the Vehicle Services Technician II and Automotive Body Repair/Painting Technician titles and also in line with the 10<sup>th</sup> percentile of the above survey data.

Current:	Fleet Repair Supervisor	Pay Range 1BX (\$54,777 - \$67,616)	3 Pos. + 4 Aux.
Proposed:	Fleet Repair Supervisor	Pay Range 1DX (\$54,865 - \$76,806)	3 Pos. + 4 Aux.
		• Recruitment at \$68,102	

**Fleet Repair Supervisor – Senior**

These positions plan, coordinate, and supervise the immediate and long-term activities of the employees engaged in equipment repairs for the heavy and light equipment at central garage and any assigned satellite locations. Duties and responsibilities are to:

- Coordinate the operation of light and heavy repair at Central Garage.
- Assign and direct the work of Fleet Repair Supervisors.
- Monitor budget and manage expenditures and costs for staff and operations.
- Navigate through fleet focus, fuel focus, and financial (FMIS) systems.
- Review and advise changes in equipment specifications.
- Assign, direct, and measure the work of VSTs and other skilled craft and maintenance workers.
- Stay current with and implement best fleet practices and monitor performance measures.
- Help ensure the timely delivery of repair parts and supplies.
- Direct job layout, establish procedures, inspect work in progress, approve repairs, and closely monitor the preventative maintenance program.
- Perform shop operation and maintenance of all City-owned equipment/property connected with the division.
- Create efficiencies and improve productivity.
- Enforce safe work procedures.
- Help mobilize fleet for snow operations and other emergencies.
- Coordinate operations with other agencies and departments.
- Approve routine/emergency parts purchases and service order invites generated for the first shift operation.
- Coordinate the CDL drug test program for all repair staff members.
- Maintain communication with managers, equipment drivers, and operators on repair/maintenance issues.
- Contact vendors and other fleet personnel regarding repair services.
- Ensure the timely service and repair of City equipment.

Current status as a Fleet Repair Supervisor or minimum of five years' experience as a supervisor in fleet management and the possession of a valid State of Wisconsin commercial driver's license (CDL) with air brake endorsement.

**Manager Automotive Service (Southeastern Wisconsin)**

Years' Experience	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
1	\$56,261	\$61,096	\$67,759	\$73,816	\$80,202
3	\$65,662	\$71,325	\$78,865	\$86,196	\$93,655
5	\$75,641	\$82,174	\$90,828	\$99,313	\$107,887
7	\$86,140	\$93,584	\$103,401	\$113,078	\$122,785

Source: ERI. Published Q1 of 2019.

In order to implement the previously recommended reallocation of Fleet Repair Supervisor, the minimum recruitment rate for this title will also need to be modified to avoid pay compression. We therefore recommend that the classification of Fleet Repair Supervisor – Senior be reallocated from Pay Range 1DX (\$54,865 - \$76,806) to Pay Range 1FX (\$62,338 - \$87,270) with a footnote that allows minimum recruitment at \$72,188. This rate will place this senior supervisor higher than the minimum compensation rate for the Fleet Repair Supervisor in Pay Range 1DX (\$68,102 - \$76,806) and also in line with the 25<sup>th</sup> percentile of the above survey data.

Current:	Fleet Repair Supervisor – Senior	Pay Range 1DX (\$54,865 - \$76,806)	3 Pos. + 1 Aux.
Proposed:	Fleet Repair Supervisor – Senior	Pay Range 1FX (\$62,338 - \$87,270)	3 Pos. + 1 Aux.
		• Recruitment at \$72,188	

**Implementation of Recommendations**

The Department of Employee Relations (DER) will work closely with Fleet Services leadership to create the recommended structured recruitment matrices. These matrices will assist in recruiting and retaining employees and therefore apply to both new hires and to current employees that possess the appropriate credentials. This approach is critical in order to maintain equity in pay between new and current employees. DER is working with Fleet Services leadership to recreate the career ladder pay progression and a recommendation for that will come in a later report.

The recommended effective date of these recommendations is Pay Period 1, 2019 and the cost of implementing these recommendations is \$105,646 in salaries over a one year period of time. There may be other fiscal impacts for increases based on the structured recruitment flexibility, but as the credentials are still being developed, a fiscal impact is not yet known.

The fiscal impact will also be offset by the cost of outside services used by the division. Due to the division being short six Vehicle Service Technicians, work must be contracted out to vendors. Fleet Services spent \$519,440 on outside labor last year with an average labor rate of \$113. The equivalent cost for these services had they been performed in-house would have been roughly \$330,904 with a total savings of about \$188,536.

**Action Required – Effective Pay Period 1, 2019 (December 30, 2018)**

In the Salary Ordinance

Under Pay Range 1BX:

- Delete the title of “Fleet Repair Supervisor (1) (3)”.
- Delete footnote (3) in its entirety.

**Under Pay Range 1DX:**

Delete the title of “Fleet Repair Supervisor – Senior (2)”.

Add the title “Fleet Repair Supervisor (6)”.

Create the following footnote (6):

(6) Recruitment is at \$2,619.31 biweekly (\$68,102.06).

**Under Pay Range 1FX:**

Add the title “Fleet Repair Supervisor – Senior (8)”.

Create the following footnote (8):

(8) Recruitment is at \$2,776.47 biweekly (\$72,188.22).

**Under Pay Range 7EN:**

Delete the title of “Vehicle Services Technician I (2) (3) (4) (5)”.

Delete footnotes (2) and (5) in their entirety.

**Under Pay Range 7HN:**

Delete the title of “Automotive Body Repair/Painting Technician (1) (6) (9)”.

Delete the title of “Automotive Electrician (1) (6) (9)”.

Delete the title of “Fleet Services Welder (1) (6) (10)”.

Delete the title of “Fluid Power Systems Technician (1) (6) (11)”.

Delete the title of “Vehicle Services Technician II (1) (6) (8) (9)”.

Delete footnotes (8), (9), (10), and (11) in their entirety.

**Under Pay Range 7JN:**

Add the title of “Automotive Body Repair/Painting Technician (8)”.

Add the title of “Fleet Services Welder (8)”.

Create the following footnote (8):

(8) Maximum rate of pay is at \$2,254.12 biweekly (\$58,607.12).

**Under Pay Range 7LN:**

Add the title “Vehicle Services Technician (4)”.

Create the following footnote (4):

(4) To be paid the following biweekly rates: \$1,856.19 through \$2,543.02 (\$48,260.94 through \$66,118.52).

Recruitment may be at any rate in the range with the approval of DER. An employee assigned to inspection duties will receive an additional 3% hourly when assigned that work. An employee assigned to field service or lead work will receive an additional 5% hourly when assigned that work. An employee assigned to machinist duties will receive an additional 7% hourly when assigned that work.

**In the Positions Ordinance****Under Department of Public Works-Operations Division, Fleet Services Section:**

Delete fifty-seven positions of “Vehicle Services Technician II”.

Delete one position of “Automotive Electrician”.

Delete one position of “Machine Repairperson”.

Add fifty-nine positions of “Vehicle Services Technician”.

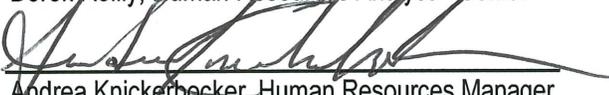
**Under Auxiliary Positions:**

Delete sixteen positions of “Vehicle Services Technician II”.

Delete one position of “Automotive Machinist”.

Add seventeen positions of “Vehicle Services Technician”.

Prepared by:   
Derek Reilly, Human Resources Analyst – Senior

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: March 19, 2019

**Department of Public Works-Water Works**

Current	Recommendation
New Position	Program Assistant III PR 5IN (\$47,779 - \$54,669) One Position

The Department of Public Works-Water Works has requested a study of a new position in the 2019 budget. An updated job description was provided and discussions were held with Amy Hefter, Water Works Personnel Officer.

This position coordinates Distribution Section data, maintains databases, and acts as a leadworker and main point of contact for all distribution-related software; coordinates and maintains distribution hydrant inspection and dead end water main flushing by reporting results and maintaining hydrant and flushing databases and programs; creates and maintains tailored databases and tracking systems to assist in logging all distribution data, facilitates networking of information with other sections, and compiles and reports statistical information; maintains stock of IT-related supplies and provides IT support including Microsoft Office support, Milwaukee Water Works (MWW) specific software, printer installation/setup, smartphone/tablet troubleshooting, and maintaining stock of peripheral devices/accessories. Duties and responsibilities include the following:

- 35% Review office procedures for necessary revisions as appropriate; coordinate timely and consistent data collection and recording of Distribution Section activities for the completion of monthly and annual reports; work with the Operations Manager to ensure validity of data collection processes and equations; manage and maintain all distribution databases; and create and manage all distribution databases, customer maps showing section activity, and multiple spreadsheets and documents.
- 25% Support computer applications and act as the Distribution Section liaison for network applications; train and provide IT support for section employees on new and upgraded computer applications and equipment including tablets, smartphones, and printers; maintain stock of IT-related supplies for all section laptops, tablets, and smartphones; and research new applications to improve the section's efficiency.
- 15% Coordinate the section's wireless work order system by managing automated email subscriptions, managing user profiles, and working with office and field staff to assure proper operations; and work with contractors to implement improvements.
- 10% Conduct research projects or special studies as directed by the Distribution Manager; and prepare reports for deadline.
- 5% Manage employee information for the CityWatch emergency callout system; maintain log of employee cell phone numbers, cell phone providers, and position/location to ensure proper notifications are sent in emergency situations.
- 5% Assist staff in the use of ArcGIS to help locate fixtures within the distribution system and to track City current and historical vehicle locations.
- 5% Perform other duties as assigned.

Minimum requirements include an associate's degree in business administration or related field and four years of office support experience with at least two years of experience at the Office Assistant IV level or above. Advanced coursework in Microsoft is desirable. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

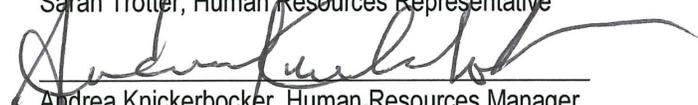
The requested classification of Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669) is the highest level of the Program Assistant job series. These positions perform a variety of office and administrative work in support of a distinct area of operations within a City department and their work supports a significantly complex program or area of operation. In addition to requiring the equivalent knowledge and skill normally obtained with a bachelor's degree, these positions require an extensive knowledge of technical and/or administrative information. They also analyze information, draw conclusions, and make recommendations; and have extensive relationship responsibility for the complex program or area of operation and may communicate with other City personnel and the public.

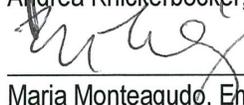
MWW currently has one Program Assistant III position that performs similar work but focuses on work related to lead service lines. This position will be focused on Distribution Section-related software and databases and will specifically work with hydrant inspections and dead end water main flushing. Both positions work with complex projects, maintain databases and create reports, and serve as a primary information and computer technical person for their areas of focus.

We therefore recommend this new position be classified as Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669).

**No Action Required – Effective Pay Period 1, 2019 (December 30, 2018)**

Prepared By:   
Sarah Trotter, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: March 19, 2019

**Department of Public Works-Water Works**

Current	Recommendation
Water Treatment Plant Operator PR 2EN (\$47,208 - \$63,426) Six Positions + One 0.25 FTE Auxiliary Position	Senior Water Treatment Plant Operator PR 2GN (\$58,988 - \$72,063) Six Positions + One 0.25 FTE Auxiliary Position

**Background**

Compensation Services recently conducted a job evaluation study for water plant operation titles that was submitted to the City Service Commission on January 8, 2019. The report recommended increases to the rates of pay for these positions due to the difficulty in recruiting and retaining employees as well as the consolidation of three operator titles into two. In further discussions with Amy Hefter, Water Works Personnel Officer, Aaron Saeugling, Water Systems and Project Manager, and Linda Moshinski, Business Services Specialist, it has been determined that it would create efficiencies to have authority for all water treatment plant operators at the senior level.

Employees in the Water Treatment Plant Operator title are currently able to be promoted to Senior Water Treatment Plant Operator only when a vacancy occurs and they have met the requirements. The requirements include: an associate's degree in engineering, chemistry, biology, conservation, environmental science, or a closely related field and one year of experience in the operation or maintenance of water treatment plant facilities such as drinking water, wastewater or beverage processing *OR* three years of experience in the operation or maintenance of water treatment plant facilities such as drinking water, wastewater or beverage processing; a Wisconsin Department of Natural Resources Surface Water Certification within nine months of appointment and throughout employment; a City of Milwaukee Boiler License within nine months of appointment and throughout employment; a medical and physical certification for use of SCBA (self-contained breathing apparatus) within nine months of appointment and throughout employment; and a valid State of Wisconsin driver's license at time of application and throughout employment.

**Current**

**Recommendation**

North Plant

North Plant

Senior Water Treatment Plant Operator.....18  
Water Treatment Plant Operator.....03  
Water Treatment Plant Operator (Aux.).....0.25

Senior Water Treatment Plant Operator.....21  
Senior Water Treatment Plant Operator (Aux.).....0.25

South Plant

South Plant

Senior Water Treatment Plant Operator.....12  
Water Treatment Plant Operator.....03

Senior Water Treatment Plant Operator.....15

Implementing these recommendations to create position authority for all operators at the senior level will allow the department to promote Water Treatment Plant Operator employees to Senior Water Treatment Plant Operator without having to wait for a vacancy. This will promote incentive and increase morale for employees to work hard to meet the requirements for the senior level and also give them a firm idea of when that promotion will occur. These changes will also further assist Water Works in reaching their goal of better retaining employees. This recommendation will not cause any immediate fiscal impact as the department will continue to underfill employees who don't meet the requirements for the senior level at the level of Water Treatment Plant Operator. There may be future costs from having all of these positions authorized at the senior level but these may be offset by a reduction in the turnover of staff members.

**Recommendation**

We therefore recommend six full-time positions and one auxiliary part-time position (0.25 full-time equivalent) of Water Treatment Plant Operator be converted to Senior Water Treatment Plant Operator in the Positions Ordinance. The actions below will implement these recommendations.

**Action Required – Effective Pay Period 9, 2019 (April 21, 2019)**

In the Positions Ordinance

Under Department of Public Works-Water Works-Plants-North Organization:

Delete three positions of “Water Treatment Plant Operator”.

Add three positions of “Senior Water Treatment Plant Operator”.

Under Auxiliary – Emergency:

Delete one position of Water Treatment Plant Operator (0.25 FTE) (A)”.

Add one position of “Senior Water Treatment Plant Operator (0.25 FTE) (A)”.

Under Plants-South Organization-Howard & South Water Production:

Delete three position of “Water Treatment Plant Operator”.

Add three position of “Senior Water Treatment Plant Operator”.

Prepared by:   
Derek Reilly, Human Resources Analyst – Senior

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: March 19, 2019

**Health Department**

Current	Recommendation
Communicable and Infectious Disease Program Manager PR 1FX (\$62,338 - \$87,270) One Position	Sexual and Reproductive Health Program Manager PR 1GX (\$66,435 - \$93,010) One Position FN: Recruitment at \$74,823
New Position Position Authority per CCFN 180001	Nurse Practitioner PR 2MX (\$75,478 - \$105,669)
New Position Position Authority per CCFN 180545	Two Positions FN: Recruitment flexibility
Nurse Practitioner PR 2HN (\$58,157 - \$76,806) One Position	Nurse Training Coordinator PR 2HN (\$54,865 - \$76,806) One Position FN: Recruitment at \$58,157
Public Health Nurse Coordinator PR 2GN (\$56,234 - \$72,063) One Position	Public Health Nurse Supervisor PR 1EX (\$68,021 - \$81,844) One Position
Lead Risk Assessor II PR 3JN (\$45,013 - \$53,379) One Position	Environmental Health Coordinator PR 2FN (\$53,035 - \$67,616) One Position
Program Assistant III PR 5IN (\$47,779 - \$54,669) One Position	ReCAST Program Coordinator PR 2CN (\$39,881 - \$55,825) One Position FN: Recruitment is at \$45,473
Public Health Aide PR 5AN (\$30,865 - \$35,902) Two Positions	Medical Assistant PR 5CN (\$34,067 - \$40,688) Ten Positions FN: Recruitment flexibility
Clinic Assistant PR 5BN (\$30,530 - \$37,456) Eight Positions	
Office Assistant III PR 6FN (\$34,717 - \$38,406) One Position	Program Assistant I PR 5EN (\$40,501 - \$46,724) One Position

The Health Department has requested classification studies for several positions within the Milwaukee Health Department. In studying these positions, job descriptions were analyzed and discussions were held with Jeanette Kowalik, Commissioner of Health; Dennis Yaccarino, Budget and Management Director; Jennifer Freiheit, Health Operations Administrator; Angela Hagy, Disease Control and Environmental Health Services Director; Tiffany Barta, Public Health Nursing Director; Molly King, Budget and Management Special Assistant; Kerry Mitchell, Health Personnel Officer (Temp.); and Lori Hoffman, Human Resources Analyst – Senior.

Current	Communicable and Infectious Disease Program Manager	Pay Range 1FX (\$62,338 - \$87,270)	1 Position
Recommended	Sexual and Reproductive Health Program Manager	Pay Range 1GX (\$66,435 - \$93,010) • Recruitment at \$74,823	1 Position

This position provides oversight to the Sexual Health Clinics operated at the Keenan and Southside Health Centers and to STI and HIV field operations which includes prevention, epidemiology/surveillance, case/cluster identification, case management, outreach, partner services, and linkage to care. The duties and responsibilities of this position are further detailed below as are the estimated percentages of time spent on these functions.

Program Management and Development.....40%

- Develop, implement, and maintain all STI, HIV, Family Planning policies, protocols, and procedures consistent with state and federal guidelines including Title V and Title X Family Planning requirements.
- Establish and monitor program goals, direction, and outcomes.
- Analyze data to determine disease trends and design appropriate prevention and intervention services.
- Develop, implement, and evaluate STI, HIV, and Family Planning strategic plans and outcomes.
- Provide direction, set priorities and ensure adequate resource allocation to meet internal and national objectives.
- Serve as primary spokesperson for the STI, HIV, and Family Planning Programs.
- Collaborate with a variety of MHD programs to assure integration of services within the community.
- Collaborate and direct multiple grants and contracts to assure goals, objectives, and outcomes are met.
- Assist in assuring clinic, field, and surveillance protocols are current and enforced.
- Assist in the preparation and monitoring of grant applications and budgets.
- Prepare reports, briefings, and updates as necessary.
- Facilitate clinical learning experiences and site visits for program partners and grantors.
- Assure appropriate program staff composition.
- Interact with City government units, non-City agencies, and community-based organizations (CBOs).
- Participate in grant writing and other funding proposals and develop request for proposals (RFPs).
- Participate in internal and external committees and workgroups related to areas of expertise.
- Lead program evaluation as well as coordinate community participatory program planning efforts.
- Establish and maintain relationships with a variety of stakeholders (e.g. other health departments, CBOs).
- Work closely with other governmental agencies, academic and community partners, and service providers to promote the use of surveillance data.

Community Leadership.....30%

- Collaborate with the MHD STI/HIV/Family Planning and Well Women’s management team, State of WI Division of Health, Media College of WI, Children’s Hospital of WI, and more to assure program goals are met.
- Provide leadership to MHD in regards to preventative measures set for STI, HIV, and Family Planning.
- Coordinate efforts with other coalitions and initiatives and draw on available resources for technical assistance.
- Identify, recruit, develop, support, and maintain primary partners to meet awareness and service delivery.
- Advocate for community empowerment and ownership of issues and long-term infrastructure improvements.

Staff Supervision.....20%

- Supervise, assign, and schedule a multidisciplinary professional technical and administrative staff to meet the needs of providing services and both health centers as well as in the community.
- Determine appropriate levels of staffing necessary to provide services.
- Provide orientation, mentoring, and guidance to staff to assure safe practice and quality of services.
- Provide an objective and honest evaluation of staff at 30/60/90 days’ employment and annually as required.
- Recommend personnel actions, including discipline.
- Conduct ongoing assessment of staff development needs to maintain current public health best practices.
- Conduct interviews and make recommendations for hiring candidates for a variety of positions.
- Act as advisor/mentor and supervisor for clinical and field epidemiology staff.

- Develop standards and procedures for evaluating services.
- Assume oversight relative to the quality of clinical and epidemiological practices and service delivery.
- Manage administrative processes including (e.g. payroll processing, mileage) in an accurate and timely manner.
- Manage schedules, including employee time off and schedule changes to assure adequate staffing.

Health Center Manager.....10%

- Function as Keenan Health Center manager.
- Work with maintenance supervisor and maintenance staff to address special events.
- Coordinate and direct security staff assigned to assure safety and security of staff, visitors, and clients.
- Provide on-sight supervisory support to WIC, Cribs for Kids, Walk-In Clinic, Community Health Accreditation Program, Men’s Health, staff from various universities, and the Center for Disease Control.

Minimum requirements include a master’s degree in administration, community health, health education, human services, management, nursing, public health, social work or related field; three years of progressively responsible experience in community health, education, health education, human services, nursing, public health, social work or related field which must include at least two years of program management or supervision in the areas of program planning, budget development and monitoring, contract development, staff development, team management and quality assurance; National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 300, 400, and 700.a certification within six months of employment; CPR certification within four months of employment; a valid driver’s license at the time of appointment and throughout employment; and a properly insured personal vehicle for use on the job. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

This position is most similar in scope to the classification of Infectious Disease Program Manager in Pay Range 1GX (\$74,823 - \$93,010). It oversees roughly 27 persons when fully staffed—not including indirect reports and building manager duties—and has taken on several more responsibilities since it was last classified. The Sexually Transmitted Disease Program is being rebranded to be referred to as the “Sexual and Reproductive Health Program” as it has expanded from a single site (Keenan Health Center) to a second site (Southside Health Center). Clinic services are expanding from sexually transmitted infection and HIV testing and treatment to include family planning services as well as expanded HIV prevention services to offer more comprehensive care.

In addition to the recommended reclassification for this position based upon increased level of responsibility, this report also recommends a new title of Sexual and Reproductive Health Manager to indicate the broader scope of the position’s management oversight.

We therefore recommend the position of Communicable and Infectious Disease Program Manager in Pay Range 1FX (\$62,338 - \$87,270) be reclassified to Sexual and Reproductive Health Program Manager in Pay Range 1GX (\$66,435 - \$93,010). We further recommend a minimum recruitment rate of \$74,823 to align with the previously recommended title of Infectious Disease Program Manager and a change in the section title to Sexual and Reproductive Health Program to reflect the program’s rebranding.

Current	New Position	N/A	2 Positions
Recommended	Nurse Practitioner	Pay Range 2MX (\$75,478 - \$105,669) • Recruitment flexibility	2 Positions

These positions, located at the Keenan and Southside Health Centers, provide services to staff and patients and create health plans that manage their ongoing conditions and promote overall health. These include: performing health screenings/tests and follow-up care, counseling referrals, diagnosing and treating minor/acute conditions, providing contraceptive care and family planning services, and directing the clinic practices of nursing and medical

assistants. The duties and responsibilities of this position are further detailed below as are the estimated percentages of time spent on these functions.

Women’s Health Clinician.....75%

- Interview patients to obtain general and sexual health history, perform physicals, and identify deviations.
- Order lab tests and collect specimens in conjunction with medical standing orders or clinic protocols.
- Consult with physicians.
- Identify the need to treat asymptomatic contact with sexually transmitted infection cases.
- Counsel patients and contacts with regard to risk reduction.
- Provide one-on-one educational services to patients regarding diagnosis and treatment.
- Perform follow-up to determine adequacy of treatments and presence of adverse reactions to medications.
- Refer patients to medical, nursing, or community resources.
- Orient and instructs other nursing staff in program protocols and clinic procedures.
- Maintain necessary medical records and clinical care documentation.
- Insert/remove contraception implants (e.g. intrauterine devices, Nexplanon) and manage hormonal users.
- Examine/evaluate patients with complicated health problems (e.g. cystitis, epididymitis).
- Perform clinical breast exams, pap smears, colposcopies, and vaginal exams.
- Write orders for abnormal mammograms and required diagnostic follow-up.
- Review/interpret pap smears, mammography, colposcopy, and laboratory findings and provide follow-up.
- Report all abnormal values to their respective programs to ensure case management needs are met.
- Provide cardiovascular risk reduction counseling and prescribe medications for cardiovascular disease.
- Perform clinical breast exams.
- Assure consistent, current, and culturally sensitive care and health care education.
- Provide clinical consultation to Public Health Registered Nurses and Medical Assistants.
- Oversee PrEP and nPEP implementation into clinic services including ongoing clinical support.
- Ensure that all quality control standards are met per guidelines.
- Maintain client records per HIPAA guidelines and regulations.

Nurse Educator.....10%

- Assess, plan, implement, and evaluate competency-based orientation and education programs for new staff and learners.
  - Provide didactic, experiential, and skill-based orientation.
  - Collaborate on the review and revision of competency validation tools.
  - Follow up with new staff to evaluate competency progression and organizational assimilation.
  - Partner with leaders to develop individualized learning plans for new staff that need additional assistance to successfully complete orientation.
- Perform assessments and gap analyses to ascertain needs for ongoing education/competency validation.
  - Develop and distribute needs surveys to staff, obtain data, and perform analysis at least annually.
  - Participate in data collection and improvement work in relation to educational needs.
  - Provide recommendations on educational needs.
- Develop annual plan for ongoing competency validation and education.
  - Collaborate with leaders to acquire and analyze data to develop a plan for competency validation of unit/department/specialty staff.
  - Plan and implement a competency validation program.
  - Develop plan in collaboration with leaders for mandatory, required, continuing and professional development educational offerings.
  - Partner with organizational team to publish and disseminate education calendar.
  - Ensure that regulatory competency and education requirements are met.
- Develop and implement education.

- Utilize adult learning principles and a creative, innovative approach to education to engage learners.
- Consider factors related to safety, effectiveness, and cost in planning and delivering educational activities.
- Collaborate with content experts (e.g. Medical Director, Director of Nursing, etc.).
- Initiate, develop, implement, and evaluate educational offerings for mandatory and continuing education.
- Develop and oversees in-services on new products, policies, procedures and equipment.
- Facilitate tracking and reporting of competencies and education.
  - Obtain and disseminates reports to leaders for education/competency completion.
  - Assist leaders in tracking and reporting completion of mandatory/required education/competencies.
  - Ensure that educational records of staff contain essential regulatory information.

Lead Nurse.....10%

- Adjust client flow and clinic staffing to meet the dynamic needs of the clinic.
- Troubleshoot issues that arise during the day to day operation of the sexual and reproductive health clinic including adjustments to the number of clients accepted, clinic flow and staffing, etc. in response to changing priorities.
- Utilize the nursing process to make ongoing evaluations of patients' acuity, assessments of the staff nurses workload, and anticipate fluctuations in clinic flow.
- Facilitate client patient flow including triaging and prioritizing care coordination as needed. Works closely with clinic staff especially Public Health Nurse to ensure case management protocols are followed
- Employ effective decision-making behaviors that are used to safely balance changes in patient acuity, experience and competency of the staff nurses, to ensure safe and adequate staffing.
- Demonstrate resourcefulness, tactful communication, flexibility, adaptability, decisiveness and awareness of the global needs of the clinic.
- Collaborate with the interdisciplinary team to facilitate care delivery.
- Assume a patient assignment as determined by the needs of the clinic. As appropriate and/or delegated by the program manager, the Charge Nurse monitors and intervenes in addressing opportunities for assuring regulatory compliance, quality effectiveness and a satisfactory patient experience.
- Assess, plan, implement, and evaluate nursing care for clinic patients.

Program Leadership/Coordination.....5%

- Evaluate programs and makes recommendations to administration concerning planning activities, program, and policy changes.
- Participate in relevant local, State, and community boards, committees and other community outreach activities to promote understanding and support of program services.
- Coordinate and integrates program activities with other nursing programs, MHD divisions, allied agencies, service providers, and community groups.
- Provide technical expertise to MHD staff in the interpretation of program policy, procedures, and protocols.
- Coordinate nursing student presentations and learning experiences.
- Engage in specialized programs, projects, and research in the field of reproductive and sexual health or communicable disease.
- Assist in updating medical orders based on sexually transmitted infection guidelines.
- Participate in continuous quality assurance.
- Report all issues regarding all programs to designated managers immediately.

Minimum requirements include: graduate of an accredited Nurse Practitioner Program and certified by the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners; graduate of an accredited State Board of Nursing approved program; a bachelor's degree in nursing; a master's degree; current Nursing Registration in the State of Wisconsin; current certification as an Advanced Practice Nurse Prescriber with the State of Wisconsin; current Basic Life Support (BLS) certification; a valid State of Wisconsin driver's license and properly

insured personal vehicle for on-the-job use; completion of a comprehensive training program for the prevention of sexually transmitted diseases mandated by the Center for Disease Control (CDC) within six months of hire; and National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700.a certification within six months of hire.

The rates from the Economic Research Institute (ERI) shown below reflect the minimum and maximum rates of pay at the 10<sup>th</sup>, 25<sup>th</sup>, mean, 75<sup>th</sup> and 90<sup>th</sup> percentiles of the labor market:

**Nurse Practitioner (Southeastern Wisconsin)**

Years' Experience	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
1	\$79,002	\$84,279	\$91,422	\$97,911	\$104,638
3	\$88,237	\$94,052	\$101,887	\$109,052	\$116,441
5	\$96,624	\$102,920	\$111,374	\$119,140	\$127,121
7	\$103,610	\$110,303	\$119,264	\$127,525	\$135,989

Source: ERI. Published Q1 of 2019.

ERI defines a Nurse Practitioner as a position that evaluates, treats, and provides total nursing care to patients under the direction of a physician; administers prescribed medications and treatments in accordance with approved nursing techniques; and observes patients and documents conditions and reactions to drugs, treatments, and significant incidents. The following table provides wage information from the Bureau of Labor Statistics (BLS) for Nurse Practitioners in the greater Milwaukee metropolitan area:

**Nurse Practitioners (Milwaukee-Waukesha-West Allis Metro Area)**

Area Name	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
Milwaukee-Waukesha-West Allis	\$84,048	\$91,526	\$102,969	\$118,986	\$131,006

Source: BLS. Published in May of 2017; aged by 3% to approximate 2019 rates.

BLS defines Nurse Practitioners as positions that can serve as a primary and/or specialty care provider delivering advanced nursing services to patients and their families. They assess patients, determine the best way to improve or manage a patient's health, and discuss ways to integrate health promotion strategies into a patient's life. Nurse practitioners typically care for a certain population of people

The current classification of Nurse Practitioner in Pay Range 2HN (\$58,157 - \$76,806) does not have prescriptive authority. This recommendation aims to upgrade this classification to require prescriptive authority and become a full-fledged Nurse Practitioner. In order to do this, the rates of pay need to be raised to meet market and current salaries of bona fide Nurse Practitioners in southeastern Wisconsin.

The City of Milwaukee's current rates of pay for Nurse Practitioner are low compared to local Milwaukee-area ERI survey data. Our recommendation therefore is to reallocate this classification to Pay Range 2MX (\$75,478 - \$105,669) with a footnote allowing minimum recruitment at any point in the range with the approval of Employee Relations and the Chair of the Committee on Finance and Personnel. While we cannot meet mean market rate due to the high demand for this type of position, this footnote will give the department more flexibility in recruiting a well-qualified candidate.

Current	Nurse Practitioner	Pay Range 2HN (\$58,157 - \$76,806)	1 Position
Recommended	Nurse Training Coordinator	Pay Range 2MX (\$75,478 - \$105,669) • Recruitment at \$58,157	1 Position

This position, under limited supervision, serves as lead nurse taking a leadership role in clinic operations and in providing clinical care to clients. They are responsible for coordinating the orientation and training of nurses, medical assistants, and students throughout the onboarding process and assuring they are competent in performing their job duties and adhering to medical orders and clinic protocols. The duties and responsibilities of this position are further detailed below as are the estimated percentages of time spent on these functions.

Nurse Educator.....10-30%

- Assess, plan, implement, and evaluate competency-based orientation and education programs for new staff and learners.
  - Provide didactic, experiential, and skill-based orientation.
  - Collaborate on the review and revision of competency validation tools.
  - Follow up with new staff to evaluate competency progression and organizational assimilation.
  - Partner with leaders to develop individualized learning plans for new staff that need additional assistance to successfully complete orientation.
- Perform assessments and gap analyses to ascertain needs for ongoing education/competency validation.
  - Develop and distribute needs surveys to staff, obtain data, and perform analysis at least annually.
  - Participate in data collection and improvement work in relation to educational needs.
  - Provide recommendations on educational needs.
- Develop annual plan for ongoing competency validation and education.
  - Collaborate with leaders to acquire and analyze data to develop a plan for competency validation of unit/department/specialty staff.
  - Plan and implement a competency validation program.
  - Develop plan in collaboration with leaders for mandatory, required, continuing and professional development educational offerings.
  - Partner with organizational team to publish and disseminate education calendar.
  - Ensure that regulatory competency and education requirements are met.
- Develop and implement education.
  - Utilize adult learning principles and a creative, innovative approach to education to engage learners.
  - Consider factors related to safety, effectiveness, and cost in planning and delivering educational activities.
  - Collaborate with content experts (e.g. Medical Director, Director of Nursing, etc.).
  - Initiate, develop, implement, and evaluate educational offerings for mandatory and continuing education.
  - Develop and oversees in-services on new products, policies, procedures and equipment.
- Facilitate tracking and reporting of competencies and education.
  - Obtain and disseminates reports to leaders for education/competency completion.
  - Assist leaders in tracking and reporting completion of mandatory/required education/competencies.
  - Ensure that educational records of staff contain essential regulatory information.

Lead Nurse.....10-30%

- Adjust client flow and clinic staffing to meet the dynamic needs of the clinic.
- Troubleshoot issues that arise during the day to day operation of the sexual and reproductive health clinic including adjustments to the number of clients accepted, clinic flow and staffing, etc. in response to changing priorities.
- Utilize the nursing process to make ongoing evaluations of patients' acuity, assessments of the staff nurses workload, and anticipate fluctuations in clinic flow.
- Facilitate client patient flow including triaging and prioritizing care coordination as needed. Works closely with clinic staff especially Public Health Nurse to ensure case management protocols are followed
- Employ effective decision-making behaviors that are used to safely balance changes in patient acuity, experience and competency of the staff nurses, to ensure safe and adequate staffing.

- Demonstrate resourcefulness, tactful communication, flexibility, adaptability, decisiveness and awareness of the global needs of the clinic.
- Collaborate with the interdisciplinary team to facilitate care delivery.
- Assume a patient assignment as determined by the needs of the clinic. As appropriate and/or delegated by the program manager, the Charge Nurse monitors and intervenes in addressing opportunities for assuring regulatory compliance, quality effectiveness and a satisfactory patient experience.
- Assess, plan, implement, and evaluate nursing care for clinic patients.

Sexual and Reproductive Health Nurse Specialist.....30-70%

- Interview patients to obtain general and sexual health histories.
- Perform appropriate physical examinations and identify deviations from norms in patient physical condition.
- Order appropriate lab tests and collections in conjunction with medical standing orders or clinic protocols.
- Consult with physicians as directed.
- Identify need to treat asymptomatic contact with STI cases.
- Administer appropriate treatment under medical standing orders and program protocols.
- Counsel patients and contacts regarding risk reduction to STIs including human immunodeficiency virus (HIV).
- Provide one-on-one educational services for patients regarding diagnosis and treatment.
- Evaluate patients to determine adequacy of treatment and presence of adverse reactions to medications.
- Refer patients as directed to medical, nursing, or community resources.
- Orient and instruct other nursing staff in program protocols and clinic procedures.
- Maintain necessary medical records and clinical care documentation.
- Perform related work as required.
- Assure consistent, current, and culturally sensitive care and health care education.

Program Leadership/Coordination.....10%

- Evaluate programs and make recommendations to administration concerning programming and policies.
- Participate in relevant local, state, and community boards, committees and other community outreach activities to promote understanding and support of program services.
- Coordinate and integrate program activities with other nursing programs, MHD divisions, allied agencies, service providers, and community groups.
- Provide technical expertise to MHD staff in the interpretation of program policy, procedures, and protocols.
- Coordinate nursing student presentations and learning experiences.
- Engage in specialized programs, projects, and research in the field of reproductive and sexual health or communicable disease.
- Assist in updating medical orders based on STI guidelines.
- Participate in continuous quality assurance at MHD.

Minimum requirements include: graduate of an accredited Nurse Practitioner Program and certified by the American Nurse Credentialing Center (ANCC) or the American Academy of Nurse Practitioners; graduate of an accredited State Board of Nursing approved program; bachelor’s degree in nursing; master’s degree; current nursing registration with the State of Wisconsin; current certification as a Nurse Practitioner in the State of Wisconsin; and a valid State of Wisconsin driver’s license and properly insured personal vehicle for on-the-job use. The position also requires current Basic Life Support (BLS) at date of hire; National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200 and 700.a within six months of hire; and completion of a comprehensive training program for the prevention of sexually transmitted diseases mandated by the Center for Disease Control (CDC) within six months of hire.

This title is intended to be used as a placeholder in the transition between the old Nurse Practitioner and the new Nurse Practitioner. Any current incumbent who does not meet the new requirement—being certified as an Advanced

Practice Nurse Prescriber with the State of Wisconsin—will continue at the same rates of pay until this new requirement has been met. The title of “Nurse Training Coordinator” is appropriate for this placeholder title as the current duties involve the coordination and orientation of training programs for new nurses.

We therefore recommend that one position of Nurse Practitioner in Pay Range 2HN (\$58,157 - \$76,806) be retitled to Nurse Training Coordinator in Pay Range 2HN (\$54,865 - \$76,806) with the same footnote designation that allows minimum recruitment at the rate of \$58,157.

Current	Public Health Nurse Coordinator	Pay Range 2GN (\$56,234 - \$72,063)	1 Position
Recommended	Public Health Nurse Supervisor	Pay Range 1EX (\$68,021 - \$81,844)	1 Position

This new position, as part of Clinic Operations, will strive to achieve high patient satisfaction and productivity at MHD’s on-site clinics and community testing events. It will assure the success of the agency through effective management of personnel, budgets, and electronic health record systems. The duties and responsibilities of this position are further detailed below as are the estimated percentages of time spent on these functions.

Clinic Operations.....40%

- Oversee the operational aspects of clinic operations by providing direct supervision to a team of employees.
- Coordinate and supervise monthly clinic staff meetings.
- Provide management with information and reports as needed to prepare for annual budget.
- Plan, organize, coordinate, and direct all clinic operations and services related to sexual and reproductive health.
- Initiate and implement quality improvements that enhance clinical services, appointment scheduling, provider productivity, and billing revenue.
- Increase clinic visibility internally and externally.
- Assure clinic practice integrity.
- Promote employee development, results accountability, input in decision-making, participation in Public Health Clinic initiatives, and create and promote an adaptive, diverse, and inclusive workforce.
- Assist with the development and updating of new and existing program policies.
- Align resources and use data to evaluate outcomes.
- Work collaboratively on matters of billing, data analytics, and support services teams.
- Strengthen community partnerships to achieve program goals; identify opportunities to better serve patients.
- Work collaboratively and creatively on outreach and promotion of clinic services.
- Serve as technical support expert in use of the department’s electronic health record system.
- Train staff and audit utilization of the electronic health record system to assure record integrity.

Staff Supervision.....40%

- Supervise, assign, and schedule a multidisciplinary professional, technical, and administrative staff.
- Determine the appropriate levels of staffing necessary to provide services.
- Orient, teach, coach, mentor, and guide staff to assure safe practice and quality of services.
- Provide an objective and honest evaluation of staff at 30/60/90 days’ employment and annually as required.
- Recommend personnel actions, including discipline.
- Assess staff development needs to maintain best practices in current public health and nursing practice.
- Conduct interviews and make recommendations for hiring candidates for a variety of positions.
- Act as advisor/mentor and supervisor for clinic nursing issues and concerns.
- Develop standards and procedures for evaluating services.
- Assume oversight relative to the quality of clinical practices and service delivery.
- Manage administrative processes (payroll processing, mileage, time cards) in an accurate and timely manner.
- Monitor employee time off and schedule changes to assure adequate staffing.

Compliance & Safety.....10%

- Assist in assuring compliance with legislation and regulations related to health care clinics (e.g. HIPAA, OSHA).
- Maintain current knowledge of professional licensing and scope of practice requirements for clinical staff, ensuring that staff maintains required licenses and credentials.
- Provide leadership and follow up with regard to incidents, errors, and other patient service issues as needed.
- Oversee appropriate actions related to safety and emergency preparedness.
- With support, implement clinical policies and protocols and documentation of clinic processes.
- Support compliance with all state and federal laws related to clinical operation.

Customer/Patient Service.....10%

- Receive and communicate information about new policies and protocols, updates in client services or current health information and trends.
- Provide customer service support to patients and others as needed.
- Stay informed on clinic best practices.
- Ensure clinic is accessible for all patients.
- Contact patients and provide leadership and follow-up with regards to incidents, errors, and other patient service issues as needed.
- Participate in community education activities (e.g. HIV, family planning, reproductive health).

Minimum requirements include a bachelor’s degree in nursing; three years of experience in public or community health; and experience in at least two of the following areas: (1) health care clinic administration, (2) HIV/STI prevention and clinic services, (3) immunization services, (4) family planning services and teen pregnancy prevention, (5) health education services, (6) electronic health records and data analytics. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

As mentioned earlier in this report, the Sexual and Reproductive Health Program has expanded from a single site to a second site. The Health Department currently has a Public Health Nurse Supervisor overseeing operations at the Keenan Health Center. This recommendation will create an additional Public Health Nurse Supervisor to oversee operations at the new clinic at the Southside Health Center. The duties of this position are comparable to the duties the Public Health Supervisor performs at Keenan Health Center and will hold the same job description.

We therefore recommend that one vacant position of Public Health Nurse Coordinator in Pay Range 2GN (\$56,234 - \$72,063) be reclassified to Public Health Nurse Supervisor in Pay Range 1EX (\$68,021 - \$81,844).

Current	Lead Risk Assessor II	Pay Range 3JN (\$45,013 - \$53,379)	1 Position
Recommended	Environmental Health Coordinator	Pay Range 2FN (\$53,035 - \$67,616)	1 Position

The classification of Environmental Health Coordinator was created last month through Common Council File #181615 to consolidate the now obsolete classifications of Environmental Hygienist and Consumer Environmental Health Coordinator. There are currently six positions using this new classification and they serve as a bridge between management and field staff. They have two main focuses: (1) providing leadership and direction in the orientation and training of environmental staff, and (2) taking on the most challenging/complex inspections in terms of code enforcement.

The current Environmental Health Coordinator positions are located as follows:

Section Title	Position #	Expertise
Home Environmental Health	1	Lead
Consumer Environmental Health	5	Food

The department has determined that an additional position of Environmental Health Coordinator is needed to assist with the lead program. This will give the lead program greater capacity for enforcement. The current Environmental Health Coordinator and the proposed will do lead risk assessments for the most complex cases as well as handle the coordination of equipment and assist with training. This new position will perform comparable work to the current Environmental Health Coordinator positions and will hold the same job description as the current position in Home Environmental Health.

We therefore recommend that one vacant position of Lead Risk Assessor II in Pay Range 3JN (\$45,013 - \$53,379) be repurposed to create one additional position of Environmental Health Coordinator in Pay Range 2FN (\$53,035 - \$67,616).

Current	Program Assistant III	Pay Range 5IN (\$47,779 - \$54,669)	1 Position
Recommended	ReCAST Program Coordinator	Pay Range 2CN (\$39,881 - \$55,825) • Recruitment at \$45,473	1 Position

This position was classified this past January as part of Common Council File #181401. The department has since requested that the position be restudied and has provided more information.

This position will provide administrative and programming support for the ReCAST MKE Initiative. ReCAST MKE is a program funded through a grant from the Substance Abuse and Mental Health Services Administration (SAMSHA) which is focused on preventing trauma and promoting health among youth ages 12-24. The position will support the day-to-day implementation of ReCAST activities and other programs within the Office of Violence Prevention (OVP). The duties and responsibilities of this position are further detailed below as are the estimated percentages of time spent on these functions.

Program Support.....50%

- Staff information and resource tables promoting OVP and ReCAST related resources.
- Build on existing efforts to identify, classify, and assess behavioral health and other culturally competent, trauma-informed resources for youth and their families.
- Develop an easy interface for other youth-serving professionals to access information about these resources.
- Engage community and institutional partners to participate in department coalitions and strategy meetings.
- Develop a series of learning experiences for youth-serving professionals that increases their capacity to appropriately refer high-risk youth and their families to resources, including referrals to culturally competent, trauma-informed behavioral health services.
- Assist in the coordination of a professional development calendar of learning experience (trainings, workshops, shadowing, coaching).
- Represent the department at community coalition and other program-related meetings as assigned.
- Visit department-funded organizations to monitor implementation of project requirements.
- Coordinate with all ReCAST project staff on a regular basis to support project goals, monitoring, and reporting.

Administrative.....25%

- Manage administrative tasks related to program implementation including documentation, logistics, and program monitoring.
- Coordinate processes for project management and coordination across multiple partners and projects using project management software.
- Document meeting and event notes and outcomes electronically and on flip chart paper.
- Transcribe notes and other pertinent information for planning and distribution.
- Coordinate event planning, logistics, and activities.
- Support fiscal management/contracting and reporting to the funding source as needed.

Communications Support.....25%

- Help coordinate OVP and ReCAST MKE social media and other digital communications platforms.
- Produce digital updates using communication software such as Constant Contact and Spark Post.
- Update OVP website with support from the City of Milwaukee’s Information Technology Management Division.

Minimum requirements include one year of youth or community program experience, good writing and communication skills, and proficiency in the use of Microsoft Office suites and social media.

In determining the proper classification for this position, comparisons were made to other City positions including the following:

Classification	Function
Arts Project Coordinator Pay Range 2CN (\$45,473 - \$55,825) Milwaukee Public Library	Coordinate events, programs, outreach activities, and exhibits; oversee planning and implementation of programming; and function as point-of-contact for such.
Public Health Educator II Pay Range 2CN (\$45,473 - \$55,825) Health Department	Promote, conduct, coordinate, and/or evaluate public health interventions; and collaborate with community organization and others to promote access to program.
Health Information Specialist Pay Range 2CN (\$45,473 - \$55,825) Milwaukee Health Department	Fulfill electronic documentation, perform quality control of billing/data entry, provide technical assistance, generate reports, and perform data analyses/assessments.
Milwaukee Plays Program Coordinator Pay Range 2DN (\$42,500 - \$59,498) DPW – Infrastructure – Bridges & Buildings	Review existing literature, contextualize program to community, strategize design input, support evaluation, draft 1-2 page briefs, collect data, coordinate meetings.

Upon comparing and analyzing like positions within the City, it has been determined that the position is most comparable to the classification of Public Health Educator II in Pay Range 2CN (\$45,473 - \$55,825) in terms of scope and responsibilities. Both positions coordinate special events, represent the department in the community, and develop programming activities to support program goals. To place the position at this level also places it amongst the ERI survey mean spread of one to seven years’ experience.

We therefore recommend this position be reclassified from Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669) to ReCAST Program Coordinator in Pay Range 2CN (\$39,881 - \$55,825). We further recommend the title be designated with the footnote allowing for minimum recruitment at \$45,473 aligning the position with its aforementioned comparable of Public Health Educator II.

Current	Public Health Aide	Pay Range 5AN (\$30,865 - \$35,902)	2 Positions
Current	Clinic Assistant	Pay Range 5BN (\$30,530 - \$37,456)	8 Positions
Recommended	Medical Assistant	Pay Range 5CN (\$34,067 - \$40,688) • Recruitment flexibility	10 Positions

This recommendation aims to consolidate three like classifications into one. Below are the basic functions for the titles of Public Health Aide, Clinic Assistant, and Medical Assistant, all of which are responsible for supporting the work of nurses and other health professionals:

Public Health Aide

The Public Health Aide (PHA) assists Public Health Nurses with active tuberculosis (TB)/latent tuberculosis infection (LTBI) case management services in the areas of screening, assessment, counseling and treatment of clients, under nursing supervision. The PHA will conduct duties such as providing TB medication, obtaining client health histories,

reviewing immunization records, scheduling clients for medical appointments, providing patient education, and encouraging follow-up care.

Clinic Assistant

The Clinic Assistant performs selected assignments on a regular basis under the direction of a Public Health Nurse Supervisor or Public Health Nurse (PHN) in the settings of clinic, home, office, and/or childcare centers. Responsibilities may include, but are not limited to, screening tests, basic health history, observations, routine referrals, assisting the PHN in daily service delivery, and performing general clerical duties including data entry and back-up for Health Center reception area and/or telephone coverage. Employee may be assigned to MHD clinics at various sites throughout the City of Milwaukee.

Medical Assistant

The Medical Assistant (MA) functions as part of a multi-disciplinary team providing support to the STI/HIV clinic in the areas of screening, assessment, counseling and treatment of clients, under nursing supervision. The MA will conduct clinic duties such as performing triage, taking vital signs, collecting specimens, including phlebotomy, maintaining exam room supplies, setting up and cleaning exam rooms, dispensing emergency contraception, assisting the nurses during exams, and performing front office duties.

The rates from the Economic Research Institute (ERI) shown below reflect the minimum and maximum rates of pay at the 10<sup>th</sup>, 25<sup>th</sup>, mean, 75<sup>th</sup> and 90<sup>th</sup> percentiles of the labor market:

Medical Assistant (Southeastern Wisconsin)

Years' Experience	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
1	\$26,477	\$28,388	\$31,153	\$33,446	\$35,992
3	\$28,518	\$30,593	\$33,570	\$36,064	\$38,797
5	\$30,447	\$32,674	\$35,841	\$38,513	\$41,411
7	\$32,159	\$34,516	\$37,843	\$40,662	\$43,709

Source: ERI. Published Q1 of 2019.

ERI defines a Medical Assistant as a position that assists in examination and treatment of patients, performing miscellaneous delegated duties under the direction of physician; asks patients questions regarding injury or ailment; takes vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts; prepares treatment rooms for examination of patients; cleans and sterilizes instruments. The following table provides wage information from the Bureau of Labor Statistics (BLS) for Nurse Practitioners in the greater Milwaukee metropolitan area:

Medical Assistants (Milwaukee-Waukesha-West Allis Metro Area)

Area Name	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Survey Mean	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
Milwaukee-Waukesha-West Allis	\$26,646	\$30,478	\$35,308	\$39,552	\$44,084

Source: BLS. Published in May of 2017; aged by 3% to approximate 2019 rates.

BLS defines Medical Assistants as positions that complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. They duties vary with location, specialty, and size of practice but often include: recording patient history and personal information, measuring vital signs, assisting with examinations, preparing blood samples, scheduling patient appoints, and entering patient information into medical records.

We therefore recommend that two position of Public Health Aide in Pay Range 5AN (\$30,865 - \$35,902) and eight positions of Clinic Assistant in Pay Range 5BN (\$30,530 - \$37,456) be reclassified to Medical Assistant in Pay Range 5CN (\$34,067 - \$40,688). We further recommend a footnote be designated to this title to allow recruitment at any

point in the range with the approval of the Department of Employee Relations due to the difficulties the department has had in recruiting candidates for the title of Medical Assistant at the minimum of the pay range.

Current	Office Assistant III	Pay Range 6FN (\$34,717 - \$38,406)	1 Position
Recommended	Program Assistant I	Pay Range 5EN (\$40,501 - \$46,724)	1 Position

This position serves as the office staff in the MHD Consumer Environmental Health office located at the Northwest Health Center or Zeidler Municipal Building and performs administrative support for the full staff of the division. Duties and responsibilities are to:

- Provide high-quality, confidential administrative support to superiors.
- Coordinate and prepare workshops, meetings, and events.
- Formulate procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Maintain inventory for office supplies and equipment.
- Make recommendations for equipment upgrades and/or replacements.
- Represent the division on departmental teams and/or committees.
- Provide advanced technical support in assigning new work and completing licensing requirements.
- Transmit renewal statuses based on Licenses Committee and Common Council actions.
- Disperse closure and reinstatement notifications.
- Help maximize office productivity and reports through the use of office software applications
- Maintain files needed for regulatory, grant, collaborative, and administrative reporting.
- Maintain various month and annual summary reports of division statistics and billing.
- Provide assistance to customers in determining application status, fees assessed, and inspections needed.
- Determine the fees due based on inspection results.
- Coordinate license application with other internal/external agencies.
- Collect payments and process via the cash register.
- Append data into database in order to create records and generate accounting forms.
- Perform daily accounting to balance cash register receipts as needed.
- Collect, reconcile, and disburse inspection fees in the form of cash, checks, and credit card payments.
- Maintain and operate an efficient filing system.
- Process and file vending machine reports.
- Track and create reports to resolve delinquent licenses.
- Assist in creating new policies, procedures, and data collection methods.
- Perform complex queries of the database and analyze results.
- Prepare computerized statistical tables and spreadsheets for management.
- Institute procedures, write instructions, and design forms.
- Work with programming consultants in developing, maintaining, troubleshooting, and managing the accounting portion of the division's electronic inspection database.
- Answer questions and take complaints from the general public and forward them to the appropriate party.
- Maintain vigilance in assessing complaints for the possibility of serious outbreaks (e.g. e-Coli, West Nile).
- In the event of a serious outbreak, operate a phone bank during the course of the investigation.
- Act as lead contact and problem solver for any accounting-related issues involving the agent agreement between the City and the Wisconsin Department of Agriculture.
- Generate necessary reports needed to for reimbursement and submittal of payment.
- Assist in coordinating office staff work and providing back-up support at other division locations.
- Process open records requests by running queries and process payment to make copies.
- Perform other duties as assigned.

Minimum requirements for this position include additional training beyond high school in a business college including advanced study in computer database coursework as well as report generating, spreadsheet and word processing applications; a minimum of six years of general office experience, at least three of which must be at the Office Assistant IV level or equivalent. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

Due to a recent vacancy of this position, the department has determined the needs of the division require a position with an increased level of duties and responsibilities. This position works with Consumer Environmental Health staff located at the Northwest Health Center (NWHC) and under the direction of the Consumer Environmental Health Supervisor. There are currently two Consumer Environmental Health Supervisors – one in the Zeidler Municipal Building (ZMB) and one at the Northwest Health Center. The supervisor at ZMB is assisted by a Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724) and the supervisor at NWHC is assisted by a now vacant Office Assistant III in Pay Range 6FN (\$34,717 - \$38,406). This reclassification would align the two support positions and compensate comparable duties and responsibilities with comparable rates of pay. This proposed Program Assistant I will hold the same job description as the current Program Assistant I in the Consumer Environmental Health Division.

We therefore recommend that one vacant position of Office Assistant III in Pay Range 6FN (\$34,717 - \$38,406) be reclassified to Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724).

### **Action Required – Effective Pay Period 9, 2019 (April 21, 2019)**

#### In the Salary Ordinance

Under Pay Range 1FX:

Delete the title of “Communicable and Infectious Disease Program Manager”.

Under Pay Range 1GX:

Add the title of “Sexual and Reproductive Health Program Manager (9)”.

Under Pay Range 2CN:

Add the title “ReCAST Program Coordinator (5)”.

Under Pay Range 2HN:

Delete the title of “Nurse Practitioner (11)”.

Add the title “Nurse Training Coordinator (11)” and modify footnote (11) so that it reads:  
(11) Recruitment is at \$2,236.81 biweekly (\$58,157.06).

Under Pay Range 2MX:

Add the title “Nurse Practitioner (5)” and create the following footnote (5):

(5) Recruitment may be at any rate in the range with the approval of DER.

Under Pay Range 5AN:

Delete the title of “Public Health Aide (1)” and footnote (1) in its entirety.

Under Pay Range 3BN:

Delete the title of “Clinic Assistant”.

Under Pay Range 5CN:

Add a (1) designation to the title of “Medical Assistant” and create the following footnote (1):

(1) Recruitment may be at any rate in the range with the approval of DER.

#### In the Positions Ordinance

Under Health Department, Office of Violence Prevention:

Delete one position of “Program Assistant III (H)(X)”.

Under Disease Control and Environmental Health Services Division, Home Environmental Health:

Delete one position of "Lead Risk Assessor (X)".

Add one position of "Environmental Health Coordinator (X)(TT)".

Modify the section "Sexually Transmitted Disease Clinic" so that it reads "Sexual and Reproductive Health Program".

Under Sexual and Reproductive Health Program:

Delete one position of "Communicable and Infectious Disease Program Manager (X)(Y)".

Add one position of "Sexual and Reproductive Health Program Manager (X)(Y)".

Delete one position of "Public Health Nurse Coordinator (X)(G)".

Add one position of "Public Health Nurse Supervisor (X)".

Delete one position of "Advanced Practice - Nurse Practitioner (X)(U)".

Add one position of "Nurse Training Coordinator (X)(U)".

Under TB, CD, & IMMS Program:

Delete one position of "Public Health Aide (MM)(X)".

Add one position of "Medical Assistant (MM)(X)".

Under Hepatitis B Immunization Grant (HH):

Delete one position of "Public Health Aide – Bilingual – Hmong (X)(HH)".

Add one position of "Medical Assistant – Bilingual – Hmong (X)(HH)".

Under Family and Community Health Services Division, PNCC/CCC/Newborn Screening Program (O):

Delete two positions of "Clinic Assistant (X)".

Add two positions of "Medical Assistant (X)".

Under Women's, Infant's and Children's Nutrition Program Grant (C):

Delete five positions of "Clinic Assistant (X)(C)(Q)".

Add five positions of "Medical Assistant (X)(C)(Q)".

Delete one position of "Clinic Assistant-Bilingual (X)(C)".

Add one position of "Medical Assistant-Bilingual (X)(C)".

Under Consumer Environmental Health Division:

Delete one position of "Office Assistant III"

Add one position of "Program Assistant I".

Prepared by:   
Derek Reilly, Human Resources Analyst – Senior

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: March 19, 2019

**Port Milwaukee**

Current	Recommendation
Accounting Program Assistant III PR 5GN (\$41,610 - \$49,946) One Position	Finance Specialist PR 2FX (\$48,670 - \$67,616) One Position

The Port Milwaukee Director, Adam Schlicht, has requested a classification study of a vacant position of Accounting Program Assistant III. He indicated that the duties and responsibilities of the position have evolved since it was first created. A new job description was provided and discussions were held with Mr. Schlicht and the position's direct supervisor, Jackie Q. Carter, Port Finance Officer.

The basic function of this position is to process, generate, and maintain financial and personnel records for the department of Port Milwaukee. Duties and responsibilities include the following:

- 20% Accounts Receivable: Generate Port Milwaukee invoices within FMIS (Financial Management Information System); monitor daily receipts through the City Treasurer's Office; reconcile receipts against outstanding balances; resolve accounts receivable inquiries and maintain files; and develop/generate accounts receivable reports for Port personnel as requested.
- 20% Accounts Payable: Process accounts payable invoices within FMIS; process purchase requisitions and purchase orders for Port Milwaukee; respond to related inquiries from vendors and Port personnel; and develop/generate accounts payable reports for Port personnel as requested.
- 20% Payroll and Human Resources: Process Port Milwaukee payroll, review and/or enter time card entries for staff, prepare payroll adjustments, process auto allowances, and attend required meetings of payroll staff; prepare and maintain human resource records in paper and electronic formats; work with section managers to ensure pay progression processes are completed in a timely manner; enroll staff in City of Milwaukee training programs; and gather and prepare data, documents, and reports for Port personnel as requested.
- 20% Finance: Perform general accounting duties, conduct monthly reconciliation of outstanding invoice balances, and maintain reports on accounts in arrears/delinquency with the Port Finance Officer; monitor monthly payments and budget amounts for contracted Port vendors, and process contract change orders as needed; and develop and manage financial data in the FMIS, Excel, Access, or other applicable software programs.
- 10% Purchasing: Assist the Port Finance Officer with procurement activity; organize/maintain purchasing documents including contracts, BID (Business Improvement District), and RFP (Request for Proposal) files; and contact and coordinate with vendors as needed.
- 10% Other Duties: Serve as a courier for the Port as needed; serve as a backup to the Administrative Assistant III position and cover phones during Board of Harbor Commissioners meetings and maintain custody of petty cash during periods of absence; maintain status as a Notary Public; represent the Port at applicable City-wide meetings as assigned by the Port Finance Officer; and contribute to Port inventory and preventative maintenance reporting in FMIS, Excel, Access, or other applicable software programs.

Minimum requirements include a bachelor's degree in business, accounting, or closely related field and four years of experience performing payroll and financial functions using HCM (Human Capital Management) and FMIS (Financial Management Information Systems). Equivalent combinations of education and experience may be considered. These requirements have not been assessed by the Staffing Division.

This position was first created in 2006 and was classified in the current title of Accounting Program Assistant III in Pay Range 5GN (\$41,610 - \$49,946). The basic function was to process, generate, and maintain financial and personnel records for Port Milwaukee with a major emphasis on assisting the Port Finance Officer with the Port's Capital Projects Program. Over time the position has evolved and, as the position is now vacant, the department has updated the duties and responsibilities of the position. The department has reorganized some of the functions within the department and the Port Finance Officer has taken on more of a leadership role necessitating the delegation of more duties and responsibilities to this position. Generally, this position will work more independently and require critical thinking, have more contact with vendors and other personnel, perform more analytical work, and serve as a backup to the Port Finance Officer. More specific changes include the following:

- Independently run FMIS reports to Excel to analyze and reconcile accounts.
- More responsibility for payroll and human resources as the Port centralizes the payroll functions under the Finance Section to ensure consistency with policy implementation and recordkeeping.
- More finance responsibilities including performing general accounting duties, conducting monthly reconciliation of outstanding invoice balances, and maintaining reports on accounts in arrears/delinquency with the Port Finance Officer; monitoring monthly payments and budget amounts for contracted Port vendors, and processing contract change orders as needed; and developing and managing financial data in the FMIS, Excel, Access, or other applicable software programs.
- Purchasing responsibilities as the Port centralizes the purchasing functions under the Finance Section to ensure compliance and consistency. Duties include working with potential vendors and Port staff to coordinate RFP/BID activities and maintain files.
- Assist in the compilation of reports for required by the Comptroller's Office and the Budget Office; and maintain status as a Notary Public.

With these changes, the position is more comparable to other City professional positions. Comparisons were made to several City positions including the following:

Business Finance Officer	City Attorney	2HX	\$54,865 - \$76,806
Legislative Fiscal Analyst – Lead	Common Council/City Clerk's Office	2HX	\$54,865 - \$76,806
Accountant III	DPW-Infrastructure, Parking, and Water Works	2GX	\$51,469 - \$72,063
Accounting Specialist	Comptroller's Office	2GX	\$51,469 - \$72,063
Business Operations Specialist	Employee Relations	2GX	\$51,469 - \$72,063
Contract Compliance Officer	DOA-Office of Small Business Dev and DPW-Administrative Services	2GX	\$51,469 - \$72,063
Budget and Management Analyst – Senior (Underfill Classification)	DOA-Budget	2FX	\$48,670 - \$67,616
Human Resources Analyst – Senior	Police, Library	2FX	\$48,670 - \$67,616
Purchasing Agent – Senior	DOA-Purchasing	2FX	\$48,670 - \$67,616
Administrative Specialist – Senior	DOA-Budget, Purchasing, and Information Technology Management Division (ITMD), City Attorney's Office, Health, Library, Neighborhood Services and Police	2EX	\$48,670 - \$63,427
Legislative Fiscal Analyst – Associate (Underfill Classification)	Common Council/City Clerk's Office	2EX	\$48,670 - \$63,427
Accountant II	City Development, Comptroller's Office	2DN	\$47,095 - \$59,498
Accountant I	City Development, Police	2CN	\$46,347 - \$55,825

There is no direct match to this position as it performs a variety of duties including those related to accounting, human resources, financial, and purchasing functions. The classification of Business Operations Specialist in Pay Range 2GX (\$51,469 - \$72,063) seems stronger as it is responsible for administering the overall financial operations and budget of the Department of Employee Relations including the \$100 million dollar healthcare special purpose account and has other Citywide duties such as serving as the coordinator of the City's Flexible Spending and Health Reimbursement accounts. Pay Range 2FX (\$48,670 - \$67,616) is a better match as it includes a number of journey-level professional positions that focus on one or more functions that are performed by the position under study including Budget and Management Analyst – Senior, Human Resources Analyst – Senior, and Purchasing Agent – Senior. As the position under study focuses primarily on accounting and financial duties, we recommend the title of "Finance Specialist".

Based on changes in duties and responsibilities and pay comparisons to other City positions we recommend that this position of Accounting Program Assistant III in Pay Range 5GN (\$41,610 - \$49,946) be reclassified to Finance Specialist in 2FX (\$48,670 - \$67,616).

**Action Required – Effective Pay Period 9, 2019 (April 21, 2019)**

In the Salary Ordinance

Under Pay Range 2FX:

Add the title of "Finance Specialist".

In the Positions Ordinance

Modify the department titled Port of Milwaukee so that it reads "Port Milwaukee".

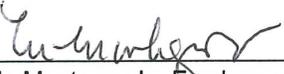
Under Port Milwaukee, Finance and Personnel Section:

Delete one position of "Accounting Program Assistant III".

Add one position of "Finance Specialist".

Prepared By:   
Sarah Trotter, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Montegudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 3/15/2019 **File Number** 181728  **Original**  **Substitute**  
**Subject** Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action

**B** **Submitted By (Name/Title/Dept./Ext.)** Derek Reilly / Human Resources Analyst – Senior / Employee Relations / x3143

**C** **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

**D** **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) \_\_\_\_\_
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
<b>E</b>	Salaries/Wages		See attached spreadsheet.	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

F

Assumptions used in arriving at fiscal estimate. \_\_\_\_\_

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

- |                                    |                                    |       |
|------------------------------------|------------------------------------|-------|
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |

H

List any costs not included in Sections D and E above. \_\_\_\_\_

I

Additional information. Spreadsheet revised on March 18, 2019.

J

This Note  Was requested by committee chair.

Department of Employee Relations  
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of March 20, 2019  
City Service Commission March 19, 2019

NEW COSTS FOR 2019											
No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal	
1	Common Council-City Clerk	Legislative Coordinator – Senior	2KX	Intergovernmental Policy Mgr. – Senior*	2MX	\$47,457	\$52,201	\$4,744	\$664	\$5,408	
0	Common Council-City Clerk	Legislative Coordinator – Senior	2KX	Intergovernmental Policy Manager*	2KX	N/A	N/A	N/A	Underfill Title Only		
6	DPW-Operations-Fleet Services	Fleet Services Welder	7HN	Fleet Services Welder*	7JN	Varies	Varies	\$9,417	\$1,643	\$11,060	
2	DPW-Operations-Fleet Services	Automotive Body Repair/Painting Tech.	7HN	Automotive Body Repair/Painting Tech.*	7JN	Varies	Varies	\$231	\$40	\$272	
57	DPW-Operations-Fleet Services	Vehicle Services Technician II	7HN	Vehicle Services Technician*	7LN	Varies	Varies	\$129,299	\$22,563	\$151,862	
1	DPW-Operations-Fleet Services	Automotive Electrician	7HN	Vehicle Services Technician*	7LN	\$50,124	\$50,124	\$0	\$0	\$0	
1	DPW-Operations-Fleet Services	Fluid Power Systems Technician	7HN	Vehicle Services Technician*	7LN	\$47,351	\$48,261	\$910	\$159	\$1,068	
0	DPW-Operations-Fleet Services	Vehicle Services Technician I	7EN	Vehicle Services Technician*	7LN	N/A	N/A	N/A	Underfill Title Only		
3	DPW-Operations-Fleet Services	Fleet Repair Supervisor	1BX	Fleet Repair Supervisor*	1DX	Varies	\$68,102	\$16,549	\$2,888	\$19,436	
3	DPW-Operations-Fleet Services	Fleet Repair Supervisor – Senior	1DX	Fleet Repair Supervisor – Senior*	1FX	Varies	Varies	\$4,599	\$803	\$5,402	
1	DPW-Water Works	New Position	N/A	Program Assistant III*	5IN	N/A	N/A	N/A	Included in 2019 Budget		
6	DPW-Water Works	Water Treatment Plant Operator	2EN	Senior Water Treatment Plant Operator**	2GN	N/A	N/A	No immediate fiscal impact.			
1	Milwaukee Health Department	Comm. & Infectious Disease Prog. Mgr.	1FX	Sexual & Reproductive Health Prog. Mgr.**	1GX	\$64,582	\$74,823	\$7,107	\$995	\$8,102	
2	Milwaukee Health Department	New Position	N/A	Nurse Practitioner**	2MX	N/A	N/A	N/A	Included in 2019 Budget		
1	Milwaukee Health Department	Nurse Practitioner	2HN	Nurse Training Coordinator**	2HN	\$76,806	\$76,806	\$0	\$0	\$0	
1	Milwaukee Health Department	Public Health Nurse Coordinator	2GN	Public Health Nurse Supervisor**	1EX	\$56,234	\$68,021	\$8,160	\$1,142	\$9,303	
1	Milwaukee Health Department	Lead Risk Assessor II	3JN	Environmental Health Coordinator**	2FN	\$45,013	\$53,035	\$5,554	\$969	\$6,523	
1	Milwaukee Health Department	Program Assistant III	5IN	ReCAST Program Coordinator**	2CN	\$47,779	\$45,473	(\$1,597)	(\$279)	(\$1,875)	
2	Milwaukee Health Department	Public Health Aide	5AN	Medical Assistant**	5CN	\$30,865	\$34,067	\$4,434	\$774	\$5,208	
8	Milwaukee Health Department	Clinic Assistant	5BN	Medical Assistant**	5CN	Varies	\$34,067	\$11,895	\$2,076	\$13,970	
1	Milwaukee Health Department	Office Assistant III	6FN	Program Assistant I**	5EN	\$34,717	\$40,501	\$4,004	\$561	\$4,565	
1	Port Milwaukee	Accounting Program Assistant III	5GN	Finance Specialist**	2FX	\$41,610	\$48,670	\$4,888	\$684	\$5,572	
100								\$210,194	\$35,682	\$245,875	

Totals may not be to the exact dollar due to rounding.

\* Assume effective date is Pay Period 1, 2019 (December 30, 2018).

\*\* Assume effective date is Pay Period 9, 2019 (April 21, 2019).

Department of Employee Relations  
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of March 20, 2019  
City Service Commission March 19, 2019

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council-City Clerk	Legislative Coordinator – Senior	2KX	Intergovernmental Policy Mgr. – Senior	2MX	\$47,457	\$52,201	\$4,744	\$664	\$5,408
0	Common Council-City Clerk	Legislative Coordinator – Senior	2KX	Intergovernmental Policy Manager	2KX	N/A	N/A	N/A	Underfill Title Only	
6	DPW-Operations-Fleet Services	Fleet Services Welder	7HN	Fleet Services Welder	7JN	Varies	Varies	\$9,417	\$1,643	\$11,060
2	DPW-Operations-Fleet Services	Automotive Body Repair/Painting Tech.	7HN	Automotive Body Repair/Painting Tech.	7JN	Varies	Varies	\$231	\$40	\$272
57	DPW-Operations-Fleet Services	Vehicle Services Technician II	7HN	Vehicle Services Technician	7LN	Varies	Varies	\$129,299	\$22,563	\$151,862
1	DPW-Operations-Fleet Services	Automotive Electrician	7HN	Vehicle Services Technician	7LN	\$50,124	\$50,124	\$0	\$0	\$0
1	DPW-Operations-Fleet Services	Fluid Power Systems Technician	7HN	Vehicle Services Technician	7LN	\$47,351	\$48,261	\$910	\$159	\$1,068
0	DPW-Operations-Fleet Services	Vehicle Services Technician I	7EN	Vehicle Services Technician	7LN	N/A	N/A	N/A	Underfill Title Only	
3	DPW-Operations-Fleet Services	Fleet Repair Supervisor	1BX	Fleet Repair Supervisor	1DX	Varies	\$68,102	\$16,549	\$2,888	\$19,436
3	DPW-Operations-Fleet Services	Fleet Repair Supervisor – Senior	1DX	Fleet Repair Supervisor – Senior	1FX	Varies	Varies	\$4,599	\$803	\$5,402
1	DPW-Water Works	New Position	N/A	Program Assistant III	5IN	N/A	N/A	N/A	Included in 2019 Budget	
6	DPW-Water Works	Water Treatment Plant Operator	2EN	Senior Water Treatment Plant Operator	2GN	N/A	N/A	N/A	No immediate fiscal impact.	
1	Milwaukee Health Department	Comm. & Infectious Disease Prog. Mgr.	1FX	Sexual & Reproductive Health Prog. Mgr.	1GX	\$64,582	\$74,823	\$10,265	\$1,437	\$11,702
2	Milwaukee Health Department	New Position	N/A	Nurse Practitioner	2MX	N/A	N/A	N/A	Included in 2019 Budget	
1	Milwaukee Health Department	Nurse Practitioner	2HN	Nurse Training Coordinator	2HN	\$76,806	\$76,806	\$0	\$0	\$0
1	Milwaukee Health Department	Public Health Nurse Coordinator	2GN	Public Health Nurse Supervisor	1EX	\$56,234	\$68,021	\$11,787	\$1,650	\$13,437
1	Milwaukee Health Department	Lead Risk Assessor II	3JN	Environmental Health Coordinator	2FN	\$45,013	\$53,035	\$8,022	\$1,400	\$9,422
1	Milwaukee Health Department	Program Assistant III	5IN	ReCAST Program Coordinator	2CN	\$47,779	\$45,473	(\$2,306)	(\$402)	(\$2,709)
2	Milwaukee Health Department	Public Health Aide	5AN	Medical Assistant	5CN	\$30,865	\$34,067	\$6,405	\$1,118	\$7,523
8	Milwaukee Health Department	Clinic Assistant	5BN	Medical Assistant	5CN	Varies	\$34,067	\$17,181	\$2,998	\$20,179
1	Milwaukee Health Department	Office Assistant III	6FN	Program Assistant I	5EN	\$34,717	\$40,501	\$5,784	\$810	\$6,594
1	Port Milwaukee	Accounting Program Assistant III	5GN	Finance Specialist	2FX	\$41,610	\$48,670	\$7,060	\$988	\$8,048
100								\$222,887	\$38,758	\$260,657

Totals may not be to the exact dollar due to rounding.