



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: June 16, 2026

Health Department – Clinical Services Division – Sexual & Reproductive Health

Current	Recommended
Public Health Nurse 3 PR 2IN (\$62,041 - \$89,460) FN: Recruitment rate is \$78,021 FN: An employee will receive a special attainment rate of \$30 biweekly for a related nursing certification as designated by the Commissioner of Public Health. Certifications must be maintained to continue to receive the additional rate. (One Vacant Position)	Nurse Practitioner PR 2OX (\$91,006 - \$131,235) FN: Recruitment rate is \$99,897 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Health Department, Clinical Services Division, has requested repurposing one vacant position of Public Health Nurse 3 in Pay Range 2IN (\$62,041 - \$89,460) to Nurse Practitioner in Pay Range 2OX (\$91,006 - \$131,235) in the Sexual & Reproductive Health Section. Job descriptions were provided and discussions were held with Lindsey O'Connor, Health Department Human Resources Administrator, Samantha Brennan, Human Resources Supervisor, and Sarah Wallisch, Human Resources Representative.

Background

The Health Department Sexual and Reproductive Health (SRH) program provides confidential testing and follow-up services, as well as emergency contraception and birth control options, to uninsured and under-insured residents of Milwaukee and the surrounding communities. Keenan Sexual Health Clinic (KSHC), often referred to as the "STI Clinic," provides sexually transmitted infection and HIV-related services to uninsured and underinsured residents of Milwaukee and surrounding communities. Services are provided to anyone at no cost to the client. The clinic offers a broad range of acceptable and effective medically approved family planning methods (including natural family planning methods) and services (including pregnancy testing and counseling, assistance to achieve pregnancy, basic infertility services, sexually transmitted infection (STI) services, preconception health services, and adolescent-friendly health services).

Currently, the STI clinic is staffed by one Nurse Practitioner (NP). Relying on a single NP has created a significant operational and clinical vulnerability. This NP provides comprehensive sexual health assessment, diagnostic evaluation, treatment, prescribing authority, follow-up management, clinical expertise, and clinical decision-making for both routine and complex STI presentations. Any absence, vacancy, or surge in patient demand can immediately reduce access to care, delay treatment, and compromise continuity.

Analysis

The addition of a second NP in the SRH/STI Clinic is essential to support increasing patient demand, improve access to care, and strengthen public health outcomes. STI clinics are experiencing growing volumes of patients requiring timely evaluation, treatment, prevention services, and follow-up care, including management of symptomatic STIs, HIV prevention services, such as PrEP, partner services, reproductive health needs, and complex psychosocial concerns.

A single NP model limits same-day access, creates delays in care, and increases operational vulnerability during leave, illness, or high-volume periods. Delays in STI diagnosis and treatment can contribute to ongoing disease transmission, adverse health outcomes, and increased healthcare costs. A second NP would:

- Increase appointment and walk-in capacity
- Reduce wait times for symptomatic patients
- Improve continuity and timeliness of care
- Strengthen support for Disease Intervention Specialists (DIS) and public health response efforts
- Expand HIV prevention and reproductive health services
- Reduce provider burnout and improve workforce sustainability
- Enhance trauma-informed, culturally responsive patient care

Additional NP capacity would also improve operational stability, support quality improvement initiatives, and better position the clinic to respond to outbreaks, public health priorities, and future program growth.

Under the general direction of the Deputy of Clinical Services and Sexual and Reproductive Health Program (SRH) Director, the Nurse Practitioner functions as an independent healthcare provider who, working collaboratively within a multidisciplinary team, is responsible for providing comprehensive care to clients in an outpatient sexual and reproductive health clinical setting. Responsible for assessment, diagnosis, treatment, management, education, health promotion, and care coordination for public health clients. Duties and responsibilities include:

70% Client Care, Clinical Knowledge and Practice, Sexual & Reproductive Health Procedures:

- Demonstrates knowledge of etiologies, risk factors, pathophysiology, presentation and epidemiology of sexual and reproductive health medical conditions.
- Performs physical assessments of clients that are accurate, complete, concise, relevant and appropriate for age, gender and clinical presentation.
- Orders appropriate testing and correctly interprets the results.
- Utilizes critical thinking to synthesize and analyze collected data.
- Develops, implements, evaluates and alters plans of care as needed.
- Counsels and educates clients and families.
- Demonstrates proficiency in procedural skills pertinent to sexual and reproductive health, such as but not limited to LARC insertions and removals.
- Maintains accurate, complete, concise and timely documentation of the medical record.
- Provides care that is patient and family centered, compassionate, gender and age appropriate, culturally appropriate and effective for the promotion of health and wellbeing throughout the lifespan.
- Provides STI testing, treatment and follow up within scope of practice.
- Provides all-options counseling for pregnant individuals and the appropriate education.

- Performs routine clinical procedures independently as outlined in scope of practice.
- Prescribes and educates clients on contraception methods, including but not limited to hormonal pill, ring, shot and LARCs.
- Assures the development and maintenance of appropriate program materials for the SRH clinic.

20% Program & Operational Support:

- Assesses, plans, implements and evaluates competency-based orientation and education programs for new staff and learners.
 - Provides didactic, experiential and skills-based orientation.
 - Reviews and revises competency validation tools in collaboration with advanced practice and operational leaders.
 - Follows up with new staff to evaluate competency progression and organizational assimilation.
 - Partners with leaders to develop individualized learning plans for new staff who need additional assistance to successfully complete orientation.
 - Provides recommendations on educational needs.
- Develops annual plan for ongoing competency validation and education.
 - Collaborates with leaders to acquire and analyze data to develop a plan for competency validation of unit/department/specialty staff.
 - Plans and implements competency validation program.
 - Develops plan in collaboration with leaders for mandatory, required, continuing and professional development educational offerings.
 - Ensures that regulatory requirements related to education and competency are met.
- Develops and implements education.
 - Utilizes adult learning principles and a creative, innovative approach to education to engage learners.
 - Considers factors related to safety, effectiveness, and cost in planning and delivering educational activities.
 - Collaborates with content experts (e.g., Medical Director, Deputy Commissioner of Clinical Services, Director of Nursing, Clinic management, etc.).
 - Initiates, develops, implements and evaluates educational offerings for mandatory and continuing education.
 - Develops and oversees in-services on new products, policies, procedures and equipment.
- Facilitates tracking and reporting of competencies and education.
 - Obtains and disseminates reports to leaders for education/competency completion.
 - Assists leaders in tracking and reporting completion of mandatory/required education/competencies.
 - Ensures that educational records of staff contain essential regulatory information.

5% Outreach, Education Stakeholder Engagement:

- Works as part of the interdisciplinary Sexual and Reproductive Health team to identify stakeholder and community partnerships needed to meet the goals of the program.
- Utilizes outreach and educational methods within the community to increase health and wellness for all residents.
- Stays current on sexual and reproductive health care information that will impact practice.
- Provides up to date and relevant sexual and reproductive health education to staff in the SRH and relevant programs.

- Collaborates with local SRH and OB/GYN partners to improve services and systems to support clients.

5% Peripheral Duties:

- Participate in department culture, wellbeing and professional development initiatives.
- Participate in quality improvement (QI) projects to foster a culture of continuous quality improvement (CQI).
- Participate in Emergency Preparation activities and respond to broad impact events or Public Health Emergencies as required.
- Participate in a positive safety culture by engaging with safety initiatives, following safety policies and procedures, and reporting safety hazards & opportunities for improvements.
- Attends required HIPAA Privacy and Security training regarding federal and state laws related to confidentiality requirements. Knows and abides by their program-specific confidentiality policies and procedures that ensure client privacy and electronic health records security. Informs the Privacy Officer of areas of improvement and helps prevent HIPAA violations and to create a culture of confidentiality compliance.

Minimum qualifications:

At time of application:

- Proof of completion of an accredited Nursing Practitioner program.
- Master of Science in nursing (MSN).
- One year of full-time experience performing the duties of a Nurse Practitioners in a licensed Obstetrics-Gynecology (OBGYN), Women's Health, Reproductive Health, or Family Practice clinic
OR
- Three (3) years of full-time experience working in Obstetrics-Gynecology (OBGYN), Women's Health, Reproductive Health, or Family Practice clinic as a Registered Nurse.

At time of application, throughout the selection process, and throughout employment:

- Valid certificate to practice as a professional Nurse Practitioner from the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP).
- Valid license to practice professional nursing in the State of Wisconsin.
- Valid State of Wisconsin certification as an Advanced Practice Nurse Prescriber (APNP).

At time of appointment and throughout employment:

- Valid certificate in Basic Life Support (BLS).
- Valid driver's license and possession of a properly insured vehicle for use on the job. Private auto allowance may be paid pursuant to Section 350-183 of the Milwaukee Code.
- Completion of Collaboration Agreement with Health Department Medical Consultant for SRH.

Within six months of appointment:

- Completion of a comprehensive training program for the prevention of sexually transmitted infections mandated by the Centers for Disease Control and Prevention (CDC).
- Completion of the certification for the National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700.a.

The Nurse Practitioner practices under a collaborative agreement with a designated supervising physician, as required by state law. Within this framework, the Nurse Practitioner functions with a high level of clinical autonomy while maintaining ongoing communication and consultation with the

collaborating physician and/or the Medical Director. The Nurse Practitioner will work under the direct supervision of the SRH Program Director and the Deputy Commissioner of Clinical Services of the City of Milwaukee Health Department.

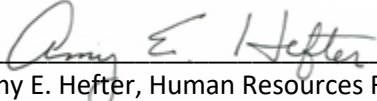
A second Nurse Practitioner is a critical investment in patient care, public health infrastructure, and workforce sustainability. Expanding advanced practice provider capacity will improve access to timely STI services, strengthen prevention and treatment efforts, support staff resilience, and help ensure equitable, high-quality care for the community.

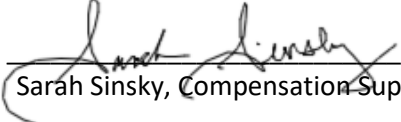
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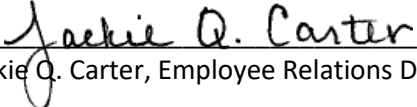
This report recommends repurposing one vacant position of Public Health Nurse 3 in Pay Range 2IN (\$62,041 - \$89,460) to Nurse Practitioner in Pay Range 2OX (\$91,006 - \$131,235) in the Sexual & Reproductive Health Section of the Health Department. Recruitment rate is \$99,897.

Action Required – Effective Pay Period 15, 2026 (July 5, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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