



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Renee Joos
Employee Benefits Director

Nicole Fleck
Labor Negotiator

Memorandum

To: Members of the Public Safety and Health Committee

From: Kristin Hennessy Urban
Human Resources Manager – DER Staffing

Date: July 13, 2018

RE: Commissioner of Health Selection Process

In January of 2018, at the direction of Mayor Barrett, DER commenced the selection process to fill the position of Commissioner of Health for the Milwaukee Health Department (MHD). As this position was last filled in 2004, all recruitment and selection materials were drafted anew, including the announcement sheet, supplemental candidate questions and a comprehensive recruitment plan. As your Committee is aware, the minimum requirements for the position are established both by Chapter 17-02 of the City Charter, which states that the Commissioner of Health shall be the City's health officer, and by Wis. Stats. 251.06 (1) (c), which delineates the qualifications for a Level III local health officer.

The Department of Employee Relations (DER) conducted a nationwide recruitment from January 30 – March 9, 2018. This entailed posting the position on multiple professional websites and making contact with individuals active in various disciplines related to public health. Fifteen individuals applied for the position and 10 met the minimum requirements. A panel consisting of Aldermen Lewis and Murphy, in addition to six individuals involved in the provision or advocacy of public health services, independently evaluated the candidates' qualifications, based upon job-related rating criteria. Following the review of the candidates' training and experience, five individuals were invited to participate in structured interviews, held on May 4, 2018. Seven of the eight panel members participated in the structured interviews, as one of the panel members was not available due to a family issue. The interview questions and rating criteria assessed the candidates' technical, leadership, strategic management, communication and relationship building skills. All candidates were provided with 55 minutes to respond to the 17 interview questions and were evaluated based upon the job-related rating criteria. Pursuant to the panel's recommendation, Dr. Battacharyya and Dr. Kowalik were referred to the mayor for additional consideration.

Please do not hesitate to contact me at 414.286.8643 should you need additional information.



