



Tom Barrett  
Mayor

Bevan K. Baker, FACHE  
Commissioner of Health

Joe'Mar Hooper, MPA  
Health Operations Administrator

**Health Department**

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September 4, 2013

Mr. James Owczarski  
City Clerk  
Milwaukee Common Council  
City Hall, Room 205  
200 East Wells Street  
Milwaukee, WI 53202

Dear Mr. Owczarski:

Re: File #130635-Communication from the Health Department relating to amending the Positions Ordinance

The Milwaukee Health Department is submitting this communication file for introduction at the September 4, 2013 Common Council meeting. MHD has only one human resource professional who is responsible for all Human Resource (HR) functions for a staff of approximately 250 employees. This individual has been solely responsible for recruitment, discipline, and all other HR duties for one of the larger city departments. The department has seen extremely high turnover in its nursing and food inspector positions during the past 2 years, and there are at least 90 employees who have FMLA requests at any point during the year. Amending the 2013 positions ordinance to create a Human Resource Analyst position will allow the department to provide enhanced HR capabilities to staff. This will include providing for additional training and development, working on position recruitment and a plan for increased retention, processing FMLA requests, and helping to ease the backlog of disciplinary cases. This position will be funded through excess funds the department currently has in the 2013 salary appropriation.

<u>Caption/Position Title</u>	<u>Add</u>
Milwaukee Health Department	
Human Resource Analyst	1

Thank you for your assistance with this matter. If you have any questions, please contact Yvette Rowe at extension 3997.

Sincerely,

Joe'Mar Hooper  
Health Operations Administrator

*Think Health. Act Now!*

