



January 4, 2024

City Service Commission
Department of Employee Relations
City Hall, Room 706

Dear Director Donahue:

The Milwaukee Health Department (MHD) is requesting the re-exemption of our Deputy Commissioner of Medical Services (Clinical Services pending retitling) position. This vacancy will be reviewed at the January 10, 2024 Finance and Personnel Committee meeting.

The Deputy Commissioner of Medical Service (Clinical Services) manages all clinical and patient care functions of the Milwaukee Health Department. The Deputy Commissioner of Medical Service (Clinical Services) provides guidance for related areas of the health department, including, disease surveillance and reporting, laboratory services, environmental health, and home visiting. The Deputy Commissioner of Medical Service (Clinical Services) provides additional guidance as requested by the Health Commissioner for areas including research, strategic planning, clinical teaching, and community health improvement.

Deputy Commissioners represent the Health Commissioner and the MHD in promoting public health objectives and outcomes and obtaining support for critical public health initiatives. This entails responsibility for establishing and maintaining critical collaborative relationships with state and federal public health officials, elected officials and community partners. The exemption of these positions will permit our department to select a candidate who will assist us in carrying out our public health mission, while remaining sensitive to the needs and priorities of the City's policy makers.

Enclosed please find a job description for this position. Should you have any questions, please contact Lindsey O'Connor at 414-286-6406.

Sincerely,

DocuSigned by:

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Michael F. Totoraitis, PhD
Commissioner of Health

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No.	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 09/25/2023		2. Present Incumbent: Heather Paradis		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: New position		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Health			Bureau:		Unit:
			Division: Medical Services		Section:
6. Work Location: Zeidler Municipal Building			Telephone:		Work Schedule:
			Email:		Hours: 40+ / Days: M-F
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: NONE If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Deputy Commissioner of Clinical Services			Pay Range	Job Code
				10X	
	Underfill Title (if applicable):				
Requested Title (if applicable):					EEO Code
Recommended Title (DER Use Only):				Approved by:	
				Date:	

BASIC FUNCTION OF POSITION:

Administratively responsible for all clinical and patient care functions of the Milwaukee Health Department. Provides guidance for related areas of the health department, including, disease surveillance and reporting, laboratory services, environmental health, and home visiting. Provides additional guidance and consultation as requested by the Health Commissioner for areas including research, strategic planning, clinical teaching, and community health improvement. Serves as liaison from the health department to a variety of stakeholders and the general public.

11. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
45%	<ul style="list-style-type: none"> Oversee clinical programming and provide administrative oversight to the Lab, STD, Immunization, TB, and Communicable Disease programs. Includes: (1) developing and maintaining professional relationships with the local and state medical community, and providing and collecting pertinent medical and public health information; (2) serving as a liaison with the broader Milwaukee community on medical and public health issues, and representing the Health Department with local and state governments; (3) serving as liaison to various local, state, regional public health, medical and academic groups as directed by the Commissioner.
30%	<ul style="list-style-type: none"> Collaborate with management team on the formulation of public health policy and scope of service, and provide medical leadership and input to the health department's functions of community assessment, assurance, and policy development at multiple levels (local, state, federal/national).
10%	<ul style="list-style-type: none"> Provide guidance to other health department programs, including maternal child health, laboratory services, environmental health, and communicable disease, including surveillance, case management, reporting, and epidemiological investigations.
10%	<ul style="list-style-type: none"> Provide department-wide consultation and support for research, analysis, program and policy development and strategic planning, in conjunction with other MHD managers and senior managers; provide oversight of all medical and clinical teaching within the health department;

B. PERIPHERAL DUTIES:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	PERIPHERAL DUTY
5%	• Perform other duties as assigned, including responding to an emergency or broad impact event.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Commissioner of Health

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position’s supervisor.)

This position exercises the highest degree of independent judgment. Work assignments and methods are outlined, reviewed and approved by the Commissioner of Health.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **81**.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Clinic Operations Director	a-h
1	Public Health Lab Director	a-h
1	Director of Nursing	a-h

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. **Education and Experience:**

At least 8 years’ full-time experience working in a governmental, clinical, or public health setting; and Master’s Degree in public health, public administration, health administration. A doctorate level degree desirable.

ii. **Knowledge, Skills and Abilities:**

(1) Knowledge of the clinical aspects of public health issues that span all ages and multiple disciplines, including screening, risk assessment, risk-reduction messaging, and chelation therapy for childhood lead poisoning; ACIP recommendations for infants through adults; CDC treatment guidelines for sexually transmitted infections; screening and treatment for latent and active tuberculosis; and individual and population level drivers of pre-term birth and infant death.

(2) Knowledge of day-to-day logistics of health care service delivery and how that impacts the ability of clinicians and health care systems to implement recommendations of public health officials.

(3) Skill in educating clinicians how identifying, reporting, and addressing emerging public health threats can be performed efficiently in clinical practice and benefit patients and health care systems.

(4) Ability to effectively communicate medical and public health information to a variety of stakeholders, including medical and public health professionals, elected officials, the media, and the general public.

(5) Skill in collaborating effectively with interdisciplinary teams.

(6) Ability to think at both the individual and the population level.

(7) Knowledge regarding public health laboratory, surveillance, and data systems.

(8) Basic skill regarding management of physical environmental and occupational health issues.

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(9) Ability to lead or support epidemiologic investigations, case and contact investigations, outbreak management, emergency response, community health assessments, and community health improvement planning.

(10) Knowledge of public health priority-setting, the socioecological model, and the county health rankings model.

(11) Skill and experience in medical and public health research, policy development, program evaluation and strategic planning.

(12) Skill at teaching with a wide variety of learnings regarding medical and public health issues.

(13) Proven ability to effectively lead and manage a large variety of people with direct and indirect reporting relationships.

iii. **Certifications, Licenses, Registrations:**

Valid driver's license at time of hire and must be maintained throughout employment. Registration as a Certified Public Health Professional is desirable.

iv. **Other Requirements:**

Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, other agencies and the public. Ability to provide services in a culturally responsive manner. Ability to maintain confidentiality. Other duties as assigned, including responding to an emergency or broad impact event.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.

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<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list):</i>	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply):</i> <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other <i>(please list):</i> Various medical equipment??	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Strong leadership and interpersonal communications skills are critically important in this role. The ability to think broadly and strategically, as well as to effectively perform root-cause analysis, are important.

M. I believe that the statements made above in describing this job are complete and accurate

Signed by:



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Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: January 4, 2024

RE: Request from the Milwaukee Health Department (MHD) to **re-exempt** the position of Deputy Commissioner of Medical Services (Clinical Services)

<u>Position Title</u>	<u># of Positions</u>	<u>Pay Range</u>
Deputy Commissioner of Medical Services (Clinical Services)	1	TBD

Please find attached a request from MHD Commissioner Michael Totoraitis **re-exempt** the position of Deputy Commissioner of Medical Services (Clinical Services). Of note, the Commission will also consider a reclassification request at the meeting of January 9, 2024 for this position. A copy of the job description is attached.

Reporting directly to the Commissioner of Health, the Deputy Commissioner of Medical Services (Clinical Services) provides policy and programmatic leadership for all clinical and patient care functions. Each of the four Deputy Commissioners is qualified to serve in the absence of the Commissioner of Health as a Level III local health officer. The Deputy Commissioner of Medical Services (Clinical Services) will represent the Commissioner of Health before various committees and commissions, in addition to meeting individually with policy makers relative to public health initiatives. Accordingly, it is imperative that the incumbent is in alignment with and understands the policy direction and priorities of the Commissioner of Health. For these reasons, I recommend that the request to re-exempt the Deputy Commissioner of Medical Services (Clinical Services) be approved.

Please contact me at 414.286.8643 should you have any questions.