



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: March 11, 2025

Milwaukee Health Department – Office of the Commissioner & Health Administration

Current	Recommended
New Position	Inventory Control Assistant 3 PR 8EN (\$54,407 - \$65,076) (One Position [0.5 FTE])

Note: Residents receive a rate that is 3% higher.

Milwaukee Health Department – Clinical Services

Current	Recommended
New Position	Scales Neighborhood Nursing Program Manager PR 1GX (\$70,501 - \$98,703) Recruitment is at \$85,086 (One Position)

Note: Residents receive a rate that is 3% higher.

The Milwaukee Health Department has requested the classification of two new positions budgeted in the 2025 city budget. Job descriptions were provided and discussions were held with Sarah Wallisch, Human Resources Representative and Lindsey O'Connor, Health Human Resources Administrator.

Current	Recommended
New Position	Inventory Control Assistant 3 Milwaukee Health Department PR 8EN (\$54,407 - \$65,076) One (0.5 FTE) Position

The position is responsible for daily work of picking up and delivering specimens and clinical supplies between the Health Department's clinics and laboratories, as well as routine functions to manage and account for MHD clinical supply, medication, and program supply inventories. The Inventory Control Assistant 3 will handle maintenance, fueling, and upkeep of MHD equipment and assigned vehicles. This position will also carry out the logistical needs for MHD's clinical and community programs. Duties and responsibilities include:

- Perform daily run of deliveries and pick-ups from MHD's 4 locations: Northwest Health Center, Keenan Health Center, Zeidler Municipal Building, and South Side Health Center.
- Make other deliveries as required to locations in and around the city of Milwaukee and Milwaukee County, with occasional trips outside of Milwaukee County.
- Assure clinical samples and specimens, vaccines, medications, and other sensitive items delivered are kept intact and viable based on time, containment, and temperature requirements.

- Move physical stock, including crates, cases, and items large and small, to rotate, restock, and assess MHD's inventory of supplies, equipment, and materials.
- Accept and inventory deliveries of MHD supplies and materials, including medications, vaccines, clinical or lab supplies, equipment, and program materials and supplies.
- Perform or assist in regular inventory control and inventory count activities, and inventory status reporting and documentation.
- Provide in-person or phone customer service for MHD programs needing to deliver, receive, track, or update supply and material inventories.
- Document inventory transactions as they are performed, including appropriate filing of receipts, bills of lading, purchase orders, or inventory transfer/use documentation.
- Assure MHD vehicles not assigned to individuals are oiled, serviced, and fueled as needed.
- Assure MHD staff are leaving vehicles in clean and operable condition after use.
- Support scheduling, sign out, and department wide access to MHD shared vehicles, including moving them between MHD sites as needed.
- Deliver MHD assigned vehicles to DPW Fleet services for required repairs or unscheduled maintenance.
- Assist as needed within scheduled working hours with set-up and take down of MHD public and community events.
- Deliver materials or supplies to and from MHD events when required or when staff capacity to do so is not available.
- Deliver MHD materials, supplies, or items to community partners as needed and within working hours.

Minimum qualifications include one year of experience in inventory control, handling supplies, forms, equipment, and medical equipment supplies.

The addition of this position in the 2025 Budget enables the department to centralize inventory functions and enable a more global view of inventory needs Finance and Administration; and remove the need for temporary employees to perform the work.

Analysis and Recommendation

These duties, responsibilities, and requirements are currently comparable to the work performed by already classified Inventory Control Assistant 3s throughout the city. Based upon this comparison, the recommendation is to classify this new position as an Inventory Control Assistant 3 in Pay Range 8EN (\$54,507 - \$65,076).

Current	Recommended
New Position	Scales Neighborhood Nursing Program Manager PR 1GX (\$70,501 - \$98,703) Recruitment is at \$85,086 One Position

This role oversees a multidisciplinary team, including Public Health Nurses, Public Health Educators, and a Program Assistant, focusing on strategic planning, coordination, and evaluation of activities that prioritize health equity, social determinants of health, and community engagement. Key responsibilities include managing outreach and prevention initiatives, ensuring data integrity, participating in strategic and grant-related planning, and collaborating with governmental and community organizations to advance departmental goals. This position acts as a representative for the MHD on committees, task forces, and workgroups as assigned by the Division Director. Duties and responsibilities include:

Program Supervision and Management

- Ensure that all program activities align with organizational goals, public health standards, and community needs.
- Monitor and evaluate program progress, making data-driven decisions to adapt strategies and services as necessary.
- Foster collaboration and communication within the team, across departments, and with external partners to maximize the program's impact.
- Supervise staff within the Scales Neighborhood Nursing program.
- Manage program resources, including staffing, budget, and materials, to ensure efficient and sustainable operations.
- Oversee staff performance, providing mentorship, training, and feedback to support professional growth and enhance service quality.
- Ensure compliance with regulatory requirements and maintain accurate documentation for program evaluation and reporting.
- Review and analyze national, regional, state, and local data to identify trends in public health, mental health, and social determinants of health, and recommend suitable prevention and intervention strategies.

Community Partnership, Collaboration, and Leadership

- Develop and maintain professional relationships with healthcare provider organizations, businesses, other government agencies, and community-based organizations (CBOs).
- Prepare reports, briefings, and updates as necessary regarding interactions with outside agencies.
- Facilitate clinical learning experiences and site visits for program partners and grantors.
- Provide professional expertise to research project proposals and undertakings.
- Collaborate with a variety of MHD programs to integrate communicable disease and immunization services in the Milwaukee community.
- Participate and provide leadership on assigned workgroups, committees, or task forces including those related to, but not limited to public health emergency preparedness and response.

Information and Data Management

- Ensure accurate, timely, and secure management of data related to the Neighborhood Nursing Program.
- Oversee the collection, organization, analysis, and reporting of client data to support service delivery and program evaluation.
- Ensure that all data is compliant with local, state, and federal regulations, particularly concerning patient confidentiality (HIPAA).
- Implement and maintain data systems that track program outcomes and key performance indicators to support informed decision-making and continuous quality improvement.
- Ensure data entry integrity within assigned program areas;
- Provide performance and outcome data related to the SNN program activities

Compliance & Safety

- Ensure that all program operations align with public health standards.
- Maintain current knowledge of professional licensing and scope of practice requirements for clinical staff, ensuring that staff maintain required licenses and credentials.
- Ensure the Neighborhood Nursing Program adheres to all applicable health and safety regulations, workplace safety protocols, and legal compliance standards.

- Provide leadership and follow-up related to incidents, errors, and other patient service issues as needed. Oversee appropriate actions related to safety and emergency preparedness.
- In collaboration with the medical director or physician consultant, support the implementation of SNN policies, protocols, and process documentation.

Additional duties may include, and are not limited to:

- Other duties as assigned.
- Support Public Health Emergency responses of MHD

Minimum requirements include a bachelor's degree in Public Administration, Public Policy, Human Services, Nursing, Public Health, or a related field from an accredited college or university; Four years of progressively responsible experience in public health care program planning, policy development, community health assessment, or health administration, including two years supervising staff and providing program management. The Staffing Division has not yet assessed these requirements.

This position leads and supervises the delivery of public health services to improve community health outcomes in designated neighborhoods. Reporting to the Public Health Nursing Administrator, the Program Manager provides support, training, and consultation to Public Health Nurses and Educators.

Analysis and Recommendation

The responsibilities, functions, and minimum qualifications of this position align with the existing Healthcare Access Program Manager, Well Women Program Manager, and Strong Baby Program Manager in the Health Department. Based upon these comparisons, we recommend classifying this new position as Scales Neighborhood Nursing Program Manager pay range 1GX (\$70,501 - \$98,704) with recruitment at \$85,086.

Action Required – Effective Pay Period 9, 2025 (April 13, 2025)

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

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