



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

October 7, 2014

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number **140851**

The following classification and pay recommendations will be submitted to the City Service Commission on **October 7, 2014**. We recommend these changes subject to approval by the City Service Commission.

In the Health Department, one position of Communicable Disease Specialist, Pay Range 2AN is recommended for a \$45.00 bi-weekly leadworker footnote.

The job evaluation reports covering the above positions, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, Deborah Ford, Nicole Fleck, Bevan Baker, Joe'Mar Hooper, Yvette Rowe, Brbara Henry and Irmine Reil



JOB EVALUATION REPORT

City Service Commission Meeting: October 7, 2014

HEALTH DEPARTMENT

Current	Request	Recommendation
Communicable Disease Specialist PR 2AN (\$42,539 - \$49,193)	Communicable Disease Specialist PR 2AN (\$42,539 - \$49,193) \$45 biweekly Leadworker footnote	Communicable Disease Specialist PR 2AN (\$42,539 - \$49,193) \$45 biweekly Leadworker footnote
With the exception of additional leadworker responsibilities, the duties and responsibilities of this job conform to the established job classification of Communicable Disease Specialist. This recommendation will allow the Health Department to compensate one employee for performing additional leadworker responsibilities. This \$45.00 biweekly payment is the same amount received by "charge nurses" for leadworker responsibilities in specific assignments.		

Action Required

In the Salary Ordinance, under Pay Range 2AN, following the title of "Communicable Disease Specialist", add designation "11" with footnote to read as follows: "(11) When assigned leadworker duties and responsibilities in the STD/HIV/TB Communicable and Infectious Disease Program, one Communicable Disease Specialist will be paid an additional \$45.00 biweekly."

Background

In its 2014 budget, the Health Department included a new leadworker function in the STD/HIV/TB Communicable and Infectious Disease Program. In studying this request, the job description created by the Health Department was reviewed and the job's duties, responsibilities, and requirements were discussed in detail with Irmine Reitl, the Program's Manager. In addition, the department's human resources representative and business operations manager were consulted.

Duties and Responsibilities

Like other Communicable Disease Specialists, this position will continue to serve as a liason to the community; provide information and support in addressing STD and HIV infection; provide counseling and referrals to such individuals and their contacts; provide risk reduction counseling; perform STD, HIV, Hepatitis, and TB screening; assist with partner notification and referral to medical, social and community based services. In addition, this position will perform leadworker duties such as training and coaching other Communicable Disease Specialists in formal and informal situations; assisting with the adherence to protocols and policies; and assisting with the Program's evaluation.

Knowledge, Skill, Abilities, and Competencies

To successfully perform the job, an employee must demonstrate a technical knowledge of the program area, have the knowledge, ability, and competencies to carry out administrative duties, demonstrate the competencies required to train, coach, and lead other professional, technical, and support personnel. The minimum requirements of the job, as stated in the department's job

description, include an associate's degree in a health-related field and one year of work experience in a communicable disease program. These requirements have not been assessed for purposes of staffing and may change when a staffing job analysis is conducted. The department has stated that it intends to use a competitive process to fill the position from the ranks of its current employees.

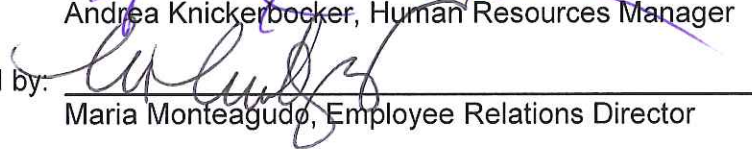
Analysis and Recommendation

With the exception of leadworker responsibilities, the duties and responsibilities of this job conform to those associated with the established job classification of Communicable Disease Specialist. Instead of requesting a special job title for this assignment, the Department has requested that the employee performing lead worker duties and responsibilities be paid an additional \$45.00 biweekly for these additional duties. This is the same method (and payment amount), used to compensate "charge nurses" for performing lead worker duties in specific assignments.

This method of payment will provide the Health Department with a good deal of flexibility in meeting changing operational needs and has the potential to afford a greater number of employees with a training opportunity. For these reasons, it is recommended that the position in question be classified as a Communicable Disease Specialist and the employee performing the job be authorized to receive an additional \$45.00 biweekly for performing leadworker duties and responsibilities.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director