



Department of Employee Relations

Tom Barrett
Mayor

Makda Fessahaye
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: December 3, 2021

RE: Request for consideration of rule change: Rule VIII, Section 8 k.

Attached you will find a letter from Commissioner of Health Kristen Johnson requesting that the probationary period for Healthcare Access Program Coordinator be one year, rather than six months.

You have before you today a proposed reclassification for this position which, if approved, would make the position Fair Labor Standards Act (FLSA) non-exempt. Pursuant to Rule VIII, Section 8.

Probationary Period, "A person appointed to a position...shall serve a probationary period of six months of actual service for positions classified as non-exempt from FLSA or twelve months of actual service for positions classified as exempt from FLSA..." Accordingly, changing the classification to FLSA non-exempt would place this title in the category for which the probationary period is six months rather than 12 months.

Commissioner Johnson offers compelling reasons why the position should retain a 12 month probationary period. The Health Access Program Coordinator supports the Health Access Assistants in providing information and guidance relative to enrollment in entitlement programs including Senior Care, Badger Care Plus and the CORE Plan of Medicaid. Federally-mandated training and preparation are required to perform many of these functions. Additionally, the entitlement enrollment windows are seasonal. In order to assess the work of a Healthcare Access Program Coordinator, his/her supervisor must be able evaluate his/her work through a full cycle of enrollments, after the incumbent has completed training in the relevant programs. Further, the Health Access Assistants, a lower level position in this functional area, currently serve a 12 month probationary period.

Pursuant to the above, I recommend that Rule VIII, Section 8 k. be amended as follows:

RULE VIII *Requisitions, Certifications and Appointments*

Section 8. Probationary period. A person appointed to a position or transferred to a different department or division or reinstated to a different department or division shall serve a probationary period of six months of actual service for positions classified as non-exempt from

FLSA or twelve months of actual service for positions classified as exempt from FLSA with the exception of those positions designated below in Subsections (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l) (m), (n), (o) and (p).

Persons in the herein-stated positions shall serve the following probationary periods:

- k. Persons appointed to the position of Environmental Health Specialist, Lead Risk Assessor I, Lead Risk Assessor II, Health Access Assistant, **and Healthcare Access Program Coordinator** in the Health Department shall serve a twelve-month probationary period. (CSC: 9/9/14; Mayor: 9/23/14; Effective: 10/16/14). (CSC: 1/12/21; Mayor: 3/23/21; Effective: 1/29/21)

Please contact me at 414.286.8643 should you have additional questions relative to this recommendation.



November 3rd, 2021

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

Dear Board of City Service Commissioners:

Pursuant to Rule VIII, Section 8, I am requesting that the probationary period for Healthcare Access Program Coordinator be extended from 6 months to one year.

Background

Milwaukee Health Department Health Access Assistants provide appropriate, comprehensive support and information to customers who are applying for Medicaid, Family Planning Waiver, Senior Care, Badger Care Plus, the CORE plan of Medicaid, other entitlement program such as FoodShare and Wisconsin Cares programs. The Health Access Assistant positions are designated as paraprofessional positions and need the appropriate orientation and training to establish the background, functional knowledge and adequate skills to perform the duties competently.

Current Concerns

The current training consists of a combination of reading, assessments, field training/shadowing, and documentation in CHAPTrak (database), Federally-Facilitated Marketplace Certified Application Counselor Training (FFM CAC Training) and outreach efforts. The Health Access Assistants are unable to conduct Marketplace Insurance enrollment without the FFM CAC Training from the Centers of Medicaid & Medicare. All FFM CAC Trainings are mandatory and require 80% completion score for 6 extensive modules. The FFM CAC certification is obtained after all trainings have been completed which includes online and in person training offered only in the fall of each year.

These positions also need shadowing in various stages of the health benefit enrollment process, which can occur in different times of the year (i.e. enrollment periods, different health center sites, etc.) which can also prolong the natural course of new employee orientation.

Conclusion

A full twelve-month probationary period will enable new employees to have enough time to receive the necessary on-the-job training. It also enables management to have enough time to evaluate the employee's performance to assure comprehensive understanding of the Healthcare Access Program Coordinator position.

Thank you for your consideration.

Sincerely,

DocuSigned by:

62DBA10B7405423...
Kirsten Johnson
Commissioner of Health

RULE VIII

Requisitions, Certifications and Appointments

Section 8. **Probationary period.** A person appointed to a position or transferred to a different department or division or reinstated to a different department or division shall serve a probationary period of six months of actual service for positions classified as non-exempt from FLSA or twelve months of actual service for positions classified as exempt from FLSA with the exception of those positions designated below in Subsections (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l) (m), (n), (o) and (p). A person shall serve one probationary period in each class title in the same department or division; however, the Commission may, at the request of an appointing authority and with a recommendation from DER, require a new probationary period for an intra-departmental transfer when the nature of work and the knowledge, skills, and abilities required for successful performance are significantly different. This new probationary period shall be half the duration of the original probationary period established for that classification. The Commission, however, may specify at any time, for any person or persons, a probationary period of a length longer or shorter than as specified herein. The Commission may also at the request of the appointing officer extend a probationary period. When such request is received prior to the expiration of the probationary period, such probationary period shall be extended until the appointing officer receives written notification of the Commission action on the request. Probationary period shall not include time served as a temporary or provisional appointee but shall date from time of appointment from a certified eligible list, promotion under Civil Service Rule IV, or from time of transfer, reinstatement or layoff from one position to another. A probationary period is deemed completed upon the Commission's receipt of a report of satisfactory completion from the appointing officer or upon completion of the probationary period without notice of termination. (CSC: 3/21/17; Mayor: 4/11/17; Effective 4/27/17) (CSC: 4/4/2017, Mayor: 4/11/17; Effective 4/27/17) (CSC: 12/11/2018; Mayor: 12/28/18; Effective 3.1.19)

Persons in the herein-stated positions shall serve the following probationary periods:

- a. Persons appointed to the positions of City Laborer within the Department of Public Works shall serve probationary periods of nine months of actual cumulative service in the positions. (CSC: 2/24/15; Mayor: 3/2/15; Effective: 3/17/15)
- b. Apprentices, who are employed under the terms of apprentice contracts with the State of Wisconsin which contain removal and appeal procedures, are not subject to the provisions of this rule.
- c. Persons appointed to all inspector positions in the Department of Neighborhood Services shall serve twelve-month probationary periods. (CSC: 7/24/12; Mayor: 7/31/12; Effective: 8/17/12)
- d. Persons appointed to the positions of Municipal Services Electrician and Public Works Inspector I shall serve nine-month probationary periods. Persons appointed to the positions of Directional Boring Machine, 40 hp and over/Worker shall serve probationary periods of three months of actual service. (CSC: 04/04/17; Mayor: 04/11/17; Effective 04/27/17)

- e. Persons appointed to the following professional positions (EEO category) shall serve twelve-month probationary periods: Branch Library Services Assistant, Budget and Management Analyst, Health and Safety Specialist, Human Resources Analyst, Labor Relations Analyst, Lead Water Chemist, Librarian I, II, III and IV, Library Reference Assistance, Library Services Assistant, Management Services Specialist, Market Analyst, Nutritionist, Pension Specialist Senior, Personnel Analyst, Programmer Analyst, Property Appraiser and Senior Property Appraiser, Public Health Educator I and II, Public Health Nurse and Public Health Nurse Intern, Public Health Social Worker, Test Administration Coordinator, and Water Microbiologist and Water Microbiologist, Sr. (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19). (CSC: 3/9/21; Mayor: 3/23/21; Effective: 4/6/21)
- f. Persons appointed to the following professional positions (EEO category) shall serve twelve-month probationary periods: Architectural Designer I, Civil Engineer I, Electrical Engineer I, Fire Protection Engineer, Landscape Architect, Mechanical Engineer I, Mechanical Plan Examiner II, Mechanical Plan Examiner III, Architectural Designer II, Architect III, Civil Engineer II, Civil Engineer III, Electrical Engineer II, Electrical Engineer III, Fire Protection Engineer II, Fire Protection Engineer III, Mechanical Engineer II, Mechanical Engineer III, Plan Examiner II and Plan Examiner III, Fire Control Engineer III. (CSC: 7/16/19; Mayor: 7/24/19; Effective 8/24/19.)
- g. Persons appointed to positions in the Office of the City Treasurer shall serve twelve-month probationary periods. (CSC: 9/7/10; Mayor: 9/27/10; Effective 10/15/10.) (CSC: 12/13/11; Mayor: 12/21/11; Effective: 1/09/12) (CSC: 5/1/12; Mayor: 5/16/12; Effective: 6/4/12)
- h. Persons appointed to the position of Vehicle Services Technician I in the Department of Public Works shall serve twelve-month probationary period. (CSC: 6/11/13; Mayor: 6/17/13; Effective: 7/4/13)
- i. Persons appointed to all License Specialist positions in the License Division shall serve twelve-month probationary periods. (CSC: 6/25/13; Mayor: 6/28/2013; Effective: 7/11/13)
- j. Persons holding a position which is transferred to a different Department as a result of a reorganization, consolidation/centralization of functions shall not serve a new probationary period provided that there is no change in classification. (CSC: 9/9/14; Mayor: 9/25/14; Effective: 10/16/14)
- k. Persons appointed to the position of Environmental Health Specialist, Lead Risk Assessor I, Lead Risk Assessor II, Health Access Assistant, **and Healthcare Access Program Coordinator** in the Health Department shall serve a twelve-month probationary period. (CSC: 9/9/14; Mayor: 9/23/14; Effective: 10/16/14). (CSC: 1/12/21; Mayor: 3/23/21; Effective: 1/29/21)

- l. Persons appointed to the position of Code Enforcement Intern, Department of Neighborhood Services shall serve a probationary period equal to length of the appointment to the Intern classification. (CSC: 12/9/14; Mayor: 1/2/15; Effective: 1/17/15)
- m. Persons appointed to the classification of Urban Forestry Specialist Trainee Department of Public Works shall serve a probationary period equal to the length of the appointment to the Urban Forestry Specialist Trainee classification. (CSC: 2/21/17; Mayor: 3/10/17; Effective 4/13/17). (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19). (CSC: 3/9/21; Mayor: 3/23/21; Effective: 4/6/21)
- n. Persons appointed to the positions of Water Chemist and Senior Water Treatment Plant Operator in the Milwaukee Water Works shall serve a nine-month probationary period. (CSC: 2/21/17; Mayor: 3/10/17; Effective 4/13/17) (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19)
- o. Persons appointed to the position of Municipal Court Clerk I in the Municipal Court shall service a twelve-month probationary period. (CSC: 10/9/18; Mayor: 10/19/18; Effective 3/1/19)
- p. Persons appointed to the positions of Water Plant Steamfitter and Water Plant HVAC Maintenance Technician in the Milwaukee Water works shall serve a twelve-month probationary period. (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19). (CSC: 3/9/21; Mayor: 3/23/21; Effective: 4/6/21)

City of Milwaukee
CS-25, Rev. 11/14

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

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

1. Date Prepared/ Revised: 6/29/2021	2. Present Incumbent: N/A (New Position)	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.		
3. Date Filled:	4. Previous Incumbent: N/A (New Position)			
5. Department: Health Department		Branch: Community Health Division: Maternal and Child Health		Unit: Community Healthcare Access Program (CHAP)
6. Work Location: MHD Health Centers – SSHC, NWHC, KHC		Telephone: 4142868620 Email:		Work Schedule: Hours: 8:00am-4:45pm Days: Monday-Friday *Some weekends/evenings
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10. Official Title: HEALTHCARE ACCESS PROGRAM COORDINATOR		Pay Range 1AX	Job Code	EEO Code
Underfill Title (if applicable):				
Requested Title (if applicable):		1CX		
Recommended Title (DER Use Only):		Approved by: Date:		

BASIC FUNCTION OF POSITION:

The Community Health Access Program (CHAP) provides appropriate, comprehensive support and information to customers who are applying for Medicaid, Family Planning Waiver, Senior Care, Badger Care Plus, the CORE plan of Medicaid, other entitlement program such as FoodShare and Wisconsin Cares programs. CHAP engages with customers to assess their needs around medical concerns and assist with applications for various program and/or make referrals to programs that would fulfill the customer needs at the time of interview; Further assess customer needs when there are issues with eligibility; including but not limited to advocacy, reaching out to state and local officials to assist the customer in trouble shooting their case circumstances; assist customer in experiencing a higher quality of life through diligent efforts.

Under the direction of the Community Healthcare Access Program (CHAP) Manager, the Health Access Coordinator provides high-level coordination for CHAP Services including program outreach, educational and training opportunities, the day-to-day operational support of the Milwaukee Health Department (MHD) Health Access team and for the functionality of service provisions between the MHD Health Access Assistant team, related MHD programs and community stakeholders.

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 FUNCTIONS
35	Program Coordination: <ul style="list-style-type: none"> Provide coordination to ensure smooth program operations, triage walk-in and appointment-based clients to staff, ensure appropriate documentation and data collection, and maintain the program-specific database (i.e. QMatic, Connector) in order to track enrolled clients to staff caseloads. Provide day-to-day oversight of Health Access Assistants' assignments, including assigning duties, troubleshooting issues, outlining work methods, directing workflow and inspecting work product for efficacy;

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	ESSENTIAL FUNCTIONS
	<p>assist in coordination of the hiring processes, professional development, and administration of tasks to meet program needs.</p> <ul style="list-style-type: none"> Identify current intake sites for potential client population. Support the Program Manager in conducting regular program audits, reviewing cases and implementing quality improvement measures. Provide program representation at meetings, organize and facilitate external staff worksites and locations, and create and maintain program specific community contacts. Develop, maintain, and update Healthcare Access Program policies and procedures to align with funding sources and evidence-based model. Track and document training delivered to CHAP staff and/or facilitation about the CHAP program to community-based outreach, according to Medicaid compliance. Assist with program reporting and grant writing. Present data and provide feedback around areas in need of services and prepare monthly documentation and annual reports to monitor and pursue quality assurance and improvement
20	<p>Outreach and Program Promotion:</p> <ul style="list-style-type: none"> Using data for guidance, create outreach strategies targeting diverse and non-traditional locations to strengthen and increase programmatic reach. Assist in the creation, design (utilizing the MHD graphic designer), and distribution of program-related marketing materials, flyers, information, reports, and relevant promotional media to targeted audiences. Partner with other MHD programs to provide comprehensive program promotion to best serve the compounding needs of the families in the City of Milwaukee. Fulfill requests seeking information, presentations, and participation at community health events and collaborate with all MHD divisions to staff events. Coordinate and lead educational meetings, attend and present at events related to the work, especially those that aim to serve communities with the greatest need. Develop pertinent partnerships in the community. Establish and maintain collaborative relationships with pertinent grantor partners, MHD programs and outside service agencies involved in the provision of child and health care services to recruit and enroll clients. Design activities to recruit new community partners into MHD maternal and child health programming and oversee systems to document efforts, client participation, referrals, and follow up.
15	<p>Staff Supervision and Administration:</p> <ul style="list-style-type: none"> Provide oversight of Health Access Assistants day-to-day work in conjunction with Program Manager. This includes assigning duties, troubleshooting individual needs of staff to perform duties, outlining methods of work, directing work and checking/inspecting work for efficacy. Support Program Manager in hiring processes, professional development of team, and administration of tasks. Provide coverage for Program Manager in their absence for continuity of operations.
15	<p>Establish and maintain collaborative relationships in the community:</p> <ul style="list-style-type: none"> Develop pertinent partnerships in the community. Provide representation in community events/meetings as designated by Program Manager. Establish and maintain collaborative relationships with pertinent grantor partners, MHD programs and outside service agencies (i.e. healthcare providers, public and private schools, community groups, parenting programs, housing programs, employment consultants, and other relevant organizations etc.) involved in the provision of child and health care services to recruit and enroll clients. Design activities to recruit new community partners into MHD maternal & child health programming and oversee systems to document efforts, client participation, referrals, and follow up. Introduce best practices, pilot new activities, and adopt innovative approaches to recruiting and maintaining community stakeholders aligned with our objectives.
5	<p>Application Assistance:</p> <ul style="list-style-type: none"> Meet with walk in customers and assess their needs, and assist them in applying for programs for which they qualify (i.e., Badger Care Plus, CORE plan, Family Planning Waiver, Express Enroll eligible populations, other Medicaid programs). Track enrolled clients; complete data entry to ensure related staff acuity is sustained and program capacity is maximized. Make referrals to internal and external programs that would further benefit the customers' health and well-being. Provide information and outreach to non-traditional populations and inform them of their potential eligibility. Conduct outreach to identify and recruit clientele in need of services
5	<p>Reporting and Other Administrative Duties:</p>

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	ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> Participate in data collection, program evaluation, and preparation of events tracking for the departmental reporting pertinent to program (or contract) objectives, or as assigned by the program manager. Coordinate data collection and maintenance in accordance with program and departmental standards. Present data and provide feedback around areas in need of services, and prepare monthly documentation and annual reports to monitor and pursue quality assurance and improvement on a continual basis.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Responsibilities include other duties as assigned, including responding to an emergency or broad impact event.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Sherida Strong-Rimmer – CHAP Health Access Program Manager

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

Weekly, bi-weekly, and/or monthly individual supervision sessions based on worker efficacy. At least monthly team meetings, and regular feedback on duties and assignments.

D. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 8.

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:

or supervisor, 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)
8	Health Access Assistants	a, b, c, d

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

Bachelor's degree in public health, social work, community health, or related field; and two years of related experience working with health benefit programs for low-income families, community outreach, human services, health care service, or a closely-related field

Desireable Qualifications:

Ability to provide interpretation for clients who speak Spanish, Hmong or another language. Supervisory or leadership experience. Knowledge of State or Federal Benefit Program including BadgerCare, Foodshare, Family Planning Only Services, Medicaid or Marketplace.

A combination of relevant experience will be considered (i.e. some college credits/near graduation and 5 plus years of direct experience).

Knowledge, Skills and Abilities:**Cultural Competence**

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.

To perform this job successfully, individuals require foundational knowledge of health equity and the social determinants of health. Additionally, all candidates should demonstrate a commitment to racial and social justice, and know, or be open to learning the components of implementing a trauma-informed care model..

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge internet software, spreadsheet and word processing software. Utilization of the internal program database for entering client demographics. Email program; access and utilize City Health Department programs. Ability to type reports, word documents, graphs, databases and spreadsheets of information. Experience with developing tracking methods/logs, coordination of teams/services/referrals preferred.

Certifications, Licenses, Registrations:

Certifications, Licenses, Registrations

Valid driver's license at time of appointment and must be maintained throughout employment. Properly insured personal vehicle for use on the job is required (automobile allowance provided). Staff are required to carry a cell phone during business hours.

Other Requirements:

Other Requirements

Assist the program manager in coordination activities related to the smooth operation of the program, including but not limited to attending meetings on behalf of the program manager, organizing locations for staff to fulfill their duties, creating, and maintaining community contacts and other duties as assigned. Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, various City of Milwaukee Officials, and other agencies. Ability to provide services in a culturally sensitive manner. Ability to maintain confidentiality. Must be able to think, respond quickly and efficiently in a fast paced environment.

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:

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 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 checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" 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 checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input 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 checked="" 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.
<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 type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input 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 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 checked="" 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.)

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 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: 60%**

Due to the nature of the job the employee will work in an office environment with moderate to loud noise levels; Travel outside of the City of Milwaukee may be required. Occasional overnight travel may be required. The CHAP clinics are extremely busy. Clients coming into the clinic include families with babies and small children. The noise level in the work environment is usually loud. Employees assigned to the CHAP Program will be expected to report to any of the CHAP clinic locations as assigned. Assignments may be made on short notice to provide staff coverage during unexpected absences or emergency situations. All direct reports participate in a work schedule which may include weekend hours. The current hours of work for this position are Monday- Friday 8:00 AM – 4:45 PM.

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions <i>(such as typical office or administrative work)</i> .
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes <i>(i.e. warehouses, covered loading docks, garages, etc.)</i>
<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.
<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 checked="" 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 checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software
<input type="checkbox"/>	Hand tools (please list):		
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier
		<input checked="" type="checkbox"/>	Facsimile
		<input checked="" type="checkbox"/>	Calculator
		<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):		

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 as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

COMPETENCIES:

Professional Development – Learns new skills on own initiative; Demonstrates understanding and interest in

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.

current trends and best practices in the field of discipline; Applies new skills and knowledge on the job; Evaluates own potentials/weaknesses and plans for improvement; Has proficient skills in necessary computer applications.

Promoting Health and Preventing Disease – Obtains and interprets information regarding risk factors (both direct and contributing) to establish the determinants of community health status and factors that might be targeted for modification; Promotes health broadly defined as quality of life in community; Persuades and influences individuals and groups by increasing knowledge, shaping attitudes, and modifying behaviors towards disease prevention and intervention.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Conflict Management - Steps up to conflicts, seeing them as opportunities; Reads situations quickly; good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimum noise.

Managing and Measuring Work - Clearly assigns responsibility for tasks and decisions; Sets clear objectives and measures; Monitors process, progress, and results; Designs feedback loops into work and provides constructive feedback.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

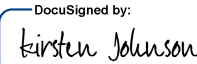
Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Ethics – Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events

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

	Maternal and Child Health Director	
JOB DESCRIPTION WRITTEN BY	TITLE	DATE
DocuSigned by: 	Commissioner of Health	
APPROVED BY	TITLE	DATE

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.