



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

City Service Commission Meeting: June 28, 2022

Health Department

Current	Recommended
Environmental Health Services Manager PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,083 (Four Positions)	Home Environmental Health Manager PR 1GX (\$67,763 - \$94,870) FN: Recruitment at \$74,691 FN: Recruitment at any point w/DER approval. (Seven Positions)
Home Environmental Health Manager PR 1FX \$63,585 - \$89,016 FN: Recruitment at any point w/DER and F&P Chair approval. (Three Positions)	
Environmental Health Coordinator PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$60,639 (Eight Positions – <i>Home Environmental Health</i>)	Home Environmental Health Coordinator PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$64,740 FN: Recruitment at any point w/DER approval. (Eight Positions – <i>Home Environmental Health</i>)
<i>New Position</i> (<i>Four New ARPA Funded Positions</i>)	Home Environmental Health Inspector 4 PR 3RN (\$54,669 - \$71,010) FN: Recruitment is at \$61,657 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (27 Positions)
Lead Risk Assessor II PR 3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 (23 Positions)	Home Environmental Health Inspector 3 PR 3RN (\$54,669 - \$71,010) FN: Recruitment is at \$57,623 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (Underfill Title)
Lead Risk Assessor I PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at 50,331 (Underfill Title)	Home Environmental Health Inspector 2 PR 3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (Underfill Title)
<i>New Underfill Title</i>	Home Environmental Health Inspector 1 PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at \$50,331 (Underfill Title)
Environmental and Disease Control Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$48,535 FN: Recruitment at any point w/DER approval. (One Position)	Environmental and Disease Control Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$50,331 FN: Recruitment at any point w/DER approval. (One Position)

Lead Project Assistant PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 (One Position)	Lead Project Assistant PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$44,192 (One Position)
--	--

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

Background

The Milwaukee Health Department (MHD) has requested a study of various positions in the Home Environmental Health division (HEH). Job descriptions were provided and discussions were held with Sarah Wangerin – Human Resources Representative, Michael Mannan – Home Environmental Health Director, Tyler Weber - Deputy Commissioner of Environmental Health, Andre Mitchell – Environmental Health Services Manager, and Sonia Allana – (*former*) Human Resources Officer. The Department has requested to classify new positions to be funded through the American Rescue Plan Act (ARPA), and reclassify other existing classifications in the Home Environmental Health division of the Health Department. They indicated that recruitment and retention efforts in this division have become increasingly difficult, citing factors such as market rates of pay for comparable positions across Southeastern WI, and work environments in the field, as contributing factors to turnover and recruitment difficulties for various positions.

Home Environmental Health Inspector Series

The Health Department has requested to reclassify existing positions of ‘Lead Risk Assessor’ (I & II), to ‘Home Environmental Health Inspector’ (1, 2, 3, and 4) to create career-advancement opportunities for staff. This classification series is designed with the intention of reducing turnover and improving retention amongst Lead Risk Assessors. Additionally, the intention of this structure is to assist the Department with recruitment efforts by creating an entry-level classification of ‘Home Environmental Health Inspector 1’. This will allow the department to recruit candidates with less experience who can learn and develop skills through work experience, and on the job training and development. This will also reduce employment barriers for those who have not yet met minimum requirements for the higher level titles in this series by allowing new employees to develop as Home Environmental Health Inspectors.

Duties and Responsibilities

Home Environmental Health Inspector (HEHI) assigned to the Home Environmental Health division of the Health Department (MHD) is responsible for conducting citywide inspections and risk assessments of residential properties for lead exposure in children. The HEHI is also responsible for facilitating lead hazard reduction and conducting enforcement activities as needed.

85% Lead Inspection & Abatement Responsibilities:

- Communicate lead poisoning hazard and prevention information to parents and guardians of lead poisoned children.
- Research all possible sources of lead exposure for lead poisoned children.
- Proactively collaborate with nursing staff regarding elevated blood lead cases.
- Inspect homes for defective lead-based painted surfaces using x-ray fluorescence equipment, visual and dust wipe tests.
- Generate and issue work orders to correct lead-based paint hazards.
- Prepare reports and summaries of investigations, maintain record of work performed.
- Inform property owners of hazard correction and order compliance requirements; work with property owners to achieve compliance.
- Issue citations and appear in court as witness for prosecution of cases as necessary.
- Conduct ongoing lead paint abatement project monitoring to ensure code compliance.
- Conduct all necessary enforcement actions related to lead abatement project completion.

- Communicate with contractors regarding proper lead abatement and code compliance.
- Report findings of lead abatement project investigation as needed.

15% Administrative/Other Duties:

- Document inspections in the program database and create detailed reports according to protocols and program requirements.
- Conduct research related responsibilities and assist in special projects as assigned.
- Provide observational field opportunities as necessary and demonstrate lead hazard reduction field activities to public health staff, interns, and community leaders.
- Participate in community meetings, landlord associations, and conferences as requested.
- Provide information regarding lead hazard reduction activities and primary prevention activities
- Perform other related and special projects duties as assigned.

Home Environmental Health Coordinator 4	
<i>New Classification</i>	Home Environmental Health Coordinator 4 PR 3RN (\$54,669 - \$74,010) FN: Recruitment is at \$61,657 FN: Additional \$80 dollars biweekly while assigned Lead Inspector. (27 Positions)
Education/Experience: <ul style="list-style-type: none"> • Must meet minimum qualifications for Home Environmental Health Inspector 3 AND <ul style="list-style-type: none"> • Registered as a LRA with the State of Wisconsin; Promotional Criteria for Home Environmental Health Inspector 4 level: <ul style="list-style-type: none"> • Two years of continuous experience at the HEHI 3 level or equivalent; • Demonstrated initiative and active participation (at least 6 months) in research studies or special lead hazard reduction project as assigned; • Successful completion of Building Code or Home Inspection Courses as determined by the supervisor. <p><i>(Minimum requirements have not been assessed yet by the DER Staffing Division)</i></p>	
Home Environmental Health Coordinator 3	
Lead Risk Assessor II PR 3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 (23 Positions)	Home Environmental Health Coordinator 3 PR 3RN (\$54,669 - \$ 74,010) FN: Recruitment is at \$57,623 FN: Additional \$80 dollars biweekly while assigned Lead Inspector. (Underfill Title)
Education/Experience: <ul style="list-style-type: none"> • Must meet minimum qualifications for Home Environmental Health Inspector 2 AND <ul style="list-style-type: none"> • Registered as a LRA with the State of Wisconsin; Promotional Criteria for Home Environmental Health Inspector 3 level: <ul style="list-style-type: none"> • Registered as a LRA with the State of Wisconsin; • One year of continuous experience at the HEHI 2 level or equivalent; 	

- Demonstrated initiative and active participation (at least 6 months) in research studies or special lead hazard reduction project as assigned;
- Successful completion of Building Code or Home Inspection Courses as determined by the supervisor.

(Minimum requirements have not yet been assessed by the DER Staffing Division)

Home Environmental Health Inspector 2

Lead Risk Assessor I
PR 3LN (\$43,390 - \$60,277)
FN: Recruitment is at \$50,331
(Underfill Title)

Home Environmental Health Inspector 2
PR 3LN (\$43,390 - \$60,277)
FN: Recruitment is at \$53,854
FN: Additional \$80 dollars biweekly while assigned
Lead Inspector.
(Underfill Title)

Education/Experience:

Bachelor's degree from an accredited college or university with a major in environmental health, public health or a closely related field and **one** year of experience with lead, asbestos, environmental remediation work, code enforcement and property maintenance, or construction;

OR - Associate's degree from an accredited college or university with a major in environmental health, public health or a closely related field and **two** years of experience with lead, asbestos, environmental remediation work or construction;

OR - High School diploma or equivalent and **three** years of experience with lead, asbestos, environmental remediation work or construction;

OR - Hold a valid professional certification as an industrial hygienist, professional engineer or registered architect or in a related professional engineering, health or environmental field, such as safety, professional or environmental scientist;

OR - Hold a valid registered nurse or registered sanitarian certification;

AND

Certification as a Lead Risk Assessor with the State of Wisconsin within **three months of appointment** and throughout employment. (Training for certification will be provided by the City).

Promotional Criteria for Home Environmental Health Inspector 2 level:

- Registered as a LRA with the State of Wisconsin;
- **Six months** of continuous experience at the HEHI 1 level or equivalent
- Successfully complete probationary period
- Successful completion of Building Code or Home Inspection Courses as determined by the supervisor.

(Minimum requirements have not yet been assessed by the DER Staffing Division)

Home Environmental Health Inspector 1

New Underfill Title

Home Environmental Health Inspector I
PR 3MN (\$49,136 - \$62,244)
FN: Recruitment is at \$50,331
(Underfill Title)

Education/Experience:

Two years of experience conducting inspections, or previous experience in property maintenance, renovation or demolition, or working in a compliance capacity with codes, ordinances, regulations or statutes;

OR - **One** year full-time experience performing City of Milwaukee Environmental Health position tasks or an equivalent position performing duties related to education and contact with the public relative to hazardous or infectious exposures and independently managing a workload involving case logs and data entry;

OR - Associate's degree from an accredited college or university with a major in environmental health, public health or a closely related field;

AND

Certification as a Lead Risk Assessor with the State of Wisconsin **within three months of appointment** and throughout employment. (Training for certification will be provided by the City).

(Minimum requirements have not yet been assessed by the DER Staffing Division)

Market Data Comparison

Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Home Environmental Health Inspector.

Environmental Health and Safety Specialist

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$56,683	\$61,867	\$68,741	\$75,507	\$82,339
9	\$55,250	\$60,295	\$66,994	\$73,580	\$80,239
8	\$53,685	\$58,574	\$65,081	\$71,468	\$77,938
7	\$51,988	\$56,707	\$63,002	\$69,172	\$75,434
6	\$50,176	\$54,708	\$60,776	\$66,711	\$72,748
5	\$48,269	\$52,599	\$58,422	\$64,106	\$69,903
4	\$46,292	\$50,404	\$55,964	\$61,384	\$66,928
3	\$44,263	\$48,151	\$53,433	\$58,576	\$63,855
2	\$42,190	\$45,873	\$50,860	\$55,715	\$60,721
1	\$40,077	\$43,588	\$48,284	\$52,838	\$57,563

Source: ERI, Data as of April 01, 2022

The Environmental Health and Safety Specialist conducts inspections and audits and recognizes hazards, prepares solutions to environmental or safety concerns, keeps records of programs as required by law and internal procedures, and coordinates training for safety and health matters and accident prevention.

External Comparisons

In addition to market data comparisons, DER staff made comparisons to comparable positions in the City of Racine:

Current Rate Comparisons			
City of Racine		City of Milwaukee	
Title	Pay Range	Title	Pay Range
Sanitarian II	\$59,446 - \$76,398	Lead Risk Assessor II	\$49,136 - \$62,244
Sanitarian I	\$54,142 - \$57,200	Lead Risk Assessor I	\$43,390 - \$60,277

The City of Racine describes 'Sanitarian I/II' as a position that conducts investigations and risk assessments in response to lead poisoned children; Conducts housing inspections and issue written orders as necessary to mandate compliance with the minimum housing standards established by local ordinance, including plumbing, electrical, heating, and lead bearing paint violations; Coordinate one or more environmental health specialty programs, including but not limited to pre-inspection, lead poisoning prevention, swimming pool inspection, environmental sampling, rabies and animal control vending machine inspection, tattoo parlors, schools, radiation response, preparedness, temporary restaurants and foodborne illness investigations.

Lead Project Assistant

Current	Lead Project Assistant	PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390	One Position
Recommended	Lead Project Assistant	PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$44,192	One Position

The Lead Project Assistant assigned to the Childhood Lead Poisoning Prevention Program (CLPP) functions as an ambassador for the lead abatement program by providing support to clients with application completion and submission, verifying client income, processing insurance payment requests and performing data management functions to ensure program compliance. This position will contact leads or client interest into the program (Elevated Blood Level List) to get the families to apply and complete income verification timely, operate as the ambassador of the grant program, ensuring payment requests and unit files are updated regularly and compliant to date.

40% Application Assistance and Outreach:

- Pursuant to Housing and Urban Development (HUD) guidelines, review client inquiries for program eligibility requirements for the Childhood Lead Poisoning Prevention Program (CLPP).
- Provide program application materials to qualified clients; assist clients with application completion and submission questions; conduct application follow-up with prospective clients.
- Use multiple databases in order to provide application review and verification of program eligibility; process applications for approval by Program Management; verify with Program Management and staff to ensure complete and accurate documentation.
- Enter application requests into the application database for distribution to program staff.
- Track open and pending cases for disqualification following inspections; update data bases accordingly; send correspondence regarding disqualification according to program guidelines.
- Perform community/client outreach in order to recruit new applicants into the CLPP; provide enrollment assistance at various locations.
- Encourage application to other MHD and social services programs that may serve clients' needs.

30% Customer Advocacy and Troubleshooting

- Receive and process referrals from other programs for individuals who may have a need for CLPP services.
- Ensure that each client receives the best quality service available; use contacts within local and state government to press for quality client care.
- Advocate on behalf of all health department populations who have an insurance coverage deficit.
- Engage in cross-programming, training, and referral to ensure continuity of care for clients coming to the MHD.

- Remain abreast of administrative changes in Home and Environmental Health or other MHD initiatives and other related programs to ensure accuracy of information provided to clients.

20% Reporting and Administrative Duties

- Provide program data management by entering client information, including application, management approvals and caseload notes into the database daily.
- Complete all required internal MHD documentation and reports in a timely fashion.
- Participate in evaluation of the program to ensure compliance and quality.
- Participate in program and agency training.

10% Peripheral Duties:

- Distribute water filters to in-office pickups.
- Manage files that are disqualified after inspection and update database.
- Send disqualification letters.
- Miscellaneous office duties.

Minimum requirements include two years of progressively responsible office support experience, performing customer service and data management duties related to the essential functions listed above.

Market Data Comparison

Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Lead Project Assistant.

Client Liaison, ERI

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$56,853	\$60,948	\$66,602	\$71,812	\$77,266
9	\$55,417	\$59,385	\$64,887	\$69,952	\$75,267
8	\$53,929	\$57,761	\$63,100	\$68,011	\$73,180
7	\$52,361	\$56,046	\$61,207	\$65,953	\$70,963
6	\$50,677	\$54,206	\$59,165	\$63,729	\$68,565
5	\$48,485	\$51,827	\$56,525	\$60,850	\$65,456
4	\$46,161	\$49,324	\$53,744	\$57,804	\$62,161
3	\$43,717	\$46,721	\$50,870	\$54,641	\$58,727
2	\$41,176	\$44,044	\$47,953	\$51,433	\$55,224
1	\$38,581	\$41,322	\$45,038	\$48,255	\$51,744

Source: ERI, Data as of April 01, 2022

ERI describes Client Liaison as a position that serves as a focal point for customer problems, questions, or concerns; Liaises between the client and with the appropriate company personnel to provide timely and accurate answers for the customers; Assists clients with paperwork, submits required information and documents to them, and explains company processes; Creates a rapport with clients, makes them feel comfortable, and updates them on issues pertinent to them; Initiates measures to research and resolve client issues, monitors client satisfaction through follow up on solving their issues and problems, and submits client meeting reports and provides feedback to management; Provides support and assistance to the management team. May help the customer service team with answering phones.

Environmental and Disease Control Specialist

Current	Environmental and Disease Control Specialist	PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$48,535 FN: Recruitment at any point w/DER approval.	One Position
Recommended	Environmental and Disease Control Specialist	PR 2DN 43,350.06 60,687.90 FN: Recruitment is at \$50,331 FN: Recruitment at any point w/DER approval.	One Position

The Environmental and Disease Control Specialist assigned to the Environmental Unit of the Disease Control & Environmental Health Services Division will primarily focus on performing activities related to testing lead in drinking water. This position is responsible for the collection, analysis and reporting of field and laboratory data related to lead water testing. This position is also responsible for conducting community outreach and developing presentations for community groups related to lead in water and public health risk. In addition, this position will provide consultation related to environmental health issues such as hazardous and toxic materials, indoor and outdoor air quality, surface and drinking water quality assurance, vector-borne diseases and mosquito control.

70% Technical:

- Conduct investigations, research, and provide consultation related to complaints or concerns of adverse environmental exposure associated with the areas of Occupational Health; Hazardous and Toxic Materials Control; Indoor and Outdoor Air Quality; Environmental Audits and Assessments, Surface and Drinking Water Quality Assurance and; Vector-borne, Waterborne or Enteric Illnesses.
- Perform data collection, research, analysis and interpretation related to environmental and communicable disease epidemiology and adverse exposures within the community.
- Develop statistical analysis summaries; tables and reports as requested.
- Prepare scientific and technical reports, summaries, and correspondence that are complete, clear, and understandable to general public and other private and public agencies.

25% Collaboration and Training:

- Develop, implement and evaluate lead water testing field protocols.
- Facilitate the collection, analysis and reporting of field and laboratory data related to lead water testing.
- Implement lead water testing with existing lead risk assessment protocols within the Home Environmental Health Program.
- Develop presentations for community groups related to lead in water and public health risk.

5% Peripheral Duties:

- Other duties as assigned, including responding to a broad impact event.

Minimum qualifications include a bachelor's degree in chemistry, biology, physical or natural sciences, public/environmental health or related field from an accredited college or university; one year of professional experience in disease control, environmental consultation, spill mitigation, or industrial hygiene performing duties that closely relate to the essential functions listed above.

Market Data Comparison

Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Environmental and Disease Control Specialist.

Environmental Health and Safety Specialist

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$56,683	\$61,867	\$68,741	\$75,507	\$82,339
9	\$55,250	\$60,295	\$66,994	\$73,580	\$80,239
8	\$53,685	\$58,574	\$65,081	\$71,468	\$77,938
7	\$51,988	\$56,707	\$63,002	\$69,172	\$75,434
6	\$50,176	\$54,708	\$60,776	\$66,711	\$72,748
5	\$48,269	\$52,599	\$58,422	\$64,106	\$69,903
4	\$46,292	\$50,404	\$55,964	\$61,384	\$66,928
3	\$44,263	\$48,151	\$53,433	\$58,576	\$63,855
2	\$42,190	\$45,873	\$50,860	\$55,715	\$60,721
1	\$40,077	\$43,588	\$48,284	\$52,838	\$57,563

Source: ERI, Data as of April 01, 2022

The Environmental Health and Safety Specialist conducts inspections and audits and recognizes hazards, prepares solutions to environmental or safety concerns, keeps records of programs as required by law and internal procedures, and coordinates training for safety and health matters and accident prevention.

Home Environmental Health Coordinator

Current	Environmental Health Coordinator	PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$60,639	Eight Positions (HEH)
Recommended	Home Environmental Health Coordinator	PR 2FN (\$49,260 - \$68,968) FN: Recruitment is at \$64,740 FN: Recruitment at any point w/DER approval.	Eight Positions (HEH)

The Home Environmental Health (HEH) Coordinator of the City of Milwaukee Health Department (MHD) provides a bridge between supervisors and field staff. The HEH Coordinator has four areas of emphasis: 1.) Lead inspection and risk assessment / orientation and training, 2.) Education and outreach, 3.) Preconstruction / relocation and 4.) Code enforcement. As part of the environmental health management team, the HEH Coordinator provides leadership and direction to environmental health staff and assists in the evaluation of staff performance. The HEH Coordinator reviews work performed by inspectors and administrative staff to assure it meets department, state and national standards. The HEH Coordinator assists in preparing reports and serves as the back up to the Environmental Health Supervisor.

60% Each coordinator would be assigned one or more of the following primary special projects:

Enforcement / Court Liaison:

- Oversees enforcement actions and assists Lead Risk Assessor in navigating enforcement process, including direct abatement.
- Reviews all orders written by Lead Risk Assessors to assure compliance with division practices.
- Reviews all requests for inspection orders to assure division practices were complied with prior to being forwarded to City Attorney's office.
- Reviews all citations to property owners and contractors prior to issuance to assure alignment with MHD policies and procedures.
- Assures that enforcement is carried out in a consistent and timely manner across all environmental health staff.
- Serves as the Divisions primary liaison to the Municipal Court system and City Attorney's Office on enforcement matters.

Inspection, Orientation and Training:

- Develops and implement division training program including both classroom and field experiences for new hires.
- Evaluate inspector performance related to achievement of performance appraisal elements of the lead risk assessor career ladder.
- Reviews lead inspection risk assessment reports to assure that all required elements are completed prior to the project being submitted to production.
- Assist in the development of divisional policies and procedures.
- Maintains equipment, supplies and administrative processes needed for lead risk assessment activities, including; X-ray Fluorescence (XRF) lead analyzers, radiation dosimeters, HEPA Vacuums and dust sampling kits.

Education and Outreach:

- Develops and maintains all divisional education and outreach materials.
- Develops and maintains division website.
- Coordinates staffing of community outreach events.
- Takes the lead in answering information requests and questions from parents.
- Serves as the point of contact for open records and medical records requests.
- Develops relationships with community based organizations and healthcare providers to increase public health system response to lead poisoning and healthy homes issues.
- Assists in the development of lead strategic plan and support of the lead taskforce.
- Manages relationships with community outreach subcontractors.

Relocation /Unit Coordinator:

- Manage the owner and occupant agreement meetings and ensure both are fully aware of their roles and responsibilities.
- Serves as the point of contact for the occupants during the construction process to ensure their needs or concerns are being addressed.
- Coordinate the required relocation based on the approved occupant protection plans submitted by the contractor.
- Reviews clearance reports to assure compliance with division policies and procedures.
- Assures lead risk assessors are monitoring projects in compliance with division policies and procedures.
- Communicate with the occupants on how and when to have each unit ready for work, develop a relocation plan, inspect the unit to ensure the unit has met all the required pre-containment activities.
- Monitor rental units to ensure the units are made available to low income families with children.
- Assist in unit file review to assure file completion.

25% Staff Management/Oversight

- Participates in the training and supervision of staff.
- Develops and oversees all work processes and functions to assure effective and efficient operation of environmental health programs. This includes quality control/quality assurance of investigations, assessments and enforcement orders.
- Evaluates, refines, and implements changes in field protocols to increase efficiency and effectiveness; and assures compliance with state and federal program standards.
- Evaluates staff performance in both the quantity and quality of work, assess whether criteria related to achieving career ladder steps have been met.
- Formulates and recommends City policies, ordinances, resolutions, legislative position, etc. related to a variety of environmental issues that may impact economic development, citizen health and quality of life.
- Monitors national and state regulatory practices; align programmatic activities with identified best practices.

- Prepares appropriate program summaries, project updates, special reports, technical papers, grant applications, grant reports and other documents as needed or requested to support division; prepare annual reports and required assessments as delineated in municipal and state code.

10% Environmental Investigation, Monitoring and Complaint Investigations:

- Conduct lead risk assessments of houses, child care centers, and other dwellings to determine lead content of painted surfaces including the collection of soil and dust wipe samples and sampling using an XRF lead analyzer according to Housing and Urban Development procedures.
- Document results of each inspection.
- Conduct water sampling for lead in schools and child care centers.
- Complete a standard informational questionnaire with residents (parents, guardians, and day care owner/operator) to assist in determining lead source.
- Monitor lead abatement projects when abatement work is ongoing to assure contractor work is being performed in a lead safe manner. Enforce code compliance on abatement projects.
- Conduct clearance dust wipe samples of dwellings after abatement has been completed. Prepare clearance reports.
- Prepare orders to abate lead hazards and when property owners fail to comply issues citations.
- Appear in court as witness for prosecution of cases as necessary.
- Performs recreational and drinking water sampling / surveillance.
- Conducts routine/required inspections and/or audits to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
- Conduct investigations, research, and provide consultation related to complaints or concerns of adverse environmental exposure associated with the areas of Occupational Health; Hazardous and Toxic Materials Control; Indoor and Outdoor Air Quality; Environmental Audits and Assessments, Surface and Drinking Water Quality Assurance and; Vector-borne, Waterborne or Enteric Illnesses.
- Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
- Collaborates in the development and delivery of programs and activities that promote health and prevent disease, in settings including, but not limited to the Health Department, homes, community organizations and businesses, schools, and the community in general.
- Collects water samples for laboratory analysis to ensure compliance of existing local and state public health and environmental codes, regulations and policies.
- Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
- Responds to public complaints and inquiries on environmental or public health matters.

5% Data Reporting and Analysis:

- Perform data collection, research, analysis and interpretation related to environmental and communicable disease epidemiology and adverse exposures within the community; develop statistical analysis summaries; tables and reports as requested.
- Prepare scientific and technical reports, summaries, and correspondence that are complete, clear, and understandable to general public and other private and public agencies.
- Prepare and maintain various records, reports, correspondence and other departmental documents, including mileage reports, time sheets, inspection reports, and documentation.
- Prepare drafts of notices, hearing and court letters and forward to secretary for typing and mailing.

Minimum qualifications include a bachelor's degree in environmental health, public health, community health, chemistry, biology, physical science or related field from an accredited college or university; one year of experience performing environmental health remediation or equivalent duties closely related to the essential functions of this position.; certification as a Lead Risk Assessor with the State of Wisconsin within

three months of appointment and throughout employment. (Training for certification will be provided by the City); and certification as a Lead Abatement Supervisor with the State of Wisconsin within three months of appointment and throughout employment. (Training for certification will be provided by the City).

Market Data Comparison

Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Home Environmental Health Coordinator.

Environmental Health and Safety Coordinator, ERI

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$65,605	\$71,195	\$78,611	\$85,831	\$93,131
9	\$63,834	\$69,269	\$76,491	\$83,513	\$90,623
8	\$61,976	\$67,249	\$74,266	\$81,077	\$87,988
7	\$60,006	\$65,105	\$71,902	\$78,490	\$85,185
6	\$57,893	\$62,803	\$69,363	\$75,708	\$82,170
5	\$55,649	\$60,356	\$66,661	\$72,746	\$78,958
4	\$53,294	\$57,784	\$63,818	\$69,627	\$75,573
3	\$50,857	\$55,117	\$60,866	\$66,385	\$72,051
2	\$48,375	\$52,392	\$57,842	\$63,061	\$68,437
1	\$45,891	\$49,652	\$54,793	\$59,705	\$64,783

Source: ERI, Data as of April 01, 2022

ERI describes an Environmental Health and Safety Coordinator as a position that performs risk assessments for processes and new equipment. Submits corrective solutions to risks while also making fiscal and operational considerations. Assists in safety and quality activities and improvement projects as directed by manager. Informs managers and supervisors of regulatory changes with which the company must comply. Leads programs and policies to ensure compliance with environmental health and safety regulations. Collects, tracks, reports and analyzes the site's key environmental health and safety performance data and metrics. Reviews all injury/illness and non-injury incident investigation reports and follows-up as necessary. Assists in the development of specialized education and training materials. Develops controls for identified hazards. Assists more experienced professionals in developing solutions.

Home Environmental Health Manager

Current	Environmental Health Services Manager	PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,083	Four Positions
Recommended	Home Environmental Health Manager	PR 1GX (\$67,763 - \$94,870) FN: Recruitment is at \$74,691 FN: Recruitment at any point w/DER approval.	Seven Positions

Under the direction of the Home Environmental Health Director and guidance from the Deputy Commissioner of Environmental Health, the Home Environmental Health Manager provides leadership for all activities to build and maintain a highly collaborative, city-wide and cross-sector, lead hazard abatement system.

30% Leadership / Coordination / Planning / Outreach:

- Develops and oversees all activities of the Home Environmental Health Program as it pertains to building and maintaining a city-wide and cross-sector lead abatement system, which extends beyond MHD and local government. This includes working with community organizations, neighborhood associations, local coalitions, philanthropy, private contractors, national partners, and many more to align goals, strategies,

implantation, evaluation, and reporting. This position will largely focus on hazards in the built environment which contribute to lead poisoning, while supporting the integration of this work with lead abatement and energy efficiency, weatherization, community wealth building, and more.

- Provides leadership for multi-disciplinary planning which results in development, implementation, and evaluation of programmatic strategies on a city-wide scale for surveillance and investigation, grant opportunities and investments, targeted enforcement and adjudication, and quality control.
- Oversees the performance management system for the program and makes policy and programmatic recommendations based on performance measures.
- Works collaboratively with managers, staff, other city departments, community partners, and various work teams to achieve program goals and objectives in a timely manner.
- Hires, trains, supports, supervises and evaluates staff responsible for new and innovative community interventions and housing strategies.
- Develops, prepares, monitors and coordinates budgets from external resources, including overseeing major federal and state grants.
- Provides technical assistance to grantor (DHS) Department of Health Services, CDBG (Community Block Grant Office), and CDC (Centers for Disease Control) with Inspection/clearance reports, audits, special projects, joint trainings.

25% Evaluation and Reporting:

- Evaluates interventions to determine their effectiveness and cost-effectiveness in addressing home environmental health hazards and improving children's health.
- Engage in a variety of needs assessment activities including evaluating program capacity, optimum enforcement strategy, community needs, the geographic burden of childhood lead poisoning, and the success of previous/current activities and projects.
- Direct program evaluation and research activities including an analysis of service impact on target populations, data collection, comparative analysis of various housing interventions, and surveillance of key performance indicators.
- Ensure programmatic compliance with internal and external deliverables and expectations, including state statutory requirements, local ordinance, federal requirement, community coalition expectations, and CDC recommendations.
- Assess programs and work activities, including administering staff performance management tools, in order to improve and streamline internal processes, ensure compliance standards are met and provide effective program administration.
- Utilize opportunities to contribute to local, state and federal policy and program formation.
- Develop and maintain program policies, standard operating processes and procedures in compliance with state and federal requirements and national best practices.
- Develop and maintain a dashboard of key performance metrics to assure program process, impact and outcome objectives are met.
- Evaluate and prepare candidates interviews for potential MHD employees.
- Create, monitor, and evaluate employee Job Improvement Plans for employees in Performance Improvement Plans.
- Continually evaluate LMS, QuickBase, and other MHD software for programmatic efficiencies.

35% Technical Management and Projects Environmental Health Manager – Surveillance and Investigation Management:

- Manage the daily functions of MHD's Wisconsin Child Lead Poisoning Prevention Program (WCLPPP)
- Manage 300+ residential units, incoming and backlog with lead abatement orders.
- Manage and assigns all incoming projects and historical projects for inspections.
- Manage residential lead inspections are conducted within the (CDC) Center for Disease Control recommended guidelines.
- Manage the case and work load of 14-18 Lead Risk Assessor's caseloads ranging from 20-40 cases each.

- Manage the issuance of lead orders on residential units where lead hazards are identified, per City of Milwaukee ordinance.
- Manage and approves the enforcement of citations to owners/contractors on residential homes and work sites.
- Manage health related lead hazard nuisance complaints within the City of Milwaukee.
- Provide leadership to city and state agencies related to environmental health issues.
- Supervise two Home Environmental Health Coordinators (Relocation with 1 ARPA funded).
- Oversees reimbursement of Medicaid funds for Environmental inspections & clearances.
- Reporting on monthly and yearly Environmental lead abatement program deliverables.
- Provide technical assistance to outside community groups working collaboratively with MHD's ARPA allocations (SDC, 16th street community center, Revitalize).
- Supervises Environmental, Administrative and Nursing staff engaged in activities related to investigation of elevated blood lead reports in children and adults.
- Develop and implement intervention strategies that advance department goals related to elevated blood lead reported in children and adults.

Environmental Health Manager – Lead Hazard Reduction Grant Management

- Manage the day to day operation of the HUD Lead Hazard Reduction Grant-\$1.7 million annually.
- Manage the day to day operation of the CDBG Abatement Grant-\$1.5 million annually.
- Manage the day to day operation of the CDBG Prevention Grant-\$690K annually.
- Manage and assign contractors to grant funded lead hazard reduction projects. Funding sources for these projects include: HUD lead hazard reduction and CDBG Abatement as well as Capital funds projects.
- Negotiate and approve bids with contractors.
- Oversee the issuance of lead abatement permits for all type of lead hazard reduction projects.
- Manage the relocation of unit occupants while interior lead hazard reduction is being performed by the contractor.
- Provide oversight for the re-occupancy of lead-safe housing units.
- Oversee monitoring of projects by LRA's while all lead hazard renovation and clearance occurs.
- Supervise 10 direct staff members.
- Conduct and review files of completed Primary Prevention (HUD) and CDBG Prevention projects.
- Manage the onboarding and training of all new contractors (6 current contractors which account for 12 crews).
- Manage and Supervise the Lead in Water/CDBG EHSM.
- Supervise 1 Public Health Strategist (Community building, grants, and lead in water ARPA funded)
- Supervise 1 Environmental and Disease Control Specialist Healthy Homes.
- Provide management and oversight of all programmatic invoices including lead hazard reduction invoices, relocation invoices, background checks, and interpreter services totaling \$2.2 million in 2021.

Reporting:

- Conduct HUD Lead Hazard Reduction Grant-reporting annually and quarterly using the HHGMS system.
- Conduct CDBG Abatement-Reporting and CDBG Prevention-Reporting monthly and annually.
- Provide technical assistance and knowledge to HUD regarding Lead Inspection and Risk Assessment reports, scopes of work and Section 3 requirements.
- Provide lead safe work practices assistance to Department of Neighborhood Services on Deconstruction Projects and assistance to CDGA office and several community organizations such as MCC, SPCA, Gibraltar, WestCare.

Environmental Health Manager – Quality Control Management

- Analyze internal processes for the creation of Standard Operating Procedure (SOP) that are concise, step by step, and easy to follow all internal HEH processes.

- Manage all SOP's are to help employees perform their respective tasks and functions in a consistent manner for quality improvement in inspection, enforcement, field activity, and office functions.
- Create, Administer, and Monitor staff performance management tools for LRA's for field and office work functions to include case referral, inspection, lead inspection report creation, order creation, and order enforcement.
- Conduct semi-annual quality control reviews of all HEH Office staff, all LRA staff, and all HEH coordinator positions.
- Create and monitor quality control metrics and accountability measures for Primary Prevention grants and other lead grants for program application referral to grant award completion.
- Manage, create, and monitor the HEH Quality Control Plan to be presented annually to HEH management to improve and streamline internal processes
- Maintain compliance to the HEH Quality Control plan and evaluate programs to reduce the time in all the steps from lead poisoning referral to enforcement to a lead abated unit.
- Create accountability measures, monitor, and audit external community partner and contractor deliverables related to ARPA funding
- Supervise 2 HEH Coordinators (Training and QuickBase/onboarding— 1 ARPA funded)
- Manage and perform an internal audit of HEH functions annually to ensure compliance to the HEH Quality Control Plan and HEH SOPs and HEH Policies and ARPA funding measurables.
- Develop, implement, and maintain a formal public complaint mechanism to monitor and assure quality customer service.
- Continue and improve process improvements to paper records transitioning to digital records.
- Document and recordkeeping of all quality control measures.

Environmental Health Manager – Court Enforcement Management

- Manage the administrative functions of written lead hazard orders adjudicated to court for further enforcement.
- Review all written lead hazard orders sent to adjudication for proper documentation, enforceability, re-inspection fees, and timeliness for increased guilty verdicts.
- Review all citation, warrants, and placard orders for documentation, enforceability, fees, and timeliness for increased guilty verdicts.
- Represent and serve as the court liaison for HEH and the City Attorney's office in court proceedings against large rental property owners.
- Consult with judges and develop written policies and procedures for community initiatives and changes in court operations.
- Represent and serve as the liaison for lead enforcement activities with external community partners including community groups, MPD, County Sheriff's office and other public agencies.
- Consult and coordinate with DHS for mutual enforcement of property owners and contractors.
- Prepare any written orders and files that may be appealed.
- Prepare reports of rental properties adjudicated with penalties.
- Supervise 1 HEH Coordinators (Enforcement) and 1 Lead Project Specialist.
- Monitor court ordered compliance plans for timeliness and completion.
- Meet with contractors and owners for compliance plans for written lead hazard orders.
- Mediate grievances and resolve conflicts among LRA's, property owners and/or contractor related to written orders and citation enforcement.
- Mediate and leverage Primary Prevention and other dollars for increased buy in from rental property owners with lead orders and court enforcement
- Advise and recommend future city ordinance language to assist in lead hazard enforcement.

10% Policy Development:

- Develop, refine and update policies pertaining to environmental health, specifically lead hazard reduction, relocation and lead safe clearance of properties

- Develop and update internal policies pertaining to Environmental lead abatement orders and workflows.
- Utilize opportunities to contribute to state and federal policy formation.
- Provides vision and direction to the Director of Home Environmental Health to advise on initiatives, policy and programmatic efforts.

Minimum requirements include a bachelor's degree in environmental health, nursing, public health, healthcare management, social work, community health, human services or a related field from an accredited college or university; three years of progressively responsible experience in program management, healthcare program planning, policy development, community health assessment or health administration, including two years of full-time experience in program management and staff supervision; and certification as a Lead Risk Assessor with the State of Wisconsin within six months of appointment and throughout employment. (Training for certification will be provided by the City).

Internal Comparisons

DER Compensation staff made comparisons to internal city positions and determined that the following positions perform work of similar level and complexity to the position of Home Environmental Health Manager:

Classification	Function
Title: Sexual and Reproductive Health Program Manager Pay Range: 1GX (\$67,763 - \$94,870)* Department: MHD – Sexual & Reproductive Health	Provides leadership, management, and supervisory oversight of the MHD comprehensive STD clinic, HIV program and STD/HIV field operations, as well as associated epidemiology and surveillance activities.
Title: Infectious Disease Program Manager Pay Range: 1GX (\$67,763 - \$94,870)* Department: MHD – Disease Control & Prevention	Provides oversight for the Communicable Disease Control and Immunization area of the health department including supervisors and staff members.
Title: Building Codes Enforcement Manager (Residential) Pay Range: 1GX (\$67,763 - \$94,870)* Department: DNS – Residential Inspection Division	Responsible for management and staff development related to Residential Building Code Enforcement and environmental inspections of residential dwellings.
Title: Building Construction Inspection Supervisor Pay Range: 1GX (\$67,763 - \$94,870)* Department: DNS - Condemnation Inspection Section	Oversees building construction inspection, boiler inspection, heating ventilation and air-conditioning inspection, mechanical refrigeration inspection, anhydrous ammonia inspection as well as hazardous chemical and liquid storage tank inspection within the City of Milwaukee.

*Note: Positions have footnote recruitment rates and/or recruitment flexibility.

Analysis and Recommendation

The Health Department indicated that it has become increasingly difficult to recruit and retain staff in the Home Environmental Health division, as rates of pay are below rates of pay for comparable positions in Southeastern, WI. Currently, there are multiple vacancies in the department in the Lead Risk Assessor classification series. As of now, the department has authority for 24 positions of Lead Risk Assessor, of which 8 are currently filled. Since 2020, the department has had 8 resignations including one incumbent that transferred to another city department.

Additionally, the position of Lead Project Assistant has been vacant since 2020. This position was classified in July of 2018. The previous incumbent stayed in this position for approximately 1.5 years, resigning in 2020. The

position has since been vacant despite recruitment efforts which resulted in two offers to qualified candidates that declined.

Other titles in the Home Environmental Health Division are included in this report for labor market comparisons and to prevent pay compression.

Based upon the above analysis and to assist the department with recruitment and retention efforts DER recommends the following:

Current Title	Recommended Title	Current Pay Range	Recommended Pay Range
Environmental Health Services Manager	Home Environmental Health Manager	1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,083 (<i>Four Positions</i>)	1GX (\$67,763 - \$94,870) FN: Recruitment at \$74,691 FN: Recruitment at any point w/DER approval. (<i>Seven Positions</i>)
Home Environmental Health Manager	<i>No Change</i>	IFX (\$63,585 - 89,016) FN: Recruitment at any point w/DER and F&P Chair approval. (<i>Three Positions</i>)	
Environmental Health Coordinator	Home Environmental Health Coordinator	2FN (\$49,260 - \$68,968) FN: Recruitment is at 60,639 (<i>Eight Positions</i>)	2FN (\$49,260 - \$68,968) FN: Recruitment is at \$64,740 FN: Recruitment at any point w/DER approval. (<i>Eight Positions</i>)
<i>New Position</i> (<i>Four New ARPA Funded Positions</i>)	Home Environmental Health Inspector 4	<i>New Position</i> (<i>Four New ARPA Funded Positions</i>)	3RN (\$54,669 - \$71,010) FN: Recruitment is at \$61,657 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (<i>27 Positions</i>)
Lead Risk Assessor II	Home Environmental Health Inspector 3	3MN (\$49,136 - \$62,244) FN: Recruitment is at 53,854 (<i>23 Positions</i>)	3RN (\$54,669 - \$71,010) FN: Recruitment is at \$57,623 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (<i>Underfill Title</i>)
Lead Risk Assessor I	Home Environmental Health Inspector 2	3LN (\$43,390 - \$60,277) FN: Recruitment is at 50,331 (<i>Underfill Title</i>)	3MN (\$49,136 - \$62,244) FN: Recruitment is at \$53,854 FN: Additional \$80 dollars biweekly while assigned as the Lead Inspector. (<i>Underfill Title</i>)
<i>New Underfill Title</i>	Home Environmental Health Inspector 1	<i>New Underfill Title</i>	3LN (\$43,390 - \$60,277) FN: Recruitment is at \$50,331 (<i>Underfill Title</i>)

Environmental and Disease Control Specialist	<i>No Change</i>	2DN (\$43,350 - \$60,688) FN: Recruitment is at \$48,535 FN: Recruitment at any point w/DER approval. (One Position)	2DN (\$43,350 - \$60,688) FN: Recruitment is at \$50,331 FN: Recruitment at any point w/DER approval. (One Position)
Lead Project Assistant	<i>No Change</i>	5FN (\$41,326 - \$49,213) FN: Recruitment at \$43,390 (One Position)	Lead Project Assistant 5FN (\$41,326 - \$49,213) FN: Recruitment at \$44,192 (One Position)

Action Required – Effective Pay Period 11, 2022 (May 15, 2022)In the Salary Ordinance

Under Pay Range 1GX

- Add the title of ‘Home Environmental Health Manager’
- Create the following footnotes (18) and (36) and renumber accordingly

(18) Recruitment is at:

Biweekly	2,872.72
Annually	74,690.72

(36) Recruitment is at:

Biweekly	2,958.90
Annually	76,931.40

- Add footnotes (18) and (36) to the title of ‘Home Environmental Health Manager’
- Add footnotes (8) and (26) to the title of ‘Home Environmental Health Manager’

Under Pay Range 1FX:

- Delete the title of ‘Home Environmental Health Manager’

Under Pay Range 1EX:

- Delete the title of “Environmental Health Services Manager”

Under Pay Range 2FN:

- Add the title of ‘Home Environmental Health Coordinator’
- Create the following footnotes (13) and (26) and renumber accordingly

(13) Recruitment is at:

Biweekly	2,489.99
Annually	64,739.74

(26) Recruitment is at:

Biweekly	2,564.69
Annually	66,681.94

- Add footnotes (13) and (26) to the title of 'Home Environmental Health Coordinator'
- Add footnotes (5) and (18) to the title of 'Home Environmental Health Coordinator'

Under Pay Range 2DN:

- Delete the title of "Lead Risk Assessor III"

Under Pay Range 3RN:

- Add the title of 'Home Environmental Health Inspector 4'
- Create the following footnotes (2) (4) (6) and (8) and renumber accordingly

(2) Recruitment is at:

Biweekly	2,371.42
Annually	61,656.92

(6) Recruitment is at:

Biweekly	2,442.56
Annually	63,506.56

(4) (8) Employees in this classification while assigned as the "Lead Inspector" for any time during a pay period shall receive an additional eighty (\$80) dollars biweekly.

- Add footnotes (2) (4) (6) and (8) to the title of 'Home Environmental Health Inspector 4'
- Add the title of 'Home Environmental Health Inspector 3'
- Create the following footnotes (2) and (6) and renumber accordingly

(3) Recruitment is at:

Biweekly	2,216.28
Annually	57,623.28

(7) Recruitment is at:

Biweekly	2,282.77
Annually	59,352.02

- Add footnotes (3) (4) (7) and (8) to the title of 'Home Environmental Health Inspector 3'

Under Pay Range 3MN:

- Delete the title of 'Lead Risk Assessor II'
- Add the title of 'Home Environmental Health Inspector 2'
- Create the following footnotes (4) (6) (10) and (12) and renumber accordingly

(4) Recruitment is at:

Biweekly	2,071.29
Annually	53,853.54

(10) Recruitment is at:

Biweekly	2,133.43
Annually	55,469.18

(6) (12) Employees in this classification while assigned as the “Lead Inspector” for any time during a pay period shall receive an additional eighty (\$80) dollars biweekly.

- Add footnotes (4) (10) (6) and (12) to the title of ‘Home Environmental Health Inspector 2’

Under Pay Range 3LN:

- Delete the title of ‘Lead Risk Assessor I’
- Add the title of ‘Home Environmental Health Inspector 1’
- Create the following footnotes (5) and (10) and renumber accordingly

(5) Recruitment is at:

Biweekly	1,935.79
Annually	50,330.54

(10) Recruitment is at:

Biweekly	1,993.86
Annually	51,840.36

- Add footnotes (5) and (10) to the title of ‘Home Environmental Health Inspector 1’

Under Pay Range 2DN:

- Delete footnotes (5) and (23) from the title of ‘Environmental and Disease Control Specialist’ and replace with the following footnotes:

(5) Recruitment is at:

Biweekly	1,935.79
Annually	50,330.54

(23) Recruitment is at:

Biweekly	1,993.86
Annually	51,840.36

Under Pay Range 5FN:

- Delete footnotes (2) and (5) from the title of “Lead Project Assistant’ and replace with the following footnotes:

(2) Recruitment is at:

Biweekly	1,669.69
Annually	44,191.94

- (5) Recruitment is at:

Biweekly	1,750.68
Annually	45,517.68

In the Positions Ordinance

Under Health Department, Environmental Health Division, Home Environmental Health:

- Delete 4 Positions of 'Environmental Health Services Manager'
- Add 4 Positions of 'Home Environmental Health Manager'
- Delete 8 Positions of 'Environmental Health Coordinator'
- Add 8 Positions of 'Home Environmental Health Coordinator'
- Delete 23 Positions of 'Lead Risk Assessor II'
- Delete 4 Positions of 'Lead Risk Assessor III'
- Add 27 Positions of 'Home Environmental Health Inspector 4'

Prepared by: Arielle Ewing
Arielle Ewing, Human Resources Representative

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
Renee Joos, Interim Employee Relations Director

Labor Relations, Room 701 ▪ Phone (414) 286-3398, Fax 286-0900
www.milwaukee.gov/der