



Department of Employee Relations

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Vacant
Director

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Employee Benefits
Director

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Job Evaluation Report

City Service Commission Meeting: November 15, 2022

Health Department

Current	Recommended
New Position	Program Assistant III PR 5IN (\$47,274 - \$55,763) FN: Recruitment at \$48,735 (One Position)
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The Milwaukee Health Department (MHD) submitted a request to classify two new positions. Both positions were created through the American Rescue Plan Act (ARPA). One position will assist with tracking for purchases under ARPA and the other position will assist with hiring and staffing of the ARPA positions in the Health Department.

Current	New Position		One Position
Recommended	Program Assistant III	PR 5IN (\$47,274 - \$55,763) FN: Recruitment at \$48,735	One Position

This position will manage key business processes related to MHD's grant-funded activities, specifically programs funded by ARPA; manage the creation, documentation, and reporting/payment processes for \$49 million in ARPA subawards, of which MHD is projected to have over two dozen; and work on procurement processing and documentation for ARPA funded purchases, and financial reporting and basic bookkeeping for ARPA expenses. Duties and responsibilities include:

- 40% Manage grant files, subaward agreements, compliance documentation, and procurement files and information related to MHD's ARPA funded programs.
- 25% Review and validate cost reports and payments for ARPA funded programs managed by MHD, and compile and report data and financial information on MHD's use of ARPA funding.
- 10% Compile, validate, and maintain MHD subaward documents with program partners.
- 10% Publish regular reports on MHD's ARPA funded programs for MHD leadership, program managers, and City partners; generate financial reporting information for non-City ARPA awards; and coordinate approval and delivery of ARPA financial reports.
- 5% Process payment vouchers, account code creation, and other bookkeeping transactions for MHD's ARPA projects.
- 5% Perform other duties as assigned for ARPA funded work and MHD's ARPA funded programs.

- 5% Participate in various human resources projects; serve on MHD committees, such as wellness or safety, as needed; and perform other duties as assigned including responding to an emergency or broad impact event

Minimum requirements include five years of experience in providing administrative support including handling sensitive information, creating and managing legal or compliance documents, or managing complex administrative processes.

The responsibilities of this new position are comparable in nature of work and level of responsibility to other Program Assistant III positions in Pay Range 5IN (\$47,274 - \$55,763) with a recruitment rate of \$48,735. Program Assistant III positions are the highest level of the Program Assistant job series. These positions perform a variety of office and administrative work in support of a distinct area of operations within a city department and their work supports a significantly complex program or area of operation. In addition to requiring the equivalent knowledge and skill normally obtained with a bachelor's degree, these positions require an extensive knowledge of technical and/or administrative information.

We therefore recommend this new position be classified as a Program Assistant III in Pay Range 5IN (\$47,274 - \$55,763) with a recruitment rate of \$48,735.

Current	New Positions		One Position
Recommended	Program Assistant III	PR 5IN (\$47,274 - \$55,763) FN: Recruitment at \$48,735	One Position

This position will provide confidential administrative support to the Human Resources (HR) team; may assist with HR investigations, payroll, compliance audits, employment verifications, unemployment claim submissions, HR system audits, recruiting, hiring, and maintenance of confidential records. Duties and responsibilities include:

- 50% provide confidential administrative support to the HR team including notetaking during investigations and disciplinary meetings and creation and maintenance of documentation; respond to employment verifications and maintain a record of verifications completed; and maintain employee files including employment, injury, and medical files.
- 25% Support the new employee orientation process; prepare new employee orientation materials; ensure the hiring check list is completed upon hire; order name plates, security badges, and parking cards; prepare probationary report form and send reminder to hiring manager; and update organizational chart.
- 10% Complete annual compliance audits such as nursing licensure.
- 5% Serve as backup to the Health Payroll Specialist including support of the contract staff payroll review and hiring.
- 5% Serve as the primary reviewer for MHDHR email box; and respond to employee and manager questions regarding various HR related topics.
- 5% Assist the Human Resources Analyst with updating and maintaining the MHD HR intranet; participate in various human resources projects; serve on MHD committees, such as wellness or safety, as needed; and perform other duties as assigned including responding to an emergency or broad impact event

Minimum requirements include five years of experience in providing administrative support including two years of handling confidential information.

The responsibilities of this new position are also comparable in nature of work and level of responsibility to other Program Assistant III positions in Pay Range 5IN (\$47,274 - \$55,763) with a recruitment rate of \$48,735 including the position listed above.

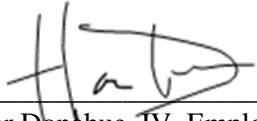
We therefore recommend this new position be classified as a Program Assistant III in Pay Range 5IN (\$47,274 - \$55,763) with a recruitment rate of \$48,735.

Action Required – Effective Pay Period 24, 2022 (November 13, 2022)

*** See addendum included in CCFN: 221005 for Salary and Position Ordinance changes.**

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