City of Milwaukee

Department of Employee Relations

January 31, 2011

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

Dear Committee Members: Re: Common Council File Number 101203

The following classification and pay recommendations were approved by the City Service Commission on January 25, 2011.

In the Health Department, one new position was classified as a Health Project Coordinator – Public Health Surveillance, Salary Grade 05.

In the Election Commission, the position of Election Inspector, Pay Range 948 was recommended a pay increase and Chief Inspector, Pay Range 948 was recommended no pay increase.

In Municipal Court, one position of Programmer I, Pay Range 515 which is currently held by Daniel Ruelle was reclassified to Programmer Analyst, Pay Range 598.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw
Attachments: 3 Job Evaluation Reports
                 Fiscal Note

C: Mark Nicolini, Renee Joos, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Paula Kiely, Toni Vanderboom, Jerry Allen, Martin Matson, Mary Stoffel, Jeffrey Mantes, Preston Cole, Dan Thomas, Venu Gupta, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, Daniel Panowitz, and Calvin Lee (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting Date: <u>January 25, 2011</u>
Department: <u>Health</u>

Current	Request	Recommendation
New Position	Public Health Surveillance Analyst SG 06 ($50,206 - $70,295)	Health Project Coordinator - Public Health Surveillance (PHS) SG 05 ($47,109 - $65,957)

Actions

In the Salary Ordinance, under Salary Grade 05, add the title "Health Project Coordinator-Public Health Surveillance (PHS)".

In the Positions Ordinance, under Health Department, Disease Control and Environmental Health Services Division, Bioterrorism-CDC Public Health Preparedness Grant (A), add one position of "Health Project Coordinator – Public Health Surveillance (X)(Y)(FFF)" and amend footnote "FFF" to read as follows:

"To expire 01/30/12 unless the Urban Areas Security Initiative Program Grant from the U.S. Department of Homeland Security is extended."

Background

The Department of Employee Relations received a letter dated December 2, 2011 from Bevan Baker, Commissioner of Health, requesting a reclassification study of one new position in the Disease Control and Environmental Health Services Division. The department submitted a new job description and discussions were held with Paul Biedrzycki, Disease Control and Environmental Health Services Director; Mat Wolters, Health Project Coordinator – Pandemic Flu Response; and Ray Weitz, Health Personnel Officer.

Duties and Responsibilities

The basic function of this new grant funded position is responsibility for facilitating and coordinating a public health information-sharing with the Southeastern Wisconsin Threat Analysis Center (STAC), a section of the Milwaukee Police Department (MPD); and developing and implementing systems to collect, analyze and disseminate information on various topics including biosurveillance (communicable disease and syndromic), food sanitation, extreme weather, environmental health issues, and public health preparedness initiatives and planning efforts. The duties and responsibilities include the following:

> 60% <u>Public Health Surveillance/Intelligence Analysis</u>: Develop, maintain, and disseminate a public health intelligence dashboard and situational awareness report that compiles public health intelligence; develop other reports using existing data streams such as ESSENCE (Electronic Surveillance System for the Early Notification of Community-based Epidemics), BioSense (a program launched by the Centers for Disease Control and Prevention (CDC) to detect and

characterize events (or health-related threats) early by building on state and local health department systems and programs), WEDSS (Wisconsin Electronic Disease Surveillance System), WHIE (Wisconsin Health Information Exchange), local EMS (Emergency Medical Service) data, and the National Weather Service; provide reports to STAC, the Milwaukee Health Department (MHD), and other stakeholders; apply epidemiology and biostatics to the analysis and interpretation of public health surveillance data; develop and disseminate routine surveillance reports on at least a weekly basis and a daily basis during public health emergencies; develop and maintain data/information sharing agreements with key partners to obtain external data stream and to share sensitive public health information; and function as a liaison between STAC, MHD, and other first responding agencies in Southeastern Wisconsin.

20%   Emergency Preparedness Planning and Response: Assist the MHD in developing and maintaining policies, procedures, and response plans for public health emergencies in the City including terrorism incidents involving chemical, biological, or radiological agents, hazardous materials spills or releases, extreme heat or cold weather events, flooding, and communicable disease outbreaks.

10%   Training and Special Projects: conduct training and presentations related to public health intelligence, surveillance, and preparedness efforts; and assist supervisors within the Division of Community Environmental Health (DCEH) with special assignments and projects.

10%   Internal Operations and Planning Activities: assist STAC in internal operational and planning activities as deemed appropriate by STAC officer in charge.

Requirements include a Bachelor's Degree in Public Health, Science, or related field and two years of related experience and/or training. A Master's Degree is preferred. Experience should include public health preparedness planning, collecting and analyzing data, and preparing reports. The requirements have not yet been assessed for staffing purposes.

This position will be located in the Emergency Preparedness and Response Unit of the Disease Control and Environmental Health Services Division of the Milwaukee Health Department (MHD) and will report to the Public Emergency Response and Planning Coordinator in Salary Grade 07. The individual in this position will also spend a portion of their time at the Police Administration Building working primarily with the STAC. The position will be funded for one year through a grant from the Department of Homeland Security through the Wisconsin Office of Justice Assistance.

To study this position, comparisons were made to a number of City positions including the following. For the listing of requirements, equivalent combinations of education and experience may be considered.

Health Project Coordinator–Emergency Preparedness, SG 04 (Health Department)
This position was eliminated but previously was located in the Emergency Preparedness and Response Unit. The basic function was to be responsible for ensuring that the five County urban region was prepared to initiate the dispensing of the strategic national stockpile of immunizations; plan for receipt, storage, and dispensing to four neighboring counties; and coordinate awareness and planning activities with local Health Departments in the urban region and with police and fire departments, emergency management staff, and volunteer groups. Requirements include a Bachelor's Degree in Chemistry, Biology, Physical or Natural Science, Public or Environmental Health or

related field and two years of related experience including public health preparedness planning, health education, collecting and analyzing data, and preparing reports.

Research and Policy Analyst, SG 05 (Fire and Police Commission)
Conducts extensive and in-depth research and analysis of various public safety issues; and provides guidance and advice to the Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations. This includes conducting extensive and in-depth research and analysis of various public safety issues such as crime data, fire suppression, personnel deployment and budget and resource allocation; preparing related reports; reviewing and analyzing public safety data form the Fire and Police Departments; and maintaining data for the Fire and Police Commission website. Requirements include a Bachelor's Degree in Public Administration, Public Policy, Urban Studies, Urban Affairs, Library Science, Economics, or related field and two years of experience performing related research duties.

Health Project Coordinator–Pandemic Flu Response, SG 05 (Health Department)
This position is located in the Emergency Preparedness and Response Unit and is primarily responsible for development of situational awareness tools; collection of public health intelligence related to pandemic flu or other disease outbreaks; the creation of written emergency plans and protocols, internal and external resource identification; and coordination of assets that may be deployed or managed by the MHD during a pandemic flu or other community emergencies. Requirements include a Bachelor's Degree in Chemistry, Biology, Physical or Natural Science, Public or Environmental Health or related field and three years of related experience including two years of project management, administrative leadership or team building experience.

Environmental Policy Analyst, SG 06 (DPW–Operations)
Prepare and monitor grants, research alternative funding sources, carry out analysis and make recommendations on policy initiatives that maximize the environmental effort of the City of Milwaukee. This includes developing strategies to secure grant for programs related to solid waste, recycling, storm water, natural resource management, air quality and environmental education; conducting complex policy, operational, organizational, and fiscal analysis; identifying citywide initiatives and non-profit collaborations that promote public/private partnerships; and attending meetings, demonstrations, and lectures and reviewing educational materials. Approximately half the time is dedicated to policy initiatives and research. Requirements include a Bachelor's Degree in Policy Analysis, Public Administration, or Environmental Policy and three years of policy analyst or equivalent experience.
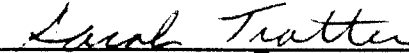
The position under study is most similar to the Research and Policy Analyst and Health Project Coordinator–Pandemic Flu Response positions in Salary Grade 05 since there is an emphasis on research and information gathering and on emergency planning and preparedness. The Environmental Policy Analyst in Salary Grade 06 has a stronger emphasis on policy initiatives and is comparable to other grant monitoring positions in the City.
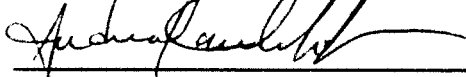
Health Project Coordinators are generally responsible for program management, coordination, and administration; and serving as a liaison with community groups. The position under study has similar general responsibilities since it will be responsible to facilitate and coordinate public health information-sharing with the STAC in the Police Department and will function as a liaison between STAC, the MHD, and other first responding agencies in Southeastern Wisconsin. To
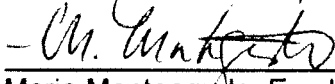
be consistent with other similar positions in the Health Department we recommend the title Health Project Coordinator–Public Health Surveillance (PHS).

Recommendation

Based on the above analysis we recommend that this new position be classified as Health Project Coordinator – Public Health Surveillance (PHS) in Salary Grade 05.

Prepared by: _____

Sarah Trotter, Human Resources Representative

Reviewed by: _____

Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____

Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: <u>January 25, 2011</u>
Department: <u>Election Commission</u>

Election Commission

Current	Request	Recommendation
Election Inspector PR 948 $84.15 Chief Inspector PR 948 1/ $150	Election Inspector PR 948 $100 Chief Inspector PR 948 1/ $150	Election Inspector PR 948 $100 Chief Inspector PR 948 1/ $150

Action Required
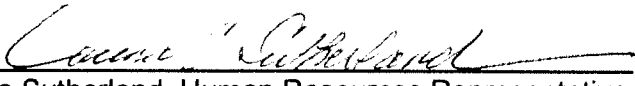
<u>Effective Pay Period 4, 2011 (February 6, 2011)</u>

In the Salary Ordinance, under Pay Range 948, Official Rate-Daily, delete the rate of "84.15" and substitute in lieu thereof the rate of "100.00".
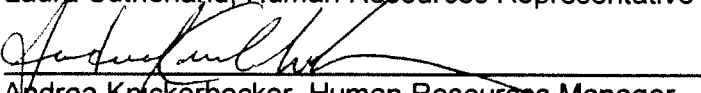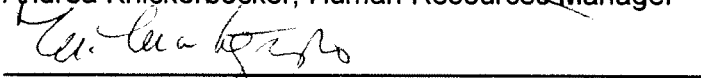
Background

In December 2010, the Comptroller's Office determined that Election Inspectors should be paid as employees of the City of Milwaukee, as opposed to vendors. For that reason, we are recommending an amendment to the Salary Ordinance to reflect the current pay practice for these positions. Election Inspectors are currently paid $100.00 per day. A footnote for this position provides an additional $15.00 for attending each instruction class prior to each election. No change in pay is recommended for the title of Chief Inspector.

Recommendation

We therefore recommended that the 2011 Salary Ordinance be amended to reflect the current practice of $100 per day for Election Inspectors in Pay Range 948.

Prepared by: _____
Laura Sutherland, Human Resources Representative

Reviewed by: _____
Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: <u>January 25, 2011</u>
Department: <u>Municipal Court</u>

Present	Request	Recommendation
Programmer I PR 515 ($36,216 - $44,277) Incumbent: Daniel Ruelle	Programmer Analyst PR 598 ($55,374 - $67,258)	Programmer Analyst PR 598 ($55,374 - $67,258) Incumbent to underfill as Programmer II PR 556 ($48,133 - $58,690)
Rationale: This position has taken a major role in implementing the Court's document imaging system and will continue that responsibility when the third-party consultant leaves the project. The responsibility associated with the job has therefore increased as well as the breadth and depth of knowledge and skill required to successfully perform the work.		

Action Required

In the Positions Ordinance, under Municipal Court, Management and Administration, delete one position of "Programmer I" and add one position of "Programmer Analyst".

Background

The Chief court Administrator, Kristine Hinrichs, requested that one position of municipal Programmer I, PR 515, be reclassified to Programmer Analyst, PR 598 based upon an expansion of responsibilities, as stated in the request letter of August 24, 2010.

In studying this request, written documentation in the form of a revised job description written by the Municipal Court was reviewed, in addition to a job analysis questionnaire completed by the employee performing the work, examination of job descriptions from other municipalities, a review of the Court's Strategic Technology Plan 2010-2014, additional detailed information regarding the position's duties, responsibilities, and knowledge/skill required submitted by the Municipal Court.

Duties and Responsibilities

The information technology team in the Municipal Court consists of the following positions:

- Network Manager   SG 10
- Network Analyst-Senior   PR 591
- Programmer I   PR 515
- Programmer   Independent contractor
- Project Manager   Independent contractor

As indicated by the employee performing the work, the basic function of the Programmer I is to support the Court Automated Tracking System (CATS), which is the Court's primary application,

in a Magic's UniPaaS environment. This particular software employs a metadata driven approach to programming that employs pre-compiled routines. In theory these pre-compiled routines unify diverse layers of a system, including the user interface, data, communication, and business logic, thereby significantly reducing the need for routine programming. The job analysis questionnaire completed by the employee performing the job and reviewed by the Network Manager indicated the following major areas of responsibility. Of these areas, the first two listed—the document imaging project and maintenance of CATS—require 80% of the position's time.

Document Imaging Project

This area includes reviewing and modifying specification documents; researching how new program idas can b implemented within the project; and modifying existing programs from earlier versions of CATS.

Maintenance of the Court's Automated Tracking System (CATS)

This area includes creating and reviewing specification documents for changes and upgrades to the system; researching every aspect of how a new change will impact the current system; designing and creating new programs; testing all programs changed; documenting tests and finalizing program structure for future releases in production; and monitoring changes once changes have been installed.

Software Releases

This area includes: creating release documentation; guiding the work of other developers; testing changes; establishing security access for users who may need special access to any changes; creating database changes, new tables, indexes, and fields, as needed; installing new software or programs into the production environment; notifying outsid agencies of changes that impact them.

Disaster Recovery

This area includes: continuously monitoring the production environment; developing new fix programs; in consultation with others, determining the best procedures to solve problems; and instructing others on how to solve problems.

User Assistance and Training

This area includes assisting the project manager on setting up training environments; assisting users working with new or modified programs; obtaining feedback from users on how functionality could be improved and deciding whether changes are needed.

Knowledge, Skills, Abilities, Attributes (KSAAs)

Notable KSAAs required for success performance of this job include the following:

Knowledge of:
- High level computer programming languages such as Magic UniPaaS, Java, JavaScript, PHP, Oracle/PL, C, C++, Pert, ASP.NET, Visual Basic.NET, Apache
- Capabilities, limitations, and functional applications of information technology.
- Flowcharting, data modeling, process modeling, form design, and control procedures.
- Research methods and techniques including structured system analysis and design, and information engineering.
- Data input methods and control techniques for computer processing.

- Software unit and integration testing, object oriented technologies, and/or event driven concepts.
- Forms design and report design.
- At least one type of database organization access and retrieval technique.

Ability to:
- Establish and maintain good working relationships with a multidisciplinary and multicultural staff, management, consultants, vendors, and representatives of other agencies
- Guide the work of other developers
- Work independently with minimum direction
- Plan and organize work to meet project schedules and timelines
- Analyze, interpret, and present research findings to prepare design specifications.
- Analyze specifications and instructions to develop appropriate systems and programs.
- Design effective information technology subsystems and develop appropriate programs.
- Conduct analyses, interpret research findings, conceive a variety of solutions to functional problems, and reduce abstract ideas to easily understood procedures.
- Monitor and/or observe data to determine program problems.
- Develop logical code for efficient program execution.
- Debug new and existing programs.

The attributes of:
- Absolute integrity in maintaining confidential information protected by law
- Dependability
- Flexibility in meeting user needs in a real-time production environment which directly serves the public

Requirements

The minimum requirements of the job, as indicated by this job analysis, are a bachelor's degree in information technology, computer science or closely related field and two years of successful work experience in systems analysis or programming. Equivalent combinations of education and experience are acceptable. It should be noted that neither the aforementioned requirements or KSAAs have been assessed for purposes of staffing.

Analysis

When the position was initially filled in 2008, the duties and responsibilities of the job involved the typical work of an entry-level programmer—consulting with users to understand software needs; designing, documenting, and testing software; coding, debugging, testing, and documenting programs; installing and testing routine software packages; and related work. As the Court's document imaging system project progressed, the position assumed greater responsibility for project deliverables and the integration of the document imaging system into existing modules.

The employee performing the job now designs and implements new and expanded functions with a great deal of independence, through the entire programming cycle, and reviews programming produced by others before it is released into the production environment. When the third-party consultant assigned to this project completes the project, the employee filling the

Programmer I will assume primary responsibility for maintenance of the system. This indicates that the degree of responsibility associated with the job has increased as well as the breadth and depth of systems and programming knowledge and skill required to successfully perform the work and will continue to be a permanent feature of the job.
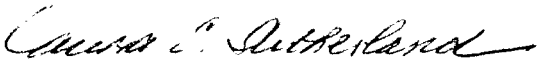
From an occupational point of view, due to the automation of programming and the advance of software design, many programmers now perform the work formerly associated with systems analysts and software engineers. This trend is expected to continue and is reflected by a a projection from the Department of Labor that programming jobs will decrease by 3% during the next seven years. During that same time period, the number of software engineer jobs is projected to rapidly increase. (Source: Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-2011.) The changes that have taken place in the Programmer I position in the Municipal Court, then, are consistent with overall occupational trends in information technology jobs.

A review of other Programmer and Programmer Analyst positions in the City service indicates that the position under consideration now requires an equivalent level of knowledge and skill and exercises a similar degree of responsibility as other Programmer Analysts who design, code, and maintain application software and provide programming and systems analysis solutions for a variety of projects. The requirements for a Programmer Analyst, as indicated on the most recent job announcement for Programmer Analyst dated June 14, 2010 were as follows:

> A bachelor's degree in management information systems, computer science or related field, knowledge of C#, Visual Basic, ASP.NET, JavaScript, CSS, SML, HTML, AJAX, and SQL; knowledge of Oralce database technologies; and the ability to meet strict deadlines, autonomously solve problems and work independently and as part of a tem under minimal supervision. Further, the announcement stated that two years of systems analysis or programming experience was desirable.

Recommendation

Due to the fact that the responsibility associated with this position has increased, as well as the breadth and depth of knowledge and skill required to successfully perform the work, and that these changes will be a permanent part of the job, it is recommended that this Programmer I in Pay Range 515 in the Municipal Court be reclassified to Programmer Analyst in Pay Range 598.

Prepared by: _____
Laura Sutherland, Human Resources Representative

Reviewed by: _____
Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
Maria Monteagudo, Employee Relations Director