



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

REVISED 4/11/2023

April 11, 2023

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 221836– Communication from the Department of Employee Relations relating to classification studies scheduled for the April 11, 2023 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Civil Service Commission meeting on April 11, 2023.

Health Department – Consumer Environmental Health

Current	Recommended
Consumer Environmental Health Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at any point w/DER and Chair approval (1 Position)	Consumer Environmental Health Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)
Consumer Environmental Health Supervisor PR 1DX (\$57,081-\$79,909) FN: Recruitment is at \$64,505 FN: Recruitment at any point w/DER and Chair approval (3 Positions)	Consumer Environmental Health Manager PR 1GX (\$69,119-\$96,768) FN: Recruitment at \$76,185 FN: Recruitment at any point w/DER approval (3 Positions)
Environmental Health Coordinator PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$61,852 (5 Positions – <i>Consumer Environmental Health</i>)	Consumer Environmental Health Coordinator PR 2HN (\$57,081 - \$79,909) FN: Recruitment is at \$66,035 (5 Positions)
New Position Authority	Consumer Environmental Health Inspector 4 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$62,890 (17 Positions)
New Underfill Title	Consumer Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,776 (Underfill Title)
Environmental Health Specialist PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at \$50,331 (Underfill Title)	Consumer Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,931 (Underfill Title)
New Underfill Title	Consumer Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,338 (Underfill Title)

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

Health Department – Home Environmental Health

Current	Recommended
Home Environmental Health Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at any point w/DER and Chair approval (1 Position)	Home Environmental Health Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)
Home Environmental Health Coordinator PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$66,035 (8 Positions – <i>Home Environmental Health</i>)	Home Environmental Health Coordinator PR 2HN (\$57,081 - \$79,909) FN: Recruitment is at \$66,035 (8 Positions)

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

Health Department – Community Health

Current	Recommended
Doula PR 2EN (\$45,306 - \$63,426) (Four Positions)	Doula 3 PR 2HN (\$57,081 - \$79,909) FN: Recruitment is at \$72,060 (Four Positions)
	Doula 2 PR 2GN (\$53,548- \$74,974) FN: Recruitment is at \$67,373 (Underfill Title)
	Doula 1 PR 2FN (\$50,245 - \$70,347) FN: Recruitment is at \$62,941 (Underfill Title)

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

Health Department – Emergency Response Preparation

Current	Recommended
Public Health Emergency Response Planning Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at any point w/DER and Chair approval (1 Position)	Public Health Emergency Response Planning Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)
Public Health Emergency Response Planning Coordinator PR 2HX (\$57,081-\$79,909) FN: Recruitment is at \$63,835 (2 Positions)	Public Health Emergency Response Planning Coordinator PR 2HN (\$57,081-\$79,909) FN: Recruitment is at \$68,789 (2 Positions)

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

Health Department – Environmental Quality Assessment

Current	Recommended
Environmental & Disease Control Specialist PR 2DN (\$44,217-\$61,902) (2 Positions)	Public Health Emergency Response Planning Coordinator PR 2HN (\$57,081-\$79,909) FN: Recruitment is at \$68,789 (2 Positions)

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

Health

Current	Recommended
New Position	Workforce Development Administrator PR 2MX (\$78,528 - \$109,938) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
New Position	Grant Budget Specialist PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
New Position	Research and Policy Coordinator PR 2HX (\$57,081 - \$79,909) FN: Recruitment at \$59,912 (One Position)
New Position	Community Outreach Specialist PR 2EN (\$47,136 - \$65,989) FN: Recruitment is at \$55,187 (One Position)

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

Respectfully Submitted,



Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement



Department of Employee Relations

Cavalier Johnson

Mayor

Harper Donahue, IV

Director

Renee Joos

Employee Benefits Director

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Labor Negotiator

REVISED 4/11/2023

Job Evaluation Report

City Service Commission Meeting: April 11, 2023

Health Department – Consumer Environmental Health

Current	Recommended
Consumer Environmental Health Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at any point w/DER and Chair approval (1 Position)	Consumer Environmental Health Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)
Consumer Environmental Health Supervisor PR 1DX (\$57,081-\$79,909) FN: Recruitment is at \$64,505 FN: Recruitment at any point w/DER and Chair approval (3 Positions)	Consumer Environmental Health Manager PR 1GX (\$69,119-\$96,768) FN: Recruitment at \$76,185 FN: Recruitment at any point w/DER approval (3 Positions)
Environmental Health Coordinator PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$61,852 (5 Positions – <i>Consumer Environmental Health</i>)	Consumer Environmental Health Coordinator PR 2HN (\$57,081 - \$79,909) FN: Recruitment is at \$66,035 (5 Positions)
New Position Authority	Consumer Environmental Health Inspector 4 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$62,890 (17 Positions)
New Underfill Title	Consumer Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,776 (Underfill Title)
Environmental Health Specialist PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at \$50,331 (17 Positions)	Consumer Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,931 (Underfill Title)
New Underfill Title	Consumer Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,338 (Underfill Title)

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

Health Department – Home Environmental Health

Current	Recommended
Home Environmental Health Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at any point w/DER and Chair approval (1 Position)	Home Environmental Health Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)

Home Environmental Health Coordinator PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$66,035 (8 Positions – <i>Home Environmental Health</i>)	Home Environmental Health Coordinator PR 2HN (\$57,081 - \$79,909) FN: Recruitment is at \$66,035 (8 Positions)
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Note: Residents receive a rate that is 3% higher.

Background

The Milwaukee Health Department (MHD) has requested a study of various positions in their Environmental Health division (EH). Job descriptions were provided and discussions were held with Lindsey O'Connor – Health Human Resources Administrator, Carly Hegarty – Home Environmental Health Director, and Tyler Weber - Deputy Commissioner of Environmental Health. The Department has requested to reclassify existing positions in the Consumer 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.

Additionally, the Department requested review of other peer titles in the Environmental Health Division, included in the Home Environmental Health program. Job descriptions were provided and discussions were held with Lindsey O'Connor – Health Human Resources Administrator and Tyler Weber - Deputy Commissioner of Environmental Health. They expressed concerns about equity in the Division after the 2022 market study and restructuring in the Home Environmental Health program.

Consumer Environmental Health Inspector Series

The Health Department has requested to reclassify existing position of 'Environmental Health Specialist' to 'Consumer Environmental Health Inspector' (1, 2, 3, and 4) to create career-advancement opportunities for staff. This classification series is designed with the intention of improving retention amongst Environmental Health Specialists and resolve a frozen career ladder. Additionally, the intention of this structure is to assist the department with recruitment efforts, by creating an entry-level classification of 'Consumer 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 met minimum requirements for the higher-level titles in this series, by allowing new employees to develop as Consumer Environmental Health Inspectors.

Duties and Responsibilities

Consumer Environmental Health Inspector (CEHI) assigned to the Consumer Environmental Health division of the Health Department (MHD) applies environmental and public health control measures to preserve human health, safety, and welfare and protects consumers from fraudulent practices in all commercial transactions involving determinations of quantity.

20-70% Environmental Health (Food Inspectors)

- Conduct risk assessments and food safety inspections of new and existing facilities.
- Employ code enforcement actions to reduce the risk to public health and safety; evaluate compliance.
- Educate operators on food safety; outline corrective actions to eliminate health and safety risks related to food handling practices.
- Investigate and respond to human health hazard and foodborne and waterborne disease complaints; implement control measures to prevent further morbidity and mortality.
- Inspect tattoo and body piercing establishments, bed and breakfast inns, peddlers, and temporary events to assure compliance with city and state codes.

20-70% Consumer Protection (Weights and Measures)

- Inspect and test commercial weighing and measuring devices to ensure conformance with city, state, and federal tolerances and specifications.
- Conduct investigations, issue notices of violation, and initiate and carry out enforcement procedures.
- Inspect and test packaged commodities to ensure they are labeled properly, that the price is not misrepresented, misleading or deceptive, and that the commodity or packaging is not misleading to consumers.
- Investigate resident complaints involving overcharges, short weight, or inaccurate measures.

10% Administrative and other duties

- Prepare reports and summaries of investigations and studies.
- Maintain records complete and thorough records of work performed.
- Appear as a prosecution witness in court cases and provide testimony during license revocation hearings.

Consumer Environmental Health Inspector 4	
New Position	Consumer Environmental Health Inspector 4 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$62,890 (17 Positions)
<p>Education/Experience:</p> <ul style="list-style-type: none"> • Must meet minimum qualifications for Consumer Environmental Health Inspector 3 <p>Promotional Criteria for Consumer Environmental Health Inspector 4 level:</p> <ul style="list-style-type: none"> • Meets Registered Sanitarian Pre-Credential (or RS) <ul style="list-style-type: none"> ○ A baccalaureate or higher degree in environmental health from an accredited college or university with academic credits in physical, biological, chemical, environmental or environmental health areas and one year of full-time equivalent employment in the field of environmental health. ○ A baccalaureate or higher degree in physical or biological sciences from an accredited college or university with academic credits in physical, biological, chemical, environmental or environmental health areas and 2 years of full-time equivalent employment in the field of environmental health. ○ A baccalaureate or higher degree from an accredited college or university and 4 years of full-time equivalent employment in the field of environmental health. ○ An associate degree from an accredited college, community college or technical institute in environmental, physical, biological or chemical sciences, and 5 years of full-time equivalent employment in the field of environmental health. ○ An associate degree from an accredited college, community college or technical institute and 8 years of full-time equivalent employment in the field of environmental health. • Food - all of the following <ul style="list-style-type: none"> ○ WI DHS Tattoo and Body Piercing Online Training ○ MHD Equipment and Plan Review Curriculum ○ 16 hours of approved continuing education per year • Weights/Measures - all of the following <ul style="list-style-type: none"> ○ 5 total NIST/DATCP Certifications ○ 16 hours of approved continuing education per year <p><i>(Minimum requirements have not been assessed yet by the DER Staffing Division)</i></p>	
Consumer Environmental Health Inspector 3	
New Position	Consumer Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,776 (Underfill Title)

Education/Experience:	
<ul style="list-style-type: none"> Must meet minimum qualifications for Consumer Environmental Health Inspector 2 	
Promotional Criteria for Consumer Environmental Health Inspector 3 level:	
<ul style="list-style-type: none"> Complete CEH Orientation Curriculum including all of the FDA requirements Certification as a Food Manager (or more advanced certification) Food – all of the following <ul style="list-style-type: none"> Certified Professional-Food Safety (or RS) State or Federal Retail HACCP Course 16 hours of approved continuing education per year Weights/Measures – all of the following <ul style="list-style-type: none"> Certified Professional-Food Safety (or RS) 3 total NIST/DATCP Certifications 16 hours of approved continuing education per year 	
<i>(Minimum requirements have not yet been assessed by the DER Staffing Division)</i>	
Consumer Environmental Health Inspector 2	
Environmental Health Specialist PR 3LN (\$43,390 - \$60,277) FN: Recruitment is at \$50,331	Consumer Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,931 (Underfill Title)
Education/Experience:	
<ol style="list-style-type: none"> Bachelor's degree in environmental health, public health, chemistry, biology, physical science, or a related field from an accredited college or university, including at least two college-level courses in microbiology, biology, or anatomy and physiology. State of Wisconsin registered sanitarian within five years of appointment and throughout employment, in accordance with Wisconsin State Statute ATCP 74.08 (3). Valid driver's license at time of appointment and throughout employment and the availability of a properly-insured personal vehicle for use on the job (automobile allowance provided pursuant to Section 350-183 of The Milwaukee Code). 	
<i>(Minimum requirements have not yet been assessed by the DER Staffing Division)</i>	
Consumer Environmental Health Inspector 1	
New Position	Consumer Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,338 (Underfill Title)
Education/Experience:	
<ol style="list-style-type: none"> Bachelor's degree in environmental health, public health, chemistry, biology, physical science, or a related field from an accredited college or university, including at least two college-level courses in microbiology, biology, or anatomy and physiology. OR Associate's degree with least two college-level courses in microbiology, biology, or anatomy and physiology and three years of experience in environmental health, food inspection, food service management, or a role related to the essential functions of this position. State of Wisconsin registered sanitarian within five years of appointment and throughout employment, in accordance with Wisconsin State Statute ATCP 74.08 (3). Valid driver's license at time of appointment and throughout employment and the availability of a properly-insured personal vehicle for use on the job (automobile allowance provided pursuant to Section 350-183 of The Milwaukee Code). 	
<i>(Minimum requirements have not yet been assessed by the DER Staffing Division)</i>	

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 Consumer Environmental Health Inspector.

Environmental Health and Safety Specialist

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$55,033	\$60,088	\$66,847	\$73,620	\$80,568
9	\$53,634	\$58,545	\$65,111	\$71,671	\$78,413
8	\$52,111	\$56,866	\$63,224	\$69,555	\$76,069
7	\$50,464	\$55,052	\$61,189	\$67,275	\$73,540
6	\$48,706	\$53,118	\$59,021	\$64,850	\$70,851
5	\$46,854	\$51,080	\$56,739	\$62,303	\$68,030
4	\$44,923	\$48,959	\$54,367	\$59,658	\$65,105
3	\$42,931	\$46,775	\$51,927	\$56,942	\$62,107
2	\$40,888	\$44,552	\$49,447	\$54,183	\$59,068
1	\$38,803	\$42,308	\$46,953	\$51,413	\$56,019

Source: ERI, Data as of January 1st, 2023

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 other southeastern Wisconsin jurisdictions:

City	Title	Pay Range
Milwaukee	Environmental Health Specialist	\$50,331-\$60,277
Racine	Sanitarian	\$60,632-\$65,811
Rock County	Environmental Health Specialist	\$47,570-\$78,770
Wauwatosa	Registered Sanitarian	\$58,281-\$77,572
Brown Deer	Environmental Health Specialist	\$56,886 - \$83,287

The City of Racine describes 'Sanitarian' as a position that is responsible for the inspection and licensing of all restaurants, taverns, caterers, hotels, motels, and public pools. Investigates citizen complaints, answers inquiries, and enforces local and state environmental health ordinances. Inspects food and drinking establishments, temporary restaurants, and vending machines to determine compliance with local / state health and sanitation requirements. 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. Coordinate epidemiological event responses, including foodborne illness outbreaks, to determine causes and corrective actions.

Consumer Environmental Health Coordinator

Current	Environmental Health Coordinator	PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$61,852	5 Positions (CEH)
Recommended	Consumer Environmental Health Coordinator	PR 2HN (\$57,081 - \$79,909) FN: Recruitment is at \$66,035	5 Positions (CEH)

The Consumer Environmental Health (CEH) Coordinator assigned to the Consumer Environmental Division of the City of Milwaukee Health Department (MHD) has three main focuses 1) management and training, 2) inspection and enforcement

and 3) plan review. Specialty focus areas include Temporary Event, Mobile Food Establishment coordination, and Tattoo and Body Art safety.

This position provides leadership, coordination and oversight to the licensing, inspection and code enforcement activities related to all CEH inspections and responsibilities. The CEH Coordinator conducts the most challenging/complex inspections that require advanced technical skills including a thorough understanding of federal, state and local rules and regulations. The CEH Coordinator assists the CEH Supervisor with workforce development within CEH, including coordinating and providing training, field experiences, and standardization of inspectional staff.

20% Management and Training

- Evaluate inspector performance related to achievement of performance appraisal elements of the Environmental Health Specialist career ladder;
- Assign special inspections and enforcement activities to Environmental Health Specialists and assure policies and procedures are followed;
- Assist in the development of divisional policies and procedures;
- Develop and present food safety training programs to the food service industry, other division personnel, and others as required. Recognize new and emerging trends in the industry and suggest ways to address them in a proactive manner;
- Develop and implement division training program including both classroom and field experiences for new hires in Consumer Environmental Health (CEH) and for providing ongoing training for CEH staff, assuring compliance with state and federal requirements for a competent trained regulatory inspectional workforce; and
- Develop, implement and maintain an inspectional quality assurance program, including inspector standardization to meet state and federal requirements.

30% Inspection and Code Enforcement

- Coordinate and lead all activities associated with temporary events inspections including staff assignment, vendor training, facility set-up, and compliance;
- Conduct licensing inspections of mobile food establishments and their service bases. Coordinates routine inspection of mobile inspectors by Environmental Health Specialists;
- Coordinate compliance for establishments that require variances from state code and/or perform specialized processes including review of HACCP plans and variance requests;
- Coordinate school inspections including corresponding with local and state agencies regarding inspection and compliance; and
- Provide technical assistance to Environmental Health Specialists.

35% A) Plan Review or B) Food Sanitation Grading

A)

- Evaluate plans, equipment, specifications and procedures proposed for new, changed or remodeled food establishments and conduct follow-up inspections of project sites as needed to ensure compliance with appropriate public health standards;
- Provide technical assistance to field staff in the inspection of facilities, equipment and procedures being established or installed in new, changed or remodeled food establishments to assure compliance with applicable codes and standards;
- Meet with architects, equipment manufacturers, distributors, contractors, other city departments and applicants to advise them and clearly define policy and requirements relating to establishment of food operations and acceptable equipment and installation; and
- Assure the division remains current on state and federal requirements, monitor industry trends and new technology and updates division policy accordingly.

B)

- Data analysis of grades distribution throughout the City.
- Conduct consultative inspections, a program to help operators through an educational and operations review with a final report with operational assessment and recommendations.

- Maintain inspection history reports for operators that will summarize their violation through an inspection history report over the course of three years with their top reoccurring violations
- Handle complaints related to placard posting.
- Maintain restaurant workshops throughout the City of Milwaukee for operators learn how to maintain an A grade in food safety.

10% Community Outreach and Education

- Serve as a liaison between the program and other departments and the community, coordinates community advisory committee; and
- Develop, update and maintains the division's educational resources including both print (handouts, brochures) and electronic (website) materials.

Minimum qualifications include a Bachelor's degree in chemistry, biology, physical science, environmental health or related field that includes at least 2-college level courses biology, microbiology, or anatomy and physiology, and two years of experience as Environmental Health Specialist or equivalent performing duties related to the essential functions of the position.

Market Data Comparison

Staff reviewed labor market data for the position title of Environmental Health and Safety Coordinator in Southeastern, WI from the Economic Research Institute (ERI). The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Consumer Environmental Health Coordinator.

Environmental Health and Safety Coordinator, ERI

Years of	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$62,863	\$68,304	\$75,640	\$82,906	\$90,337
9	\$61,136	\$66,406	\$73,510	\$80,544	\$87,757
8	\$59,344	\$64,438	\$71,303	\$78,091	\$85,073
7	\$57,465	\$62,376	\$68,993	\$75,520	\$82,254
6	\$55,472	\$60,191	\$66,550	\$72,798	\$79,263
5	\$53,374	\$57,894	\$63,986	\$69,943	\$76,120
4	\$51,188	\$55,502	\$61,320	\$66,980	\$72,852
3	\$48,932	\$53,037	\$58,575	\$63,935	\$69,495
2	\$46,632	\$50,525	\$55,782	\$60,842	\$66,092
1	\$44,315	\$47,997	\$52,975	\$57,737	\$62,684

Source: ERI, Data as of January 1st, 2023

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.

Consumer Environmental Health Supervisor

Current	Consumer Environmental Health Supervisor	PR 1DX (\$57,081-\$79,909) FN: Recruitment is at \$64,505 FN: Recruitment at any point w/DER and Chair approval	3 Positions
Recommended	Consumer Environmental Health Manager	PR 1GX (\$69,119-\$96,768) FN: Recruitment at \$76,185 FN: Recruitment at any point w/DER approval	3 Positions

Under the direction of the Consumer Environmental Health Director, and guidance from the Deputy Commissioner of Environmental Health, the Consumer Environmental Health Supervisor assures the integrity of each violation issued and every complaint investigated, serves as a technical consultant to the staff and to the Milwaukee Health Department, and provides direct oversight to the inspectional staff assigned to the Division of Consumer Environmental Health.

Supervision, Direction, and Planning

- Participate in the hiring, training, and supervision of program inspectors, coordinators and office support staff.
- Develop and oversee work processes and functions to assure effective and efficient program operation, including quality control of inspections and enforcement orders.
- Evaluate, refine, and implement changes in field protocols to increase efficiency and effectiveness; ensure compliance with state and federal programmatic standards.
- Evaluate inspector performance in both the quantity and quality of work; assess whether criteria related to career progression are met.
- Formulate and recommend City policies, ordinances, resolutions, and legislative positions related to a variety of environmental issues that may impact economic development, resident health and quality of life.
- Monitor national and state regulatory practices; align programmatic activities with identified best practices.
- Prepare programmatic summaries, project updates, special reports, technical papers, grant applications, and other documents to support divisional goals; prepare annual reports and assessments as delineated in the municipal and state codes.
- Exercise authority and responsibility in carrying out agent contracts with the State of Wisconsin and serve as the MHD representative in matters involving agreements.

Technical

- Provide advanced technical support relative to the inspection and code enforcement of food, environmental health and consumer protection for all Consumer Environmental Health (CEH) staff.
- Review inspection and code enforcement activities of the Division's inspectional staff to assure federal and state standards are met and ensure the overall integrity of the inspection program.
- Represent the Milwaukee Health Department (MHD) in areas of technical expertise through interaction with other City departments, elected officials and their staff, outside public agencies, and community groups; serve an active role on various committees and within professional organizations.
- Oversee the investigation of consumer complaints and outbreaks of foodborne illness.
- Develop and generate reports to monitor divisional and inspector outcomes.
- Identify and monitor trends in establishment violations; identify risk factors related to foodborne illness.
- Plan and develop training programs for staff on the use of new and existing electronic resources.
- Serve as the department's technical expert on the land management system and electronic inspection system, troubleshoot user issues, and assist in system configuration to match changing programmatic needs.
- Serve as the MHD's technical expert on the food sanitation grading system, troubleshoot user issues, and assist in system configuration to match changing programmatic needs.

Licensing and Compliance Management

- Oversee weights and measures licensing.
- Serve as the technical consultant for the City Clerk's office related to the issuance of food licenses.
- Develop and maintain an environmental sampling program.
- Develop and maintain a consumer protection program in compliance with the agent contract with the Department of Agriculture, Trade and Consumer Protection (DATCP).

- Conduct routine self-assessments and develop an advancing programmatic plan for the Food and Drug Administration (FDA) Retail Program Standards.

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 Consumer Environmental Health Supervisor:

Classification	Function
Title: Home Environmental Health Manager Pay Range: 1GX (\$69,119-\$96,768) Department: MHD – Home Environmental Health	Provides leadership, management, and supervisory oversight of the MHD Home Environmental Health program and field operations, as well as associated Childhood Lead Poisoning Prevention Program daily functions and Lead Hazard Reduction grant management.
Title: Infectious Disease Program Manager Pay Range: 1GX (\$69,119-\$96,768) 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 (\$69,119-\$96,768) 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 (\$69,119-\$96,768) 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.

Consumer Environmental Health Director

Current	Consumer Environmental Health Director	PR 1IX (\$78,528-\$109,938) FN: Recruitment at any point w/DER and Chair approval	1 Position
Recommended	Consumer Environmental Health Director	PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval	1 Position

Under the direction of the Deputy Commissioner of Environmental Health, the Consumer Environmental Health Director is responsible for developing, implementing, and evaluating cost-effective and outcome-based strategies for the Milwaukee Health Department's (MHD) regulatory food and consumer protection programs.

Leadership, Direction, and Planning

- Oversee the department's regulatory food and consumer protection inspection and enforcement activities.
- Assure program compliance with all City, state, and federal regulatory requirements relating to food and weights and measures.
- Monitor national best practices for regulatory programs, and use outcomes-based management and proven quality improvement strategies to improve divisional performance and outcomes.
- In coordination with other divisions, departments and agencies, manage the investigation of foodborne illness complaints and outbreak investigations and facilitate product trace-backs and recalls.
- Manage federal and state grants, contracts, and agreements.

- Formulate and recommend City policies, ordinances, resolutions, and legislative positions relative to environmental, communicable disease, and emergency preparedness and response issues.
- Write, update, and amend City ordinances related to food and consumer protection in coordination with other City agencies.
- Generate program summaries, project updates, special reports, technical papers, grant applications, statistical analyses, and other documents to support program goals and monitoring activities.
- Champion grant opportunities within the organization, and play a lead role in writing the grants, developing the budgets, and building new or existing projects through grants.
- Maintain data management systems related to evaluation of outcomes, expenditures, and revenues generated through divisional activities to validate effective and efficient program and project strategies.
- Develop and implement strategies for the integration of technology into public health practice to achieve efficiencies in programmatic activities, including the implementation of the new electronic inspection system.
- Serve as the department's technical expert on regulatory food, environmental health, and consumer protection issues.

Staff Management and Administration

- Supervise a team of environmental health supervisors, coordinators, specialists, and clerical employees.
- Participate in recruitment, selection, and assignment of CEH personnel.
- Lead efforts to build morale, enforce accountability and discipline, and improve performance; guide and mentor divisional staff.
- Promote an environment of critical thinking, creative thinking, professional growth, adult learning, open communication, and collaborative relationships.
- Develop, implement, and oversee a program for professional development of divisional staff.
- Develop, implement, and oversee a system for field evaluation of inspectional staff.

Community Leadership

- Develop and maintain collaborative relationships with other City departments as well as state and federal regulatory agencies.
- Develop and maintain collaborative relationships with food establishment operators and community-based organizations, representing the department at events as appropriate.
- Act as spokesperson for the department on regulatory food, environmental health, and consumer protection issues, including responding to media requests and appearing before the Common Council.
- Assist Alderpersons and their staff with resolving constituent problems and questions.
- Provide assistance to citizens, the Mayor's Office, the City Clerk's Office, and other City departments.

Market Data Comparison

Below are the market rates of pay from ERI for the title of "Program Director" with five years of experience.

Program Director

10%	25%	Mean	75%	100%
\$93,212	\$100,877	\$110,928	\$120,558	\$130,139

Plans the delivery of the overall program and its activities; implements long-term goals and objectives to achieve the successful outcome of the program; confirms that the program operates within the policies and procedures of the organization; coordinates the delivery of services among the different program activities to increase the effectiveness and efficiency; and identifies the risks associated with the program activities and manages the risks.

Below are the market rates of pay for the title of "Program Manager" with three years of experience.

Program Manager

10%	25%	Mean	75%	100%
\$78,468	\$84,592	\$92,738	\$100,583	\$108,541

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing programs, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of programs

Analysis

ERI market data and comparable municipalities set the justification to set new minimum rates of pay throughout the Consumer Environmental Health division. In creating two new promotional Inspector tiers, incumbents will be returned to a model near to their previous career ladder to aid in retention in the division. With the additional underfill tier, CEH Inspector 1, recruitment efforts to various levels of experience can be expanded.

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

Current	Recommended
Home Environmental Health Director PR 1IX (\$78,528-\$109,938)	Home Environmental Health Director PR 1IX (\$78,528-\$109,938)
FN: Recruitment at any point w/DER and Chair approval (1 Position)	FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)

The HEH Director provides guidance, consultation, and leadership for all facets of the HEH to address hazards in the home environment shown to impact children's health, including a focus upon hazards related to toxic substances (lead), air quality (mold and other allergens), and personal safety hazards (trips/falls), as well as those hazards that serve as asthma triggers.

Minimum Qualification for Home Environmental Health Director include a Bachelor's degree in environmental health, industrial hygiene, public health or a closely related field from an accredited college or university; Five years of progressively responsible experience in public health program management, including planning, budget development and monitoring, contract development, staff management and quality assurance.

Home Environmental Health Director also requires registration as a Lead Risk Assessor, Lead Abatement Supervisor, and Environmental Health Professional/Registered Sanitarian within one year of appointment and throughout employment.

Current	Recommended
Home Environmental Health Coordinator PR 2FN (\$50,245-\$70,347)	Home Environmental Health Coordinator PR 2HN (\$57,081 -\$79,909)
FN: Recruitment is at \$66,035 (8 Positions – <i>Home Environmental Health</i>)	FN: Recruitment is at \$66,035 (8 Positions)

This position provides leadership, coordination and oversight to the licensing, inspection and code enforcement activities related to all HEH inspections and responsibilities. The HEH Coordinator conducts the most challenging/complex inspections that require advanced technical skills including a thorough understanding of federal, state and local rules and regulations. The HEH Coordinator assists the HEH Manager with workforce development within HEH, including coordinating and providing training, field experiences, and standardization of inspectional staff.

Minimum qualifications include a Bachelor's degree in environmental health, public health, community health, chemistry, biology, physical science or a related field from an accredited college or university and 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 and a Lead Abatement Supervisor with the State of Wisconsin within six months of appointment and throughout employment. (Training for certification will be provided by the City).

Recommendation

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

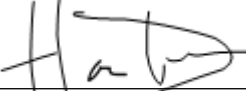
Current Title	Recommended Title	Current Pay Range	Recommended Pay Range
Consumer Environmental Health Director	Consumer Environmental Health Director	1IX (\$55,962 - 78,342) FN: Recruitment at any point w/DER and Chair approval (1 Position)	PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)
Consumer Environmental Health Supervisor	Consumer Environmental Health Manager	1DX (\$55,962 - 78,342) FN: Recruitment is at \$63,240 (3 Positions)	PR 1GX (\$69,119-\$96,768) FN: Recruitment at \$76,185 FN: Recruitment at any point w/DER approval (3 Positions)
Environmental Health Coordinator	Consumer Environmental Health Coordinator	2FN (\$49,260 - \$68,968) FN: Recruitment is at 60,639 (5 Positions)	PR 2HN (\$57,081 -\$79,909) FN: Recruitment is at \$66,035 (5 Positions)
New Position Authority	Consumer Environmental Health Inspector 4	N/A	PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$62,890 (17 Positions)
New Underfill Title	Consumer Environmental Health Inspector 3	N/A	PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,776 (Underfill Title)
Environmental Health Specialist	Consumer Environmental Health Inspector 2	3LN (\$43,390 - \$60,277) FN: Recruitment is at 50,331	PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,931 (Underfill Title)
New Underfill Title	Consumer Environmental Health Inspector 1	N/A	PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,338 (Underfill Title)
Home Environmental Health Director	Home Environmental Health Director	1IX (\$55,962 - 78,342) FN: Recruitment at any point w/DER and Chair approval (1 Position)	PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)
Home Environmental Health Coordinator	Home Environmental Health Coordinator	2FN (\$49,260 - \$68,968) FN: Recruitment is at \$66,035 (8 Positions)	PR 2HN (\$57,081 -\$79,909) FN: Recruitment is at \$66,035 (8 Positions)

Action Required – Effective Pay Period 10, 2023 (April 30, 2023)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: Sarah Wangerin
Sarah Wangerin, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: April 11th, 2023

Health Department – Community Health

Current	Recommended
Doula PR 2EN (\$45,306 - \$63,426) (Four Positions)	Doula 3 PR 2HN (\$57,081 - \$79,909) FN: Recruitment is at \$72,060 (Four Positions)
	Doula 2 PR 2GN (\$53,548- \$74,974) FN: Recruitment is at \$67,373 (Underfill Title)
	Doula 1 PR 2FN (\$50,245 - \$70,347) FN: Recruitment is at \$62,941 (Underfill Title)

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

Background

The Milwaukee Health Department (MHD) has requested a market study for the Doulas in the Birth Outcomes Made Better (BOMB) Doula program. Job descriptions were provided and discussions were held with Lindsey O'Connor, Health Human Resources Administrator; Erica Olivier, Deputy Commissioner of Community Health; Rosamaria Martinez, Maternal and Child Health Director; and Christina Drain, Doula Program Manager.

The Doulas in MHD are part of the BOMB (Birth Outcomes Made Better) Doula Program, a program that focuses on expectant mothers in the City of Milwaukee—especially within high-need areas, such as the 53206 zip code. The goal of the program is to provide physical and emotional support and advocacy for women and their partners during and after the birthing process.

Duties & Responsibilities

With an overarching focus on maternal and child health, as well as improving birth outcomes, the Doulas in the Maternal & Child Health Division of the Milwaukee Health Department utilize a relational approach to improve the lives of pregnant and parenting City of Milwaukee families.

Doula services are provided during the prenatal, labor and delivery, and postnatal times and include advocating for Mom and Family throughout pregnancy, through labor and delivery, and during the post-partum period. Doulas also provide social support and connection to clients and their families to enhance their safety and quality of life, supporting access to social service benefits and primary medical care. Doulas provide ongoing health education and capacity-building around understanding developmental milestones, the parent-child interaction, and the crucial importance of pre and postnatal self-care. Doulas teach and provide baby care and lactation support during the postnatal period, aiming to “mother the mother” through her early post-partum experience. These activities are aligned with State of Wisconsin and City of Milwaukee strategic objectives and best practices, targeting infants, children, and youth. Particular emphasis will be placed on those most at risk for poor health and birth outcomes.

Home Visiting Services

- Develop and maintain supportive, trusting relationships with clients and their families to promote maternal child health and positive birth outcomes.
- Utilize professional training and judgment to complete assessments and screening of clients' physical, social, psychological, and environmental health status in order to develop and implement care plans, make appropriate referrals, and provide in-person connections to community resources.
- Provide on-going home visits and contact using a phone and digital messaging.
- Serve as an advocate to ensure clients receive appropriate services from governmental, community, medical, and private entities.
- Provide individualized health education relative to adopting safe and healthy behaviors, including healthy parent-child interaction and self-care practices.
- Collaborate with private care providers, allied professionals, and other Milwaukee Health Department (MHD) personnel regarding needs of clients; provide consultation and support to MHD team members.
- Document all client interactions following MHD policy, Doula scope of care, and Medicaid requirements.
- Develop and implement care plans for resolution of assessed need.

Public Health Education and Social Support

- Engage clients and community partners around concepts of "mothering the mother," emphasizing the dyadic and transactional nature of early social interaction.
- Create learning environments where participants feel secure, valued, successful, and happy in order to nurture maternal sensitivity and responsiveness.
- Provide education and ongoing support around labor and delivery, assisting in the creation of birth plans, breastfeeding support, preparing for baby to come home, and help with emotional and physical recovery after a client gives birth.
- Develop, identify, teach, evaluate, and/or provide technical assistance related to educational methods and materials appropriate for target audiences.
- Provide appropriate referrals and comprehensive information to clients regarding general health, prevention, and required processes for applying for health and human service benefits.

Outreach and Program Promotion

- Establish and maintain collaborative relationships and educate the public about the BOMB Doula Program and services in order to recruit and enroll clients.
- Implement both innovative and pre-identified evidence-based protocols within the community in a culturally competent manner.
- Fulfill requests for information, presentations, and participation at community health events, especially those that serve communities with the greatest need.
- Collaborate with MHD divisions to staff community events.
- Use data to guide an outreach strategy that targets diverse and non-traditional locations.
- Assist in the development and distribution of program marketing materials.
- Partner with MHD programs, particularly the Maternal and Child Health (MCH) programs, in order to provide comprehensive program promotion to best serve the needs of the families in the City of Milwaukee.

Data Collection and Reporting

- Participate in data collection, program evaluation, record maintenance, and preparation of event tracking for departmental reporting in accordance with programmatic and departmental standards.
- Provide data and feedback around areas in need of services, and prepare monthly documentation and annual reports to monitor and pursue continuous quality assurance and improvement.

The minimum qualifications for the position include a bachelor's degree in nursing, social work, public health or a related field from an accredited college or university or four years of experience in the fields of maternal/child

health, labor and delivery and/or doula/birth work performing duties closely related to the position. Equivalent combinations or education and experience may also be considered.

Doulas must also achieve both a Certified Doula and Certified Lactation Counselor® (CLC) status within one year of appointment, and throughout employment; passing probation is contingent upon successfully fulfilling this requirement.

Doulas also participate in a work schedule that includes on-call hours in order to meet client needs, including working evenings and weekends based upon the triage of labor and delivery coverage amongst the Doula team members.

Market Rates & External Comparators

External comparators for Doulas in the public sector are few and far between. Most Doula work is done in the Community based non-profit or private sector. In both of these groups, Doulas are typically employed on an ad hoc basis per birth or on contract. Doulas are compensated similarly, per birth, and usually work part time.

To help determine the market rates of pay for these positions, the following survey data was gathered for the Economic Research Institute (ERI) for the title of Childbirth Educator. The rates from ERI shown below reflect the minimum and maximum rates of pay at the 10th, 25th, mean, 75th and 90th percentiles of the labor market:

Child Birth Educator					
Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$66,822	\$71,626	\$78,157	\$84,279	\$90,631
9	\$65,189	\$69,867	\$76,234	\$82,194	\$88,387
8	\$63,499	\$68,049	\$74,244	\$80,035	\$86,064
7	\$61,735	\$66,150	\$72,168	\$77,781	\$83,636
6	\$59,875	\$64,150	\$69,981	\$75,405	\$81,074
5	\$57,927	\$62,055	\$67,691	\$72,918	\$78,391
4	\$55,902	\$59,878	\$65,313	\$70,334	\$75,602
3	\$53,816	\$57,635	\$62,864	\$67,676	\$72,730
2	\$51,688	\$55,348	\$60,367	\$64,967	\$69,806
1	\$49,542	\$53,042	\$57,850	\$62,237	\$66,859

Source: ERI, Data as of January 1st, 2023

Area Name	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
West Allis, Wisconsin	\$51,081	\$54,851	\$60,046	\$64,788	\$69,777
Kenosha, Wisconsin	\$53,147	\$57,243	\$62,873	\$67,983	\$73,317
Madison, Wisconsin	\$51,035	\$54,501	\$59,228	\$63,525	\$68,053
Milwaukee, Wisconsin	\$50,827	\$54,574	\$59,742	\$64,462	\$69,431
Racine, Wisconsin	\$50,406	\$54,082	\$59,134	\$63,742	\$68,594
Waukesha, Wisconsin	\$51,061	\$54,833	\$60,030	\$64,774	\$69,766

Source: ERI, as of January 1, 2023

- ERI defines a Childbirth Educator as a position that plans, coordinates, evaluates, and administers the childbirth education program; designs, develops, and implements health education programs designed to increase awareness and knowledge to patients planning to give birth; and determines the educational needs of the expectant family in collaboration with the childbirth coordinator and other instructors and assistants.

Internal Comparisons

DER Compensation staff made comparisons to internal Milwaukee Health Department positions:

Classification	Function
Title: Fatherhood Involvement Specialist 1 Pay Range: 2FN (\$50,245 - \$70,347) FN: Recruitment is at \$62,941 Department: MHD – Community Health Minimum Qualifications: <ul style="list-style-type: none"> Bachelor's degree in social work, nursing, public health, or a closely related field from an accredited college or university. 	<ul style="list-style-type: none"> Specialists develop and maintain supportive and trusting relationships with fathers in the City of Milwaukee to assure optimal health and wellbeing of fathers and their families; provide ongoing home visits and phone contact based on the family's needs as prescribed by DAD Program protocols. These positions conduct home visits with fathers, and provide evidence-based programming, assessments, and care planning to ensure optimal father involvement in their partner's and children's lives.
Title: Public Health Social Worker 1 Pay Range: 2FN (\$50,245 - \$70,347) FN: Recruitment is at \$63,570 Department: MHD – Community Health <ul style="list-style-type: none"> Bachelor's degree in social work from an accredited college or university. One year of social service experience working with clients. Valid Social Worker certification or Temporary Social Worker certification issued by the State of Wisconsin at time of appointment. 	<ul style="list-style-type: none"> The Public Health Social Workers in the Milwaukee Health Department's Empowering Families of Milwaukee (EFM) Program function as part of a multi-disciplinary case management team that focuses on the psychosocial needs of families. Public Health Social Workers conduct personal/home visits to work intensively with at-risk pregnant women, new mothers, and infants to improve maternal health, prenatal care, and early childhood health, development, and well-being.

Analysis

In reviewing the job duties, education, and minimum qualifications for the Fatherhood Involvement Specialist and Public Health Social Worker positions, Doulas perform work of a similar level, complexity, and responsibility. Based on the market data above, a compensation rate similar to the Fatherhood Involvement Specialist and Public Health Social Worker series is comparable at 3 years of experience.

Recommendation

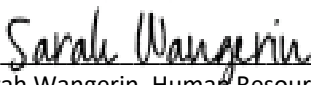
The Milwaukee Health Department is requesting an equivalent classification and recruitment rate for the Doulas to the Fatherhood Involvement Specialists on the basis that their positions have similar job duties and minimum qualifications.

Recommended
Doula 3 PR 2HN (\$57,081 - \$79,909) FN: Recruitment is at \$72,060 (Fours Positions)
Doula 2 PR 2GN (\$53,548- \$74,974) FN: Recruitment is at \$67,373 (Underfill Title)
Doula 1 PR 2FN (\$50,245 - \$70,347) FN: Recruitment is at \$62,941 (Underfill Title)

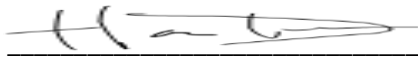
Note: Residents receive a rate that is 3% higher.

Action Required – Effective Pay Period 10, 2023 (April 30, 2023)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: 
Sarah Wangerin, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



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Cavalier Johnson
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Renee Joos
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Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: April 11th, 2023

Health Department – Emergency Response Preparation

Current	Recommended
Public Health Emergency Response Planning Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at any point w/DER and Chair approval (1 Position)	Public Health Emergency Response Planning Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)
Public Health Emergency Response Planning Coordinator PR 2HX (\$57,081-\$79,909) FN: Recruitment is at \$63,835 (2 Positions)	Public Health Emergency Response Planning Coordinator PR 2HN (\$57,081-\$79,909) FN: Recruitment is at \$68,789 (2 Positions)

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

Health Department – Environmental Quality Assessment

Current	Recommended
Environmental & Disease Control Specialist PR 2DN (\$44,217-\$61,902) (2 Positions)	Public Health Emergency Response Planning Coordinator PR 2HN (\$57,081-\$79,909) FN: Recruitment is at \$68,789 (2 Positions)

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

Background

The Milwaukee Health Department (MHD) has requested a study of various positions in the Emergency Response Preparation and Environmental Quality Assessment division of the Environmental Health branch of the department. Job descriptions were provided and discussions were held with Lindsey O'Connor – Health Human Resources Administrator. The Department has requested a market study for existing positions in the Emergency Response Preparation division and the reclassification of a position affecting 2 incumbents in the Environmental Quality Assessment division.

Public Health Emergency Response Planning Director

Current	Public Health Emergency Response Planning Director	PR 1IX (\$78,528-\$109,938) FN: Recruitment at any point w/DER and Chair approval	1 Position
Recommended	Public Health Emergency Response Planning Director	PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval	1 Position

Duties and Responsibilities

The Public Health Emergency Response Planning Director is responsible for the development, implementation, and evaluation of cost-effective and outcome-based strategies for the department's emergency preparedness and general environmental health programs.

The director oversees development of the department's written emergency plans and protocols, internal and external resource identification, grants and contract management as related to assigned program areas, and coordination of assets that may be deployed or managed by MHD during both man-made (i.e. bioterrorism) or natural occurring (i.e. communicable disease outbreaks) public health emergencies.

Staff working in this division use their technical expertise (public health preparedness, epidemiology, microbiology, and environmental health) to inspect and enforce city, state, and federal regulations related to environmental health and emergency preparedness. As the activities of staff within the division can have a substantial health and/or financial impact, it is the responsibility of the Public Health Emergency Response Planning Director to provide oversight and implement systems that assure the integrity of the programs.

Program Leadership, Direction and Planning

- Exercise a high degree of independent judgment and decision-making while overseeing the department's emergency preparedness and general environmental health activities
- Assure program compliance with all city, state and federal regulatory requirements relating to environmental health and emergency preparedness
- Monitor national best practices for regulatory programs and implement proven strategies to improve division performance and outcomes, utilize outcomes-based management and quality improvement strategies to improve division performance and outcomes
- Manage the investigation of complaints and outbreak investigations in coordination with other divisions, departments, and other state, local and federal agencies
- Manage federal and state grants, contracts and agreements
- Formulate and recommend City policies, ordinances, resolutions, legislative position, etc. related to a variety of environmental, communicable disease and emergency preparedness and response issues that impact human health, economic development and overall quality of life within the City
- Generate program summaries, project updates, special reports, technical papers, grant applications, statistical analyses and other documents as needed or requested to support programs
- Maintain data management systems related to evaluation of outcomes, expenditures and revenues generated through division activities to validate effective and efficient program/project strategies
- Develop and implement strategies for the integration of technology into public health practice to achieve efficiencies in programmatic activities, including the implementation of new electronic inspection system
- Serve as department's technical expert on emergency preparedness and environmental health

Staff Management and Administration

- Develop and implement a program for professional development of division staff
- Develop, implement, and oversee a system for field evaluation of staff
- Promote an environment of critical thinking, creative thinking, professional growth, adult learning, open communication and collaborative relationships
- Participate in recruitment, selection, assignment and training of EPEH personnel
- Lead efforts to build morale, enforce accountability and discipline, and improve performance
- Guide and mentor division management staff
- Prepare and recommend annual budget for EPEH programs
- Develop and oversee contracts/subcontracts in the area of EPEH programming, including negotiating terms, drafting documents, authorizing payments, and monitoring overall performance of contractors/subcontractors
- Write, edit and proofread reports to foundation and government funding sources, and internal reports
- Represent the MHD and EPEH at Common Council meetings, and speak for EPEH programs

- Participate as a member of the Senior Management Team, working with and advising the Commissioner of Health, and Medical Advisors.

Community Leadership

- Develop and maintain collaborative relationships with other city departments, as well as state and federal regulatory agencies
- Develop and maintain collaborative relationships with community-based organizations, represent the department at community-based events as appropriate
- Act as spokesperson for the department on emergency preparedness and environmental health issues, including but not limited to media requests, and Common Council committee meetings
- Assist Alderpersons and their staff with constituent problems and questions
- Provide assistance to citizens, Mayor's Office, City Clerk's Office and other departments

Minimum qualifications include a Bachelor's degree from an accredited college or university in one or more of the following fields: environmental health, emergency preparedness, public health, physical sciences, biological or natural sciences, and/or public or business administration; Five years' of full-time progressively responsible experience in emergency preparedness, program management, and supervision preferably within a governmental agency overseeing programs similar to those conducted within the division.

Market Data Comparison

Below are the market rates of pay, from the Economic Research Institute (ERI), a salary survey to which DER subscribes, for the title of "Program Director" with five years of experience.

Program Director

10%	25%	Mean	75%	100%
\$93,212	\$100,877	\$110,928	\$120,558	\$130,139

Plans the delivery of the overall program and its activities; implements long-term goals and objectives to achieve the successful outcome of the program; confirms that the program operates within the policies and procedures of the organization; coordinates the delivery of services among the different program activities to increase the effectiveness and efficiency; and identifies the risks associated with the program activities and manages the risks.

Below are the market rates of pay for the title of "Program Manager" with three years of experience.

Program Manager

10%	25%	Mean	75%	100%
\$78,468	\$84,592	\$92,738	\$100,583	\$108,541

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing programs, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of programs

Public Health Emergency Response Planning Coordinator

Current	Public Health Emergency Response Planning Coordinator	PR 2HX (\$57,081-\$79,909) FN: Recruitment is at \$63,835	2 Positions
Recommended	Public Health Emergency Response Planning Coordinator	PR 2HN (\$53,548-\$74,974) FN: Recruitment is at \$68,789	2 Positions

Duties and Responsibilities

The Public Health Emergency Response Planning Coordinator, assigned to the Emergency Response Preparation Division of the Milwaukee Health Department is primarily responsible for the development of written emergency plans and protocols,

identification of internal and external resources, and coordination of assets that may be deployed or managed by the MHD during both man-made or naturally occurring community emergencies.

Emergency Response Planning

- Oversee development, review and evaluation of public health emergency preparedness and response plans as related to public health response in the City, County and region as directed
- Develop protocols for department staff response to emergencies requiring public health intervention
- Develop recommendations on necessary training of department staff to ensure effective emergency response
- Design, evaluate or participate in department and outside agency emergency response exercises and identify gaps in public health preparedness and planning
- Serve as Planning or Operations Chief during activation of Incident Command System (ICS) within the department. Participate in regional, state and national planning initiatives

Environmental Health Surveillance and Response

- 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, Reports, and Assessments; Built Environment; Surface and Drinking Water Quality Assurance; and Vector-borne, Waterborne or Enteric Illnesses and Toxin Exposure
- Perform data collection, research, analysis and interpretation related to environmental health and disease epidemiology and adverse exposures within the community; develop statistical analysis summaries; tables and reports as requested
- Develop environmental surveillance protocols to ensure regulatory compliance and to protect public health
- Perform data collection, analysis, and interpretation related to environmental surveillance
- Participate in public health planning and response to emergency events including incidents of chemical and biological terrorism; hazardous materials spills/releases; extreme heat/cold weather events; flooding and communicable disease outbreak
- Prepare scientific and technical reports, summaries, and correspondence that are complete, clear, and understandable to general public and other private and public agencies
- Participate and chair meetings, workgroups and committees and conduct presentations as assigned on behalf of the department related to environmental health surveillance, incidents, and improvements

Community Outreach and Engagement

- Maintain current knowledge of evidence-based community engagement tools and best practices
- Develop, identify, evaluate, and provide technical assistance related to educational methods and materials that are appropriate for each target audience, i.e., cultural, ethnic, age, gender, education level, etc.
- Coordinate MHD ICS training activities, including teaching classes, tracking, and maintaining inventory at each of the health center locations and completing follow up surveys with participants
- Develop and implement protocols to receive responses for community requests concerning information, presentations, and participation at community health events
- Collaborate with all Milwaukee Health Department Divisions to staff events (includes evenings and weekends).
- Lead educational meetings, attend and present at events related to the work and those that may target low income and underinsured residents and their families
- Create strategies to explain and inform the public and other stakeholders about emergency preparedness and environmental health topics. Empower the public and other stakeholders to be agents of change in their communities
- Cultivate community partnerships with a special focus on those entities serving individuals most at risk for poor health outcomes
- Collaborate and network with other professional organizations, agencies, and educational institutions on environmental health and emergency preparedness topics in accordance with the MHD strategic plan
- Create a comprehensive emergency preparedness/environmental health student intern program
- Assist in establishing diverse and non-traditional locations to strengthen and increase programmatic reach

- Create educational materials for community use and provides up to date information for the environmental health/emergency preparedness MHD website. Works closely with MHD Marketing and Communications Officer to provide website and social media postings

Other Functions

- Conduct educational and field training activities, enforcement and review of local ordinance, literature research and informational summaries on a range of environmental health and communicable disease issues
- In partnerships with the Human Resources team, coordinate OSHA-mandated Environmental Health and Safety requirements for Milwaukee Health Department, including policy writing, conducting annual trainings, and record keeping. Chair Safety Committee for Milwaukee Health Department and respond to safety concerns across department.

Public Health Emergency Response Planning Coordinators are occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. Their duties may require work outside of regular work hours in conjunction with public health emergencies and investigations and/or be assigned to participate in an MHD Incident Command System during a declared public health emergency.

Minimum Qualifications include a bachelor's degree in chemistry, physical or natural sciences, public/environmental health or a related field from an accredited college or university including at least 2 college-level courses in microbiology, biology, or anatomy and physiology; three years of progressively responsible experience in the health field, including at least two years of project management.

Incumbents must receive a Certification of completion of National Incident Management System (NIMS) 700: An Introduction to the National Incident Management System, and Incident Command System (ICS) 100: An Introduction to the Incident Command System within six months of appointment.

Changes in Duties and Responsibilities

With changes in responsibilities and increasingly independent work performed by the Environmental & Disease Control Specialists on the Environmental Quality Assessment team, this position no longer has any direct reports.

Market Data Comparison

Staff reviewed labor market data for Southeastern, WI from ERI. The data shown below represents competitive rates of pay for a title comparable to the classification of Public Health Emergency Response Planning Coordinator.

Environmental Health and Safety Coordinator, ERI

Years of	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
10	\$62,863	\$68,304	\$75,640	\$82,906	\$90,337
9	\$61,136	\$66,406	\$73,510	\$80,544	\$87,757
8	\$59,344	\$64,438	\$71,303	\$78,091	\$85,073
7	\$57,465	\$62,376	\$68,993	\$75,520	\$82,254
6	\$55,472	\$60,191	\$66,550	\$72,798	\$79,263
5	\$53,374	\$57,894	\$63,986	\$69,943	\$76,120
4	\$51,188	\$55,502	\$61,320	\$66,980	\$72,852
3	\$48,932	\$53,037	\$58,575	\$63,935	\$69,495
2	\$46,632	\$50,525	\$55,782	\$60,842	\$66,092
1	\$44,315	\$47,997	\$52,975	\$57,737	\$62,684

Source: ERI, Data as of January 1st, 2023

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.

Environmental & Disease Control Specialist

Current	Environmental & Disease Control Specialist	PR 2DN (\$44,217-\$61,902)	2 Positions
Recommended	Public Health Emergency Response Planning Coordinator	PR 2HN (\$53,548-\$74,974) FN: Recruitment is at \$68,789	2 Positions

Duties and Responsibilities

The Environmental and Disease Control Specialist assigned to the Environmental Quality Assessment Division of the Milwaukee Health Department performs epidemiological investigations and surveillance associated with potentially adverse environmental and communicable disease exposures within the community.

Technical

- Conduct investigations, research, and provide consultation related to complaints or concerns of adverse environmental exposure associated with the areas of Occupational Health; Hazardous Materials Release; 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 chemical exposures and communicable disease occurrences.
- Develop statistical and other analytical summaries, including tables and reports based on investigational findings.
- Participate in public health planning and response to emergency events, including incidents of chemical and biological terrorism, hazardous materials spills/releases, extreme heat/cold or other extreme weather events, and communicable disease outbreaks.
- Prepare scientific and technical reports, summaries, and correspondences that are complete, clear, and understandable to technical and non-technical readers.
- Conduct ongoing review and analysis of local, state and federal environmental, health and safety regulations.
- Stay abreast of innovations and best practices in environmental and communicable disease control, assessment, surveillance and prevention.

Environmental and Disease Control Specialists are occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. Their duties may require work outside of regular work hours in conjunction with public health emergencies and investigations and/or be assigned to participate in an MHD Incident Command System during a declared public health emergency.

Minimum Qualifications include a Bachelor's degree in chemistry, physical or natural sciences, public/environmental health or a related field from an accredited college or university including at least 2 college-level courses in microbiology, biology, or anatomy and physiology; one year of professional experience in disease control, environmental consultation, spill mitigation, or industrial hygiene.

Incumbents must receive a Certification of Certified Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) by the National Environmental Health Association (NEHA) OR certified Registered Sanitarian (RS) by State of Wisconsin within six months of appointment and throughout employment.

Changes in Duties and Responsibilities

The Department indicated that, both previous to and during Emergency Covid response, this position has expanded its capacity for independent work, scope of knowledge, and response, uncovering additional areas in which ongoing emergency response support is needed, i.e. homelessness, respite care, and housing evacuations. Additionally, the position has taken on and retained duties and responsibilities of its peer position, the Public Health Emergency Response Planning Coordinator.

New Duties and ResponsibilitiesCollaboration and Training

- Attend meetings, serve on workgroups and committees and conduct presentations related to environmental and communicable disease control prevention programs.
- Conduct didactic and field training activities on the substance and enforcement of local, state and federal regulations; conduct literature research and develop informational summaries on a range of environmental health and communicable disease issues.
- Provide direction and consultation to Milwaukee Health Department Safety Committee, steering the formulation of policies and protocols for occupational safety/compliance within the department.
- Provide consultation and guidance to other MHD divisions and City departments on workplace health and safety concerns and regulatory mandates such as environmental reporting, trainings and documentation.
- Participate in workgroups, consortiums, and committees with other public and private agencies, governmental entities, professional and community organizations to conduct investigations, advance best practice, and steer committees or work groups promoting health and safety.
- Serve as Planning or Operations Chief during activation of Incident Command System (ICS) within the department. Participate in regional, state and national planning initiatives

Planning, Surveillance, and Response

- Oversee development, review and evaluation of public health emergency preparedness and response plans as related to public health response in the City, County and region as directed
- Develop protocols for department staff response to emergencies requiring public health intervention
- Develop recommendations on necessary training of department staff to ensure effective emergency response
- Design, evaluate or participate in department and outside agency emergency response exercises and identify gaps in public health preparedness and planning
- Develop environmental surveillance protocols to ensure regulatory compliance and to protect public health; perform data collection, analysis, and interpretation related to environmental surveillance
- Participate in public health planning and response to emergency events including incidents of chemical and biological terrorism; hazardous materials spills/releases; extreme heat/cold weather events; flooding and communicable disease outbreak

Due to the increase of independence and new job duties, the department has suggested new minimum requirements for the position:

Minimum Qualifications include a bachelor's degree in chemistry, physical or natural sciences, public/environmental health or a related field from an accredited college or university including at least 2 college-level courses in microbiology, biology, or anatomy and physiology; three years of progressively responsible experience in the health field, including at least two years of project management.

Incumbents must receive a Certification of completion of National Incident Management System (NIMS) 700: An Introduction to the National Incident Management System, and Incident Command System (ICS) 100: An Introduction to the Incident Command System within six months of appointment.

Internal Comparisons

DER Compensation staff made comparisons to internal Milwaukee Health Department positions:

Classification	Function
<p>Title: Home Environmental Health Coordinator Pay Range: 2FN (\$50,245 - \$70,347) FN: Recruitment is at \$66,035 Department: MHD – Environmental Health Minimum Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree in environmental health, public health, community health, chemistry, biology, physical science or a 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 six months of appointment and throughout employment. • Certification as a Lead Abatement Supervisor with the State of Wisconsin within six months of appointment and throughout employment. 	<ul style="list-style-type: none"> • Participate in the training and supervision of internal and external staff. • Oversee and monitor lead risk assessments of houses and other dwellings to determine compliance with contractual obligations in adherence to ARPA guidelines • Monitor lead abatement projects when abatement work is ongoing to ensure contractor work is being performed in a lead safe manner • Perform data collection, research, analysis, and interpretation related to key performance indicators; develop statistical analysis summaries, tables and reports. • Collaborate in the development and delivery of programs and activities that promote health and prevent disease. • Develop relationships with community-based organizations and healthcare providers to increase the public health system response to lead poisoning and healthy homes issues.
<p>Title: Laboratory Quality Assurance Specialist Pay Range: 2HN (\$57,081-\$79,909) FN: Recruitment is at \$65,454 Department: MHD – Laboratory</p> <ul style="list-style-type: none"> • Bachelor's degree in laboratory science, medical technology, biology, microbiology, molecular biology, chemistry or a related field from an accredited college or university. • Two years of recent experience in a clinical, environmental or public health laboratory, including work with laboratory quality management systems. 	<ul style="list-style-type: none"> • Implement and maintain the quality assurance program to measure, assess and improve the quality of laboratory services, monitor and evaluate activities and identify risk areas through application and integration of Lean management practices. • Monitor internal Quality Assurance and Quality Control (QAQC) activities, including the design of standard operating procedures, method detection limits and data quantification; assure documentation and quality assessment of laboratory functions. • Serve as Laboratory Safety Officer, providing guidance and direction to ensure that overall safety and security standards are followed and amended in response to federal and state regulations, audits, or other directives. • Assist lab management to coordinate activities across the MHD program areas, such as epidemiology, emergency response, and other relevant programs.

Analysis and Recommendation

The pay range placement for the Public Health Emergency Response Planning Director is appropriate, given its recent study and creation (2020), level of responsibility, complexity, and direct advisor relationship with the Commissioner of Health. The addition of a recruitment rate will provide a more appropriate minimum rate of pay according to the market pay data.

In reviewing the change in duties and responsibilities for the Public Health Emergency Response Planning Coordinator, the removal of direct reports suggests a change in classification, as it reduces a level of complexity from the position. Given this, the position still merits a modest change in pay against the market data and pay of other peer positions that have similar job duties but at time of appointment require less experience and education after appointment.

The changes in the job duties and minimum requirements for the Environmental & Disease Control Specialist position align with the department's request for reclassification to the existing division title of Public Health Emergency Response Planning Coordinator.

Based upon the above analysis DER recommends the following:

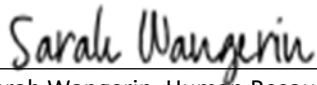
Health Department – Emergency Response Preparation

Current	Recommended
Public Health Emergency Response Planning Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at any point w/DER and Chair approval (1 Position)	Public Health Emergency Response Planning Director PR 1IX (\$78,528-\$109,938) FN: Recruitment at \$94,051 FN: Recruitment at any point w/DER approval (1 Position)
Public Health Emergency Response Planning Coordinator PR 2HX (\$57,081-\$79,909) FN: Recruitment is at \$63,835 (2 Positions)	Public Health Emergency Response Planning Coordinator PR 2HN (\$57,081-\$79,909) FN: Recruitment is at \$68,789 (2 Positions)
Environmental & Disease Control Specialist PR 2DN (\$44,217-\$61,902) (2 Positions)	Public Health Emergency Response Planning Coordinator PR 2HN (\$57,081-\$79,909) FN: Recruitment is at \$68,789 (2 Positions)

Action Required – Effective Pay Period 9, 2023 (April 16th, 2023)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by:



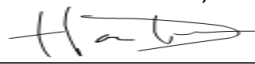
Sarah Wangerin, Human Resources Representative

Reviewed by:



Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Harper Donahue IV, Employee Relations Director



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: April 11, 2023

Health

Current	Recommended
New Position	Workforce Development Administrator PR 2MX (\$78,528 - \$109,938) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)
New Position	Grant Budget Specialist PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
New Position	Research and Policy Coordinator PR 2HX (\$57,081 - \$79,909) FN: Recruitment at \$59,912 (One Position)
New Position	Community Outreach Specialist PR 2EN (\$47,136 - \$65,989) FN: Recruitment is at \$55,187 (One Position)

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

The Milwaukee Health Department (MHD) has requested a classification study for new positions authorized in the 2023 budget. Job descriptions were provided, and discussions were held with Lindsey O'Connor, Health Human Resources Administrator and Sarah Wallisch, Human Resources Representative.

Current	New Position		One Position
Recommended	Workforce Development Administrator	PR 2MX (\$78,528 - \$109,938) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel.	One Position

This position will be charged with assessing MHD's workforce needs and developing/implementing a comprehensive equity-focused workforce development strategy that aligns with the Public Health Accreditation Board's standards by working collaboratively with Human Resources and other leaders

across the organization. This role will also be responsible for conducting a workforce engagement and satisfaction survey to be conducted annually among other duties. Duties and responsibilities include:

- 50% Manage the development, coordination, and implementation of an equity-focused workforce development strategy and training curriculum plan working closely with department managers and human resources; support and coordinate leadership and managerial workforce development activities that align with and meet all Public Health Accreditation Board (PHAB) standards; develop, implement, manage and evaluate workforce planning, including the determining of the general and public health competencies required by critical positions, coordination of a workforce plan based on the needed competencies; coordinate a workforce plan based on the needed competencies; identify and partner with resources to provide necessary training, and coordinate the training of identified internal candidates to build a leadership bench.
- 20% Manage collection, review, and assessment of best practices and evaluation of data to improve program outcomes; define metrics and lead tracking, data collection, and evaluation for strategy performance; report on the performance metrics related to the workforce development strategy and employee engagement and satisfaction surveys; and prepare analyses, recommendations, and assessments for internal use.
- 20% Coordinate with the grant project manager and Deputy Commissioner and program funders to ensure accurate and timely reporting; follow the CDC Workforce Infrastructure Grant criteria and meet performance goals; assist in administration, submission, and filing of all grant compliance paperwork in accordance with funder requirements; and accurately track and appropriately spend the CDC Workforce Infrastructure Grant budget.
- 10% Manage, develop, and implement employee engagement and satisfaction surveys. Ensures MHD's participation in critical workforce assessments, including but not limited to: Public Health Workforce Interests and Needs Survey (PH WINS), National Association of County and City Health Officials (NACCHO) profile, and Association of Public Health Laboratories (APHL) profile.

Minimum requirements include a bachelor's degree in public administration, human resources, public health, industrial/organizational psychology or a closely related field from an accredited college or university; and three years of experience in workforce development strategy implementation. Equivalent combinations of education and experience may be considered. These requirements have not yet been reviewed by the Staffing Division.

This new position will be responsible for assessing MHD's workforce needs and developing/ implementing a comprehensive workforce development strategy by working collaboratively with Human Resources and other leaders across the organization. This role will also be responsible for conducting workforce engagement and satisfaction survey to be conducted annually among other duties.

Below are market rates of pay as reported by the Economic Research Institute (ERI), a salary survey to which DER subscribes:

Workforce Management Manager

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	\$82,567	\$90,082	\$99,892	\$109,741	\$119,518
6	\$79,517	\$86,745	\$96,199	\$105,684	\$115,118
5	\$76,523	\$83,468	\$92,568	\$101,689	\$110,783
4	\$73,579	\$80,243	\$88,991	\$97,750	\$106,503
3	\$70,678	\$77,064	\$85,462	\$93,859	\$102,271
2	\$67,811	\$73,922	\$81,971	\$90,007	\$98,074
1	\$64,966	\$70,806	\$78,507	\$86,181	\$93,903

Source: ERI Data as of April 1, 2023

ERI defines the Workforce Management Manager as a position that oversees the productivity at a company, utilizes problem-solving and communication skills, and executes activities required to uphold high-standard of customer service and maintain high productivity from employees. Sets goals and objectives and promotes effective communication among workers. Determines the best way to utilize the productivity and skills of each employee using workforce management theories and techniques. Maintains and analyzes employee records; tracks labor time using daily, weekly, and monthly measurements; and generates reports showing changes to employee productivity and performance at the individual, departmental, and company levels. Understands the company's financial needs; reduces business costs; encourages and improves employee, department, and company efficiency; and provide updates on efficiency to top company management. Forecasts staffing needs and assures staff optimization, considering business volumes, headcount requirements, and time-off requests. Works with Workforce Management Specialist in scheduling and processing time-off requests.

This position will be responsible in assisting the Milwaukee Health Department in developing and implementing a workforce development strategy that will be in line with a Public Health 3.0 model and is focused on health equity and anti-racism work. This position is part of the CDC Workforce Infrastructure Grant that MHD was awarded as of November 2022.

Based off of the responsibilities and the market rates of pay, we recommend this new position be classified as a Workforce Development Administrator in Pay Range 2MX (\$78,528 - \$109,938) with recruitment flexibility at any point in the pay range with approval of DER and Chair of Finance and Personnel.

Current	New Position		One Position
Recommended	Grant Budget Specialist	PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030	One Position

This position is responsible for researching and identifying new grants for the Milwaukee Health Department. This position is also responsible for applying for grants, maintaining budgets, and financial reporting. Duties and responsibilities include:

- 70% Plan and implement budgets, reports, and work schedules for grant funds that reflect the MHD's strategic goals and priorities; develop and implement internal reporting and analysis tools for departmental leadership, program manager, grantors, and other City agencies and partners;

coordinate grant budget development activities with MHD division and programs; design and implement processes to monitor grant budgets and compliance with City, state, and federal regulations; coordinate all MHD grant funds activities, including the research and identification of grant opportunities, validation of grant budgets, award documents, authorizing legislation, financial reports, and other grant administration functions; assist in the preparation of the MHD's annual budget; ensure compliance with all City, state, and federal procedures and regulations related to grant reporting, funding, and administration; create or review Common Council resolutions, grant analysis forms, grant budget forms, contracts, and agreements prior to acceptance of grant funds; participate in funding coordination activities between MHD's finance and human resources functions; prepare budgetary revisions and amendments for grantors, City administration, and Council action; and anticipate and identify financial challenges and work proactively with colleagues, program managers, and City agencies to ensure success for grant funded programs.

- 30% Provide accounting and financial reports for MHD grant funds; under direction of the Budget and Administration Manager, ensure the proper charging of labor and other expenses to grants and compliance with grantor policies; implement and manage various budget and financial policies and procedures, including indirect cost application for grant budgets and spending; work with and administer MHD's access to state and federal financial reporting and grant management systems to ensure timely and accurate reimbursement and reporting; provide guidance and assistance in the resolution of accounting problems identified by staff, other divisional employees, or auditors to ensure successful and compliance use of grant funds; act as the primary point of contact with the City Comptroller's Office for the City's annual single audit; analyze and reconcile grant accounting transactions to ensure timeliness, accuracy, consistency, and completeness; and understand and apply accounting standards and policies to ensure that MHD is transparent, accountable, and a good steward of all public funds.

Minimum requirements include a bachelor's degree in business, economics, accounting, grant management, or a closely related field from an accredited college or university; and three years of professional experience in accounting, budgeting, financial management, and/or grant administration experience. Equivalent combinations of education and experience may also be considered.

The responsibilities of this new position are also comparable in nature of work and level of responsibility to other Grant Budget Specialist positions within the Milwaukee Health Department, in Pay Range 2KX (\$69,119 - \$96,768) with a recruitment rate of \$76,030.

We therefore recommend this new position be classified as a Grant Budget Specialist in Pay Range 2KX (\$69,119 - \$96,768) with a recruitment rate of \$76,030.

Current	New Position		One Position
Recommended	Research and Policy Coordinator	PR 2HX (\$57,081 - \$79,909) FN: Recruitment at \$59,912	One Position

This position performs research on a variety of public health policies and leads advocacy efforts, collects and analyzes information, and uses the data to lead and implement a comprehensive, equity-driven department policy agenda. Duties and responsibilities include:

50% Develop and execute analyses of public health data to measure trends in areas impacting health equity; develops policy statements, policy briefs, and other materials to support, position, and build the advocacy and programmatic efforts of MHD; gather, track, and analyze data and information for public health strategies to measure the success of program initiatives and to inform policy/program recommendations and decisions; evaluate and compare existing MHD policies and programs with those of other comparable employers and local municipalities by analyzing program service areas, survey reports, and other sources of information; evaluate performance of current benefit plans to identify opportunities for improvement in quality and cost; summarize highly complex data into comprehensive and easy to understand reports as well as organize and develop data tracking worksheets; communicate data analysis and findings in a manner that guides and facilitates informed and timely decisions; perform multifactor data and cost analyses; organize and present data for collective bargaining strategy, labor agreements, mediation, and interest and grievance arbitration proceedings; design and conduct surveys of comparable jurisdictions on a broad range of issues; maintain survey results; analyze and track the City's Worker's Compensation and safety data metrics and trends in order to develop strategies to assist the City in effectively managing risks and loss control; and assist with the communication of safety and trend data, including compiling statistical data and preparing reports as needed on a variety of risk related topics of interest to City of Milwaukee's administration and departments.

50% Establish collaborative relationships with public health agencies local, statewide, and nationally, and develop and manage cross-unit workgroups to enhance data management and analysis approaches; provide project management and operations activities, such as monitoring, designing, and implementing tools and processes to help organize and manage data; identify areas for future focus and opportunities to develop impactful public health policies; participate in area and industry public health surveys, and serve as health department liaison to the Department of Intergovernmental Affairs.

Minimum requirements include a bachelor's degree in public policy, public health policy, public administration, or a related field from an accredited college or university; and three years of progressively responsible experience conducting research, policy analysis, and policy development performing duties related to this position. Equivalent combinations of education and experience may also be considered.

The responsibilities of this new position are comparable in nature of work and level of responsibility to other Research and Policy Coordinator positions classified in the Department of Employee Relations and Milwaukee Public Library, in Pay Range 2HX (\$57,081 - \$79,909) with a recruitment rate of \$59,912.

We therefore recommend this new position be classified as a Research and Policy Coordinator in Pay Range 2HX (\$57,081 - \$79,909) with a recruitment rate of \$59,912.

Current	New Position		One Position
Recommended	Community Outreach Specialist	PR 2EN (\$47,136 - \$65,989) FN: Recruitment is at \$55,187	One Position

This position promotes, plans, coordinates, and analyzes public health interventions. This position maintains a focus on building relationships with community partners, and providing leadership

development for professionals and paraprofessionals by providing training on Narcan, Fentanyl Test Strips, and other evidence-based harm reduction practices. By implementing a variety of strategies, this position will identify community stakeholders, develop and launch collaborative efforts with community organizations, and organize and facilitate harm reduction meetings. Often working with a team, this role conducts outreach, provides health education, and facilitates interactive trainings with community partners and groups to support their implementation of harm reduction best practices. This position also serves as the primary educator for the Milwaukee Health Department's harm reduction response and works in tandem with MHD's Public Health Strategy – Substance Use. Duties and responsibilities include:

- 40% Maintain current knowledge of substance use disorder and harm reduction evidence-based best practices; develop, identify, evaluate, and provide technical assistance related to educational methods and materials that are appropriate for each target audience (i.e., cultural, ethnical, age, gender, education level, etc.); provide accurate health information and resources regarding how to recognize the signs and symptoms of an overdose and best practices for reducing overdoses; coordinate learning activities, including teaching classes and completing follow up surveys with clients; serve as primary point of contact with DHS' Narcan Direct program; develop and implement protocols for addressing community requests concerning information, presentations, and participation at community health events; maintain documentation, monthly, quarterly, and annual reports to monitor department's participation in harm reduction-related community educational events; implement evidence-based protocols within the community in a culturally competent way; fulfill requests seeking information, presentations, and participation at community health events; lead educational meetings; attend and present information, including a focus on serving low income and underinsured residents and their families; and collaborate with all Milwaukee Health Department Divisions to staff events (which may include weekends).
- 40% Cultivate community partnerships, with a special focus on those entities that serve individuals most at risk for poor health outcomes; actively seek opportunities for future trainings/educational sessions – presentation sites may include childcare and health care service settings, public and private schools, community centers, federally qualified health centers (FQHCs), parenting programs, housing programs, employment consultants, and other similar organizations; introduce best practices, pilot activities, and adopt innovative approaches to recruiting and maintaining community partnerships aligned with MHD objectives; participate in Overdose Fatality Review (OFR) monthly meetings and any other relevant community meetings; assist in establishing diverse and non-traditional locations to strengthen and increase programmatic reach; write, design, and distribute marketing materials, flyers, program information, reports, and a newsletter to targeted audiences; and conduct site visitation, establish relationships, build rapport with site staff, and provide education, technical assistance, and other activities to assist in ongoing implementation.
- 10% Other duties as assigned, including responding to an emergency or broad impact event.

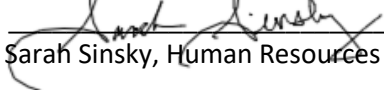
Minimum requirements include five years of experience in providing administrative support including two years of handling confidential information.

The responsibilities of this new position are also comparable in nature of work and level of responsibility to other Community Outreach Specialist positions already within the Milwaukee Health Department, in Pay Range 2EN (\$47,136 - \$65,989) with a recruitment rate of \$55,187.

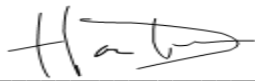
Range 2EN (\$47,136 - \$65,989) with a recruitment rate of \$55,187.

Action Required – Effective Pay Period 1, 2023 (December 25, 2022)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: 
Sarah Sinsky, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	4/10/2023	File Number	221836	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of classification reports scheduled at the City Service Commission on April 11, 2023.				

B	Submitted By (Name/Title/Dept./Ext.)	Sarah Trotter/ Human Resources Representative / Employee Relations / x2398
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input checked="" type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet.

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

☐ 1-3 Years ☐ 3-5 Years

☐ 1-3 Years ☐ 3-5 Years

☐ 1-3 Years ☐ 3-5 Years

H

List any costs not included in Sections D and E above.

I

Additional information.

J

This Note ☐ Was requested by committee chair.

Department of Employee Relations
Fiscal Note Spreadsheet for Report for Various Departments

City Service Commission Meeting of April 11, 2023
Finance and Personnel Committee Meeting of April 12, 2023

NEW COSTS FOR 2023										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Health	New Position	N/A	Workforce Development Administrator*	2MX	N/A	N/A	N/A	Included in 2023 Budget	
1	Health	New Position	N/A	Grant Budget Specialist*	2KX	N/A	N/A	N/A	Included in 2023 Budget	
1	Health	New Position	N/A	Research and Policy Coordinator*	2HX	N/A	N/A	N/A	Included in 2023 Budget	
1	Health	New Position	N/A	Community Outreach Specialist*	2EN	N/A	N/A	N/A	Included in 2023 Budget	
1	Health	Doula	2EN	Doula 1**	2FN	\$45,306	\$62,941	\$11,531	\$2,358	\$13,889
1	Health	Doula	2EN	Doula 1**	2FN	\$48,550	\$64,829	\$10,644	\$2,177	\$12,821
1	Health	Doula	2EN	Doula 1**	2FN	\$52,020	\$62,941	\$7,141	\$1,460	\$8,601
1	Health	Doula	2EN	Doula 1**	2FN	N/A	N/A	N/A	Above Recruitment Rate	
1	Health	Consumer Env Health Dir	1IX	Consumer Env Health Dir	1IX	\$84,272	\$96,873	\$7,754	\$1,086	\$8,840
1	Health	Consumer Env Health Sup	1DX	Consumer Env Health Mgr	1GX	\$64,505	\$76,185	\$7,188	\$1,006	\$8,194
1	Health	Consumer Env Health Sup	1DX	Consumer Env Health Mgr	1GX	\$66,440	\$78,470	\$7,403	\$1,036	\$8,440
1	Health	Consumer Env Health Sup	1DX	Consumer Env Health Mgr	1GX	\$74,497	\$76,185	\$1,039	\$145	\$1,184
2	Health	Environmental Health Coordinator	2FN	Consumer Env Health Coord	2HN	\$61,852	\$66,035	\$5,148	\$1,053	\$6,201
3	Health	Environmental Health Coordinator	2FN	Consumer Env Health Coord	2HN	N/A	N/A	N/A	Above Recruitment Rate	
1	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$50,331	\$54,931	\$2,831	\$579	\$3,410
2	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$51,337	\$54,931	\$4,423	\$905	\$5,328
2	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$52,877	\$56,579	\$4,556	\$932	\$5,488
1	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$52,878	\$56,579	\$2,278	\$466	\$2,743
1	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$53,223	\$54,931	\$1,051	\$215	\$1,266
2	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$54,819	\$56,579	\$2,166	\$443	\$2,609
8	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	N/A	N/A	N/A	Above Recruitment Rate	
1	Health	Home Env Health Director	1IX	Home Env Health Director	1IX	N/A	N/A	N/A	Above Recruitment Rate	
8	Health	Home Env Health Coordinator	2FN	Home Env Health Coordinator	2HN	N/A	N/A	N/A	No Change in Recruitment Rate	
1	Health	Public Hlth Emerg Resp Plng Dir	1IX	Public Hlth Emerg Resp Plng Dir	1IX	\$86,354	\$96,873	\$3,237	\$453	\$3,690
1	Health	Public Hlth Emerg Resp Plng Coord	2HX	Public Hlth Emerg Resp Plng Coord	2HN	\$63,835	\$68,789	\$3,049	\$623	\$3,672
1	Health	Public Hlth Emerg Resp Plng Coord	2HX	Public Hlth Emerg Resp Plng Coord	2HN	N/A	N/A	N/A	Above Recruitment Rate	
2	Health	Env & Disease Control Spec	2DN	Public Hlth Emerg Resp Plng Coord	2HN	\$63,759	\$70,853	\$6,112	\$1,250	\$7,362
48								\$87,550	\$16,187	\$103,737

Assume effective date is Pay Period 9, 2023 (April 16, 2023) unless indicated otherwise.

*Assume effective date is Pay Period 1, 2023 (December 25, 2022).

**Assume positions are effective Pay Period 10, 2023 (April 30, 2023).

Note: The Public Health Emergency Response Planning Director is 50% grant funded and the Environmental & Disease Control Specialists are 30% grant funded.

NEW COSTS FOR FULL YEAR										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Health	New Position	N/A	Workforce Development Administrator	2MX	N/A	N/A	N/A	Included in 2023 Budget	
1	Health	New Position	N/A	Grant Budget Specialist	2KX	N/A	N/A	N/A	Included in 2023 Budget	
1	Health	New Position	N/A	Research and Policy Coordinator	2HX	N/A	N/A	N/A	Included in 2023 Budget	
1	Health	New Position	N/A	Community Outreach Specialist	2EN	N/A	N/A	N/A	Included in 2023 Budget	
1	Health	Doula	2EN	Doula 1	2FN	\$45,306	\$62,941	\$17,635	\$3,606	\$21,241
1	Health	Doula	2EN	Doula 1	2FN	\$48,550	\$64,829	\$16,279	\$3,329	\$19,608
1	Health	Doula	2EN	Doula 1	2FN	\$52,020	\$62,941	\$10,921	\$2,233	\$13,154

1	Health	Doula	2EN	Doula 1	2FN	N/A	N/A	N/A Above Recruitment Rate		
1	Health	Consumer Env Health Dir	1IX	Consumer Env Health Dir	1IX	\$84,272	\$96,873	\$12,601	\$1,764	\$14,365
1	Health	Consumer Env Health Sup	1DX	Consumer Env Health Mgr	1GX	\$64,505	\$76,185	\$11,680	\$1,635	\$13,315
1	Health	Consumer Env Health Sup	1DX	Consumer Env Health Mgr	1GX	\$66,440	\$78,470	\$12,030	\$1,684	\$13,714
1	Health	Consumer Env Health Sup	1DX	Consumer Env Health Mgr	1GX	\$74,497	\$76,185	\$1,688	\$236	\$1,924
2	Health	Environmental Health Coordinator	2FN	Consumer Env Health Coord	2HN	\$61,852	\$66,035	\$8,366	\$1,711	\$10,077
3	Health	Environmental Health Coordinator	2FN	Consumer Env Health Coord	2HN	N/A	N/A	N/A Above Recruitment Rate		
1	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$50,331	\$54,931	\$4,600	\$941	\$5,541
2	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$51,337	\$54,931	\$7,188	\$1,470	\$8,658
2	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$52,877	\$56,579	\$7,404	\$1,514	\$8,918
1	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$52,878	\$56,579	\$3,701	\$757	\$4,458
1	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$53,223	\$54,931	\$1,708	\$349	\$2,057
2	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	\$54,819	\$56,579	\$3,520	\$720	\$4,240
8	Health	Environmental Health Specialist	3LN	Consumer Env Health Inspector 2	3MN	N/A	N/A	N/A Above Recruitment Rate		
1	Health	Home Env Health Director	1IX	Home Env Health Director	1IX	N/A	N/A	N/A Above Recruitment Rate		
8	Health	Home Env Health Coordinator	2FN	Home Env Health Coordinator	2HN	N/A	N/A	N/A No Change in Recruitment Rate		
1	Health	Public Hlth Emerg Resp Plng Dir	1IX	Public Hlth Emerg Resp Plng Dir	1IX	\$86,354	\$96,873	\$5,260	\$736	\$5,996
1	Health	Public Hlth Emerg Resp Plng Coord	2HX	Public Hlth Emerg Resp Plng Coord	2HN	\$63,835	\$68,789	\$4,954	\$1,013	\$5,967
1	Health	Public Hlth Emerg Resp Plng Coord	2HX	Public Hlth Emerg Resp Plng Coord	2HN	N/A	N/A	N/A Above Recruitment Rate		
2	Health	Env & Disease Control Spec	2DN	Public Hlth Emerg Resp Plng Coord	2HN	\$63,759	\$70,853	\$9,932	\$2,031	\$11,963
48								\$139,466	\$25,731	\$165,197

Note: Totals may not be to the exact dollar due to rounding.