



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

March 8, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 231751 – Communication from the Department of Employee Relations relating to classification studies scheduled for the March 12, 2024 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Civil Service Commission meeting on March 12, 2024.

Health Department – Community Health

Current	Recommended
Maternal and Child Health Director PR 1LX \$96,998 - \$135,794 FN: Recruitment is at \$105,376 (One Position)	Family and Community Health Director PR 1LX \$96,998 - \$135,794 FN: Recruitment is at \$109,089 (Two Positions)
Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Vacant Position)	

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

Health Department – Clinical Services

Current	Recommended
Infectious Disease Program Manager PR 1HX \$75,162 - \$105,223 FN: Recruitment is at \$95,023 (One Position)	Infectious Disease Program Director PR 1IX \$80,098 - \$112,137 FN: Recruitment is at \$95,932 (One Position)
Sexual and Reproductive Health Program Manager PR 1HX \$75,162 - \$105,223 FN: Recruitment is at \$95,023 (One Position)	Sexual and Reproductive Health Program Director PR 1IX \$80,098 - \$112,137 FN: Recruitment is at \$95,932 (One Position)

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

Department of Public Works – Operations - Administration

Current	Recommended
Program Assistant II PR 5IN (\$57,620-\$72,025) (One Vacant Position)	Human Resources Assistant PR 5JN (\$60,036-\$75,045) FN: Recruit Rate: \$62,229 (One Vacant Position)

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

Department of Public Works – Operations – Transportation Fund

Current	Recommended
Transportation Accounting Assistant PR 5GN (\$53,351-\$66,689) (One Position)	Transportation Accounting Assistant 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 (One Position)

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

Fire and Police Commission

Current	Recommended
Administrative Support Specialist 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 (One Position)	Administrative Specialist-Senior 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 (One Position)

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

Health Department – Community Health

Current	Recommended
Public Health Nurse Supervisor PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$87,656 (One Vacant Position)	Health Center Administrative Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Vacant Position)

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

Health Department – Clinical Services

Current	Recommended
Microbiologist – Lead PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,948 (One Vacant Position)	Microbiologist – Senior PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 (One Vacant Position)
Radiologic Technologist (0.5 FTE) PR 3GN (\$42,996 - \$51,201) FN: Recruitment is at \$45,143 (One Vacant Position)	Radiologic Technologist (0.5 FTE) PR 3PN (\$50,621.22 - \$77,225) FN: Recruitment is at \$58,321 (One Vacant Position)

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

Health Department – Policy, Innovation, and Engagement

Current	Recommended
Lead Program Information Specialist PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)	Data and Evaluation Coordinator PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)

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

Department of Administration – Office of Equity and Inclusion

Current	Recommended
New Position	Equal Rights Complaints Liaison PR 2GX \$54,619 - \$76,474 FN: Recruitment is at \$58,034 (One Vacant Position)
New Position	Data and Evaluation Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$56,291 (One Vacant Position)

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

Department Public Works - Infrastructure

Current	Recommended
New Positions	MKE Parks Worker PR 8CN (\$49,460 - \$58,151) FN: Recruitment is at \$50,130 (Two Positions)

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

Department of Employee Relations

Current	Recommended
HRIS Audit Coordinator PR 2JN (\$66,154 - \$92,612) Recruit Rate: \$74,027	HRIS Audit Coordinator PR 2JX (\$66,154 - \$92,612) Recruit Rate: \$74,502

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

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Mayor

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Director

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Job Evaluation Report

City Service Commission Meeting: March 12th, 2024

Health Department – Community Health

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Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Vacant Position)	

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Health Department – Clinical Services

Current	Recommended
Infectious Disease Program Manager PR 1HX \$75,162 - \$105,223 FN: Recruitment is at \$95,023 (One Position)	Infectious Disease Program Director PR 1IX \$80,098 - \$112,137 FN: Recruitment is at \$95,932 (One Position)
Sexual and Reproductive Health Program Manager PR 1HX \$75,162 - \$105,223 FN: Recruitment is at \$95,023 (One Position)	Sexual and Reproductive Health Program Director PR 1IX \$80,098 - \$112,137 FN: Recruitment is at \$95,932 (One Position)

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

The following recommendations in this report are made to reclassify or repurpose positions to better reflect the duties and structure within the department and raise the recruitment rates of these positions based on market data and/or internal or external comparator positions.

Maternal and Child Health Director

Current	Recommended
Maternal and Child Health Director PR 1LX \$96,998 - \$135,794 FN: Recruitment is at \$105,376 (One Position)	Family and Community Health Director PR 1LX \$96,998 - \$135,794 FN: Recruitment is at \$109,089 (Two Positions)

Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Vacant Position)	
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Background

The Milwaukee Health Department has requested the reclassification of a Maternal and Child Health (MCH) Director position and the repurpose of one Community Outreach Specialist position to a new classification of Community Health Director. Job descriptions were provided and discussions were held with Lindsey O'Connor, Health Human Resources Administrator and Sarah Wallisch, Human Resources Representative.

The Milwaukee Health Department's Community Health Branch has seen significant changes to their programming since the departmentwide reorganization in 2019. The Branch has implemented and expanded the BOMB Doula program, reorganized their Woman, Infants, and Children (WIC) program to accommodate a projected 2,363 additional participants, and absorbed a layoff plan when the Parents Nurturing and Caring for Children (PNCC) program was sunset in 2023. The department has also restructured their administrative support and customer service staffing into a centralized Health Center Administration and Operations section.

The current leadership structure in the Community Health Branch consists of one Deputy Commissioner and one Director, which oversee all branch programs and incumbents. The Community Health Branch represents the largest branch in the Health Department without additional directors or program subsets, such as the Public Health Laboratory as a part of the Clinical Services branch, or the Environmental Health Branch, which contains three essential sections, all headed by a program director.

In Community Health, the current Maternal and Child Health Director helps develop, implement, manage, and evaluate all branch programs and supports the Deputy Commissioner of Community Health by providing daily supervision of MCH program managers, and by working to assure impact, quality, and efficiency within each internal MCH process. The position also forges partnerships within the Milwaukee community and represents the MHD in area coalitions and networks.

Due this expansion in services, the Health Department has proposed to repurpose an existing vacant position to create a second Director position. Each Director will oversee a division of branch programs:

Division 1	Division 2
<ul style="list-style-type: none"> • Women, Infants and Children (WIC) Program • Community Healthcare Access Program (CHAP) • Health Center Administration and Operations 	<ul style="list-style-type: none"> • Empowering Families of Milwaukee (EFM)/Direct Assistance to Dads Project (DAD) • Birth Outcomes Made Better (BOMB) Doula Program • Strong Baby Program; Newborn Screening

Each Director will work closely with division program managers and the designated epidemiologists/strategists for Community Health, Finance and Human Resources teams and other targeted MHD leadership. The department also indicates that each Director may be asked to provide tertiary/coverage support to each other's Division's managers as needed or in absence of the other. The Managers oversee a bevy of different professionals in which the Director may need to provide direct/indirect oversight, guidance, and direction for. This is including, but not limited to, Public Health Nurses, Public Health Social Workers, Fatherhood Specialists,

Office Support Staff, Clinic Assistants, Nutritionists, Dietetic Technicians, Community Outreach Specialists, Doulas, Health Project Supervisors, Program Coordinators and Health Access Assistants.

Essential Functions:**Operations Management and Administration**

- Assist the Deputy Commissioner of Community Health in program management. This includes independently overseeing all the designated programs in the assigned Division.
- Ensure that Division programs comply with internal and external deliverables and expectations.
- Conduct Quality Assurance/Quality Improvement on Division programs, and work to improve and streamline internal processes and administration.
- Write, edit, and proofread reports to foundation and government funding sources, and internal reports. Ensure that Division's program grant deliverables are finalized and submitted in a timely manner.
- Work with Division Managers and graphics team to ensure that respective web pages are up to date and accurate.
- Support the Deputy in managing contracts/subcontracts, including negotiating terms, drafting documents, authorizing payments, and monitoring overall performance of contractors/subcontractors.
- Participate in internal committees related to Division.
- Oversee collection and review of data from Division programs.
- Contribute to strategic planning for Division objectives and goals, budgeting, intra-divisional synergies and cooperation, and work with external divisions.

Staff Supervision and Administration

- Help hire, train, support, supervise, and evaluate Division staff as assigned.
- Monitor and approve time off for Division management level staff (vacation, sick, FMLA, etc.).
- Approve and monitor student/intern program placements within the assigned division.
- Conduct performance evaluations for Division management level staff.
- Oversee performance including: performance evaluations, improvement plan development, and disciplinary measures as needed.
- Contribute to efforts to build morale, enforce accountability and discipline, and improve performance.
- Some on call responsibility for the BOMB Doula Program in the leadership rotation with the Program Manager and Coordinators for remote leadership support to doulas after hours.

Grant Writing and Program Development

- Identify and research corporate, foundation, and government sources of funding for Division Programs to propose to Deputy.
- Contribute to the planning and preparation of proposals for grants or contracts.
- Establish and nurture relevant community partnerships.

Community and Department Leadership

- Represent the MHD through participation on and collaboration with external groups and consortia.
- Participate in community planning concerning health and social welfare
- Respond to internal and external requests for information about Division activities.
- Prepare talking points, presentations, and ad-hoc reports as requested by the Health Commissioner, the

Deputy Commissioner, Mayor, and Common Council.

Minimum qualifications include a bachelor's degree from an accredited college or university in nursing, public health, healthcare administration, social work, community health, human services or a related field and five years of progressively responsible experience in public health care program planning, policy development, community health assessment or health administration, including two years supervising staff and providing program management.

Market Data Comparison for Program Director from ERI

ERI defines a Program Director as a position that 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. Identifies the risks associated with the program activities and manages the risks. Develops new initiatives to support the strategic direction of the organization. Develops an annual budget and operating plan to support the program. Ensures that program activities comply with all relevant legislation and professional standards. Writes reports on the program for management. Monitors and approves all budgeted program expenditures. Monitors the program activities on a regular basis and conducts an annual evaluation according to the program evaluation framework. Reports evaluation findings to the Executive Director.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Program Director	Milwaukee, Wisconsin	Level 1	\$92,974	\$102,297	\$111,303
Program Director	Milwaukee, Wisconsin	Level 2	\$109,089	\$119,677	\$129,913
Program Director	Milwaukee, Wisconsin	Level 3	\$129,735	\$141,987	\$153,995

ERI as of January 1st, 2024

Analysis and Recommendation

Based upon the above comparison to the market rates of pay in Southeastern Wisconsin, the recommendation is to reclassify on position of Maternal and Child Health Director and one position of Community Outreach Specialist to Community and Community Health Director in Pay Range 1LX \$96,998 - \$135,794 with a minimum recruitment rate of \$109,089.

Health Clinical Services – Program Directors

Background

The Milwaukee Health Department has requested the reclassification of two program managers in their Clinical Services branch to Director roles. Job descriptions were provided and discussions were held with Lindsey O'Connor, Health Human Resources Administrator and Sarah Wallisch, Human Resources Representative.

The department indicated that after an evaluation of their organizational structure, it was determined these roles are performing at a director level versus a program manager due to the scope of responsibility and decision making. These positions create and implement long term program strategy within MHD's 2022-2027 strategic plan, in alignment with the Public Health 3.0 (PH 3.0) model that is built on anti-racist competencies, practices, and policies.

Both positions have or are facing program service and location expansions, and increasing clinical operations responsibility. The Milwaukee Health Department is eliminating a duplicative operations director position that has been vacant for almost two years. Responsibilities for clinical operations had already fell onto Program Managers as a result of that vacancy.

Infectious Disease Program Manager

Current	Recommended
Infectious Disease Program Manager PR 1HX \$75,162 - \$105,223 FN: Recruitment is at \$95,023 (One Position)	Infectious Disease Program Director PR 1IX \$80,098 - \$112,137 FN: Recruitment is at \$95,932 (One Position)

The Infectious Disease Program Manager serves as the subject matter expert for communicable disease control and immunization campaigns for the entire city of Milwaukee. The position oversees associated grants, contracts, interagency agreements and budgets as well as provides operational oversight of all activities of staff assigned to these programs. This position is responsible for coordination of epidemiologic investigations, studies, projects including surveillance, data analysis and dissemination of information related to response to communicable and emerging infectious disease outbreaks both man-made (bioterrorism) and naturally occurring in origin. This position works closely with other government, non-profit and community organizations in coordination public health projects, initiatives and collaborations consistent with the strategic outcomes of the MHD. This position acts as a representative for the MHD on committees, task forces, workgroups as assigned by the Commissioner and Deputy Commissioner, and is involved in departmental emergency preparedness, planning and response activities.

Essential Functions:

Program Management, Direction, and Planning

- Manage and direct staff and associated resources, systems and processes in reportable communicable disease, immunization programs within the MHD;
- Monitor national and state communicable disease reduction, preparedness, and immunization goals; and assure programmatic activities align with identified best practices for achieving these goals and consistent with MHD and City outcomes;
- Prepare appropriate program summaries, project updates, special reports, technical papers, grant applications, and other documents as needed or requested to support programs; prepare annual budgets for grant and program activities; and provide summary activity reports and action plans;
- Formulate and recommend City policies, ordinances, resolutions, legislative position, etc. related to a variety of communicable disease, immunization issues;
- Develop and implement strategies for the integration of technology into public health practice to achieve efficiencies in programmatic activities; and
- Establish policies and procedures for increasing immunization rates, decreasing the incidence of communicable disease, and improvement of public health emergency preparedness, planning and response.

Communicable and Vaccine-Preventable Disease Epidemiology

- Track communicable and vaccine-preventable disease and syndromic system surveillance data in the city, Milwaukee county and Southeastern Wisconsin for identification of trends and detection of unusual cases of

disease, clusters or outbreaks and for the evaluation of the impact of disease control and prevention measures;

- Utilize principles of infectious disease epidemiology along with field epidemiologic investigation data to develop and adapt policies and procedures for the prevention and control of infectious and vaccine-preventable diseases;
- Direct the implementation of case, contact, and community containment measures by the MHD in the prevention and control of infectious diseases, including outbreaks;
- Monitor trends in both childhood and adult immunizations, develops and directs the implementation of interventions to increase immunizations; and evaluate the cost effectiveness of immunization intervention activities; and
- Develop, maintain, and administer various data management systems related to tracking infectious disease, immunization, and emergency response activities. This includes operational oversight for the MHD regarding use of the Wisconsin Electronic Disease Surveillance System (WEDSS) and Wisconsin Immunization Registry (WIR) by staff.

Public Health Emergency Preparedness and Response

- Assist Commissioner, Deputy Commissioner and Emergency Preparedness Director in developing policies, procedures, and response plans for public health emergencies in the City including but not limited to: terrorism incidents involving weapons of mass destruction (WMD); hazardous materials spills/releases; extreme weather events, and emerging infectious disease outbreaks;
- Provide strategic input and managerial support for MHD activities under various preparedness grants and contracts with Federal and State agencies including the CDC Public Health Cooperative Grant and Cities Readiness Initiative (CRI).
- Conduct emergency preparedness assessments, and develop plans to address pandemic preparedness within the department.
- Participate in the development of strategies to ensure and maintain systems for alert messaging to health care providers and other key community partners.

Compliance & Safety

- In conjunction with the Business Operations, Lab Operations & HR Director ensure compliance with legislation and regulations related to health care clinics (HIPAA, OSHA, CLIA, etc.).
- Maintain current knowledge of professional licensing and scope of practice requirements for clinical staff, ensuring that staff maintain required licenses and credentials.
- Provide leadership and follow up with regard to incidents, errors, and other patient service issues as needed. Oversee appropriate actions related to safety and emergency preparedness.
- With Deputy Commissioner of Medical Services or physician consult and Public Health Clinic Operations Director support implementation of clinical policies and protocols, and documentation of clinic processes.
- Support compliance with all state and federal laws related to clinical operation

Minimum qualifications include a bachelor's degree in public administration, public policy, human services, public health, or related field from an accredited college or university and four years of progressively responsible experience in public health care program planning, policy development, community health

assessment or health administration, including two years supervising staff and providing program management.

Sexual and Reproductive Health Program Manager

Current	Recommended
Sexual and Reproductive Health Program Manager PR 1HX \$75,162 - \$105,223 FN: Recruitment is at \$95,023 (One Position)	Sexual and Reproductive Health Program Director PR 1IX \$80,098 - \$112,137 FN: Recruitment is at \$95,932 (One Position)

The Sexual and Reproductive Health Program Manager provides leadership, management and supervisory oversight of the MHD comprehensive STI clinic, HIV program, STI/HIV field operations, as well as associated epidemiology and surveillance activities; oversees and promotes prevention programs and participates in strategic planning with other governmental and/or community organization to achieve the goals and outcomes of the MHD.

Essential Functions:

Program Management and Development

- Establish and monitor program goals, direction and outcomes.
- Analyze local and national data to determine disease trends and design appropriate prevention and intervention service.
- Develop, implement and evaluate STI/HIV strategic plans and outcomes for the MHD.
- Together with MHD leadership, ensure direction, enact department priorities, and optimize resource allocation to allow Milwaukee's program to move forward in concert with national objectives and keep abreast of STI/HIV initiatives.
- Serve as primary point of contact for the STI/HIV/ programs for the MHD
- Collaborate with a variety of MHD programs to integrate STI/HIV services in the Milwaukee community.
- Collaborate and direct multiple grants in the STI/HIV areas to assure goals, objectives and outcomes are met
- Work closely with the STI Consultant Medical Director, nursing and disease investigation leaders, and state and federal partners to assure clinic, field and surveillance protocols are current and enforced.

Management and Administration

- Assist in preparation and monitoring of grant applications and budgets;
- Assist with contract negotiations;
- Develop and monitor contracts with professionals and community-based organizations (CBO);
- Prepare reports, briefings and updates as necessary;
- Facilitate clinical learning experiences and site visits for program partners and grantors;
- Assure appropriate program staff composition;
- Interact with City government units, non-City agencies and CBO's as necessary;
- Provide professional expertise to research projects proposals and undertakings;
- Work with Clinic Operations leadership to manage equipment and supply needs of the clinics.

- In conjunction with medical leadership, develop, implement and maintain all STI/HIV/, protocols and procedures consistent with State and Federal guidelines; ensure compliance with state and federal programs such as Title X and 340B programs.

Supervision

- Direct and supervise program staff in the STI/HIV;
- Oversee all daily clinical and administrative duties associated with the STI clinic.
- Oversee activities of CDC supervisory staff (3) assigned to the STI/HIV Program;
- Assure appropriate staffing and scheduling to meet the needs of the program;
- Conduct and make recommendations for hiring, evaluation and promotion of program staff;
- Assess work performance and provide mentoring, staff development and training as necessary;
- Promote professional development and accountability in a supportive environment;
- Work with the MHD Personnel Office regarding personnel issues of STI/HIV Program staff.
- Provide on-sight supervisory support to other clinic activities at Keenan Health Center as needed.

Community Leadership

- Collaborate with the MHD STI/HIV management team, Local Health Departments, State of WI Division of Health, academic institutions, and other community health centers, managed care organizations, physician networks and private physicians to assure program goals are met;
- Provide leadership to the MHD regarding preventive STI/HIV care;
- Coordinate efforts with other coalitions and initiatives and draw on available sources for technical assistance;
- Identify, recruit, develop, support and maintain primary partners around STI/HIV awareness and service delivery.

Minimum qualifications include a bachelor's degree in public administration, public policy, human services, public health, or related field from an accredited college or university and four years of progressively responsible experience in public health care program planning, policy development, community health assessment or health administration, including two years supervising staff and providing program management.

Comparison to Internal Position

Classification	Function
Title: Emergency Response Planning Director Pay Range: 1IX \$80,098 - \$112,137 FN: Recruit at \$95,932 Department: Milwaukee Health Department	<p>The basic function of this position is to be 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. Duties and responsibilities include:</p> <ul style="list-style-type: none"> • Assure program compliance with all city, state, and federal regulatory requirements relating to environmental health and emergency preparedness.

	<ul style="list-style-type: none"> • Monitor national best practices for regulatory programs and implement proven strategies to improve division performance and outcomes. • Formulate and recommend city policies, ordinances, resolutions, legislative positions, etc.
<p>Minimum qualifications: Requirements include a bachelor's degree from an accredited college or university in environmental health, emergency preparedness, public health, physical sciences, biological or natural sciences, and/or public or business administration; and minimum of 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.</p> <p><i>(Minimum requirements have not yet been assessed by the DER Staffing Division)</i></p>	

In considering the responsibilities of these positions, both the Infectious Disease Program Manager and the Sexual and Reproductive Health Program Manager are comparable in level and scope of responsibility to other directors in the Health Department's Environmental Health Division, namely the Emergency Response Planning Director. These positions all report directly to a Deputy Commissioner.

Based on these considerations, we recommend reclassifying the Infectious Disease Program Manager to Infectious Disease Program Director in pay range 1IX (\$80,098 - \$112,137) with a recruitment rate of \$95,932. We similarly recommend reclassifying the Sexual and Reproductive Health Program Manager to Sexual and Reproductive Health Program Director in pay range 1IX (\$80,098 - \$112,137) with a recruitment rate of \$95,932.

Action Required – Effective Pay Period 10, 2024 (April 28th, 2024)

*** 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
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: March 12th, 2024

Department of Public Works – Operations - Administration

Current	Recommended
Program Assistant II PR 5IN (\$57,620-\$72,025) (One Vacant Position)	Human Resources Assistant PR 5JN (\$60,036-\$75,045) FN: Recruit Rate: \$62,229 (One Vacant Position)

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

Department of Public Works – Operations – Transportation Fund

Current	Recommended
Transportation Accounting Assistant PR 5GN (\$53,351-\$66,689) (One Position)	Transportation Accounting Assistant 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 (One Position)

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Fire and Police Commission

Current	Recommended
Administrative Support Specialist 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 (One Position)	Administrative Specialist-Senior 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 (One Position)

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and HR personnel.

Department of Public Works – Operations - Administration

Current	Recommended
Program Assistant II PR 5IN (\$57,620-\$72,025) (One Vacant Position)	Human Resources Assistant PR 5JN (\$60,036-\$75,045) FN: Recruit Rate: \$62,229 (One Vacant Position)

The Department of Public Works has requested the reclassification of a Program Assistant II position in their Operations - Administrative Section to Human Resources Assistant due to the current level of responsibility, technical skills, and minimum qualifications. This position will provide confidential administrative support to the Human Resources Administrator.

The department indicated that this position has the potential to perform a full-range of professional duties relating to the human resources function including investigations, compliance audits, absence tracking, and maintaining confidential employee records.

Essential Functions:

- Assist HR Administrator with updating and maintain current Job Descriptions for all Operations positions, ensuring accuracy of essential job functions, competencies and compliance with ADA requirements.
- Initiate background checks for recommended candidates
- Provide the most recent job description and interview materials to managers as requested
- Maintain operations HR electronic filing system
- Track staff probationary reviews, performance reviews and promotion after underfill criteria
- Serve as a liaison between hiring managers and DER for by processing Hirenotify email notifications, promotions, underfills and transfer paperwork by obtaining necessary signatures and verify completeness of paperwork
- Provide confidential administrative support
- Process and coordinate documents required for disciplinary meetings and actions
- Maintain internal employee status spreadsheet (VOI) by maintaining position management tracking, current and previous incumbents and vacancies
- Create and update spreadsheets for tracking personnel actions including query reports from HCM
- Update employee personal information forms
- Create and update organizational charts
- Register Operations employees for seminars and training classes
- Process tuition reimbursement requests for all Operations employees
- Create requisitions for vacant positions using the JobAps software
- Assist with Tracking FMLA designations and monitor FMLA usage using CityTime
- Track sick leave use for the division
- Coordinate employee emergency paid sick and vacation leave approvals
- Participate in various HR projects
- Assure front office is organized and well maintained
- Greet and screen visitors
- Ensure telephone calls and email correspondence are handled properly, professionally, and redirected appropriately
- Order office supplies and print jobs; schedule shipping pick-ups; serve as Division Coordinator for programs, events, such as the Combined Giving Campaign, Summer Youth Interns, and UPAF; coordinate various DPW training programs.
- Assume responsibilities of the Operations Section Administrative Specialist Senior in his/her absence.

Minimum qualifications include an associate degree in human resources, business administration, or a related field from an accredited college or university and two years of experience providing direct support to a human resources function or comparable business function such as payroll, employee relations, benefits, or leave administration.

Based on the essential functions including assistance in investigations and disciplinary meetings, job description and employee file maintenance, and confidential administrative support to the HR Administrator, we recommend reclassifying this Program Assistant II position to a Human Resources Assistant position in pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Department of Public Works – Operations – Transportation Fund

Current	Recommended
Transportation Accounting Assistant PR 5GN (\$53,351-\$66,689) (One Position)	Transportation Accounting Assistant 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 (One Position)

The Department of Public Works has provided new information to the Department of Employee Relations related to the classification of a Transportation Accounting Assistant position in their Operations - Administrative Section. An updated job description was provided and discussions were held with Makisha Porter, DPW Human Resources Administrator.

This position performs daily accounting activities for DPW – Parking sections and accurately audits and reconciles revenue records and record revenue for various City Parking sections (tow lot, structures, meters, violations bureau, etc.) as well as DPW – Admin, Infrastructure and Operations.

Essential Functions:

Financials – Deposits – Auditing and recording

- Review/audit and reconcile revenue paperwork and documents and then record revenue for various City Parking sections (Tow Lot, structures, meters, violations bureau, etc.) as well as DPW – Admin, Infrastructure and Operations.
- Use PeopleSoft Financials Management System (FMIS) to create and record deposits and maintain records of all deposits for all cash receipts received which includes cash, credit slips and deposit slips.
- During review/audit of this information, it is sometimes necessary to discuss inaccuracies with providing divisions (users) and follow-up to make sure all deposit information is corrected.
- Create adjustments (in FMIS) if necessary.
- Work with City Treasurer's Office in reconciliation of deposits if needed, and to deposit actual revenue for various Parking sections, Admin, Infrastructure and Operations.
- Maintain Excel spreadsheets related to financial information. Track Parking capital accounts.

Accounts Payable – Invoices & Vouchers

- Review and sort invoices for all DPW Parking sections that are received from vendors and need to be processed for payment.

- Assign proper accounting information to each invoice prior to giving them to the Parking Financial Manager for review and signature which authorizes payment.
- Receives tow refund information from City Attorney's Office or Municipal Court, and creates invoices for same.
- Receives, reviews and reconciles all ProCard invoices from DPW – Admin, and all of the Parking Division sections.
- Creates Control Groups and vouchers (in FMIS) for such invoices (including any RUSH payments), tow refunds and ProCard invoices.
- Enters new vendor information into FMIS when needed in order to process invoices and tow refunds.
- Assist other DPW – Admin accounts payable staff if necessary.

Contracts and Purchase Orders

- Creates Direct Purchase Orders (which is a release against a vendor contract) so that money is pre-encumbered for payment of invoices against such contracts.
- This involves assigning appropriate accounting information, and allocating enough funds for term of PO and/or contract.
- If changes/modifications are made to contracts, change orders must be done in FMIS.
- Invoices for contracted vendors are sorted, monthly invoice charges are checked against contracts to assure that contractors are billing, and can be paid accordingly, and payment vouchers are created in FMIS. Spreadsheets are maintained for all such contract payments, as well as change orders.

Accounts Receivable

- Create and mail out invoices to companies and/or individuals that rent parking lot space and parking spaces from the City.
- Create invoices for: parking meter damage, or other miscellaneous damages; rents; or miscellaneous purchases.
- Retain department copies and send copies of invoices to proper divisions.
- Match company/vendor check with correct Accounts Receivable coupons and send to Treasurer's Office.
- Create, update and maintain records for rents and rental contracts.
- Creates and assigns appropriate accounting information for monthly IRI for all money pertaining to Parking.

Minimum qualifications include four years of experience performing accounting and/or bookkeeping work; or an associate degree in accounting, finance, business or related field and one year of experience in performing accounting and/or bookkeeping work.

Comparison to Internal Position

Classification	Function
Title: Water Billing Specialist Pay Range: 5KN \$63,038 - \$78,798 FN: Recruit at \$63,530 Department: Water Works	Conducts the detailed, accurate and deadline-driven prebilling review for over 165,000 Milwaukee Water Works (MWW) customers, including quarterly residential and monthly large commercial, industrial and suburban wholesale accounts. Duties and responsibilities include: <ul style="list-style-type: none"> • Conduct entire pre-billing process, generate multiple billing reports, review data and make necessary changes. Ensure that billing record integrity is

	<p>maintained by updating records, ordering investigations and recording the results accurately in the enQuesta system.</p> <ul style="list-style-type: none"> • Validate billing calculations throughout the pre-billing process using various reporting systems, formulas or data extraction tools, such as Cognos. • Maintain financial data relating to account receivable balances for various City funds and review daily, monthly and annual trial balances. • Update accounts receivable and prepare related documents, including general ledger adjustment entries, tax roll analysis and write off reviews. • Prepare and run customer information programs on a regular basis, completing maintenance and updates for customer accounts and system testing to verify results. • Resolve customer complaints by investigating, collecting and analyzing information and by composing responses or preparing reports. • Assist with running various financial reports, verifying daily, monthly, and year-end balances and updating daily cash receipts.
<p>Minimum qualifications: Four years of progressively responsible accounting or book keeping experience performing duties closely related to the duties listed above.</p>	

Based on the similarities of essential functions to the Water Billing Specialist including accounting and auditing functions related to department accounts payable and receivable, account and data maintenance, and financial reporting, as well as similar minimum qualifications to the Water Billing Specialist, we recommend reallocating this Transportation Accounting Assistant position to pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Fire and Police Commission

Current	Recommended
Administrative Support Specialist 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 (One Position)	Administrative Specialist-Senior 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 (One Position)

The Fire and Police Commission has requested the reclassification of an Administrative Support Specialist position to Administrative Specialist – Senior due to the current level of responsibility, technical skills, and minimum qualifications.

This position serves as the confidential assistant to the Fire and Police Commission Executive Director and prepares, for review and approval, the annual department operating budget, manages department accounts and records, handles procurement needs, directs and ensures the monitoring of police and fire payrolls, and functions as the personnel support to the Fire and Police Commission Deputy Director.

Essential Functions:

Budget/Finance:

- Prepare annual budget documents, required reports and supporting documentation.

- Perform on-going monitoring and reconciliation of all financial, salary, and special account expenditures with FMIS budget reports.
- Provide budget projections of salaries and expenditures.
- Prepare reports, correspondence and forms relative to budget and appropriation accounts.
- Prepare fund transfers and carry-over requests.
- Provide Executive Director with regular budget status reports.

Procurement and Contract Administration:

- Review specifications, meet with vendors and plan purchases of materials, services and equipment.
- Prepare RFPs, contracts, amendments, purchase orders, vouchers and other purchasing documents, track requisitions, monitor contract expiration dates, and prepare needed reports. Prepare an analysis of bids or proposals received as needed and make a recommendation regarding the award. Work with vendors on contract/invoice issues.
- Determine what general office purchases are necessary to maintain inventory and place all orders for supplies, services and equipment.
- Utilize a ProCard account and review department ProCard Statement for all ProCard users, verifying charges for accuracy, allocating expenditures to the appropriate accounts, making the requisite FMIS entries on a bi-weekly basis and ensuring compliance with program controls.
- Prepare various reports, correspondence and forms for the Executive Director relative to budget and appropriation accounts, procurement and service contracting functions, and information systems functions as needed

Oversee Office Functions:

- Prepare various reports, correspondence and forms to the Executive Director and Deputy Director as needed regarding payroll, personnel administration, and other administrative concerns.
- Oversee Department files and records by creating and maintaining financial, budgetary and personnel files, update/create record retention schedules and procedures, perform record searches, and prepare documentation for records transfer/destruction.
- Ensure coverage of front desk operations.
- Oversee work product of two Program Assistant I staff members and serve as lead worker in the Administrative Division, filling in for absent staff members.
- Handle citizen complainants in the absence of other available complaint staff

Personnel Administration:

- Conduct new employee orientation and training on office procedures, Time Entry, HCM and FMIS or other systems as needed. Arrange for supplies, equipment, ID badges and appropriate security access.
- Process new employee, vacancy, promotion, transfer, and retirement requests in HRMS, JobAps and other platforms.
- Create and maintain employee personnel records.
- Train all staff on new procedures or policy changes.

Other duties:

- Staff assistance to Executive Director: Function as a personal and confidential assistant to the Executive Director; initiate and compose general and confidential correspondence, reports and special projects.
- Run reports and prepare correspondence for the Deputy Director as needed.
- Monitor Public Safety Departments: Monitor personnel transactions; serve as a resource person for Fire and Police Departments and Department of Emergency Communications regarding issues affecting position authority and Commission procedures; liaison with other City Departments regarding Commission business.
- Serve as a back-up for the Program Assistant I in preparing for and attending Commission meetings and conducting post-meeting procedures; serve as a back-up for the Program Assistant I performing payroll duties; and also back up some of the functions of the Paralegal positions.

- Monitor employee payroll and act as payroll clerk in the absence of the Program Assistant I. Process pay progression, promotions, demotions, and leaves of absence, track FMLA, run HRMS queries, and create and update job descriptions. Answer/resolve payroll inquiries and discrepancies.

Minimum qualifications include a bachelor's degree in business administration, marketing, human resources, management, public administration, economics, sociology, or a related field from an accredited college or university, and two years of experience performing complex administrative duties related to the essential functions above.

Based on the essential functions including high level, confidential administrative support to elected or appointed officials, procurement and payroll administration functions, as well as general office administration, we recommend reclassifying this Administrative Support Specialist to Administrative Specialist-Senior in pay range 2GX: \$54,619-\$76,474 with a recruitment rate of \$66,992.

Action Required – Effective Pay Period 08, 2024 (March 31st, 2024)

*** 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
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

Cavalier Johnson

Mayor

Harper Donahue, IV

Director

Molly King

Employee Benefits Director

Nicole M. Fleck

Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: March 12th, 2024

Health Department – Community Health

Current	Recommended
Public Health Nurse Supervisor PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$87,656 (One Vacant Position)	Health Center Administrative Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Vacant Position)

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

Health Department – Clinical Services

Current	Recommended
Microbiologist – Lead PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,948 (One Vacant Position)	Microbiologist – Senior PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 (One Vacant Position)
Radiologic Technologist (0.5 FTE) PR 3GN (\$42,996 - \$51,201) FN: Recruitment is at \$45,143 (One Vacant Position)	Radiologic Technologist (0.5 FTE) PR 3PN (\$50,621.22 - \$77,225) FN: Recruitment is at \$58,321 (One Vacant Position)

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

Health Department – Policy, Innovation, and Engagement

Current	Recommended
Lead Program Information Specialist PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)	Data and Evaluation Coordinator PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)

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

Department of Administration – Office of Equity and Inclusion

Current	Recommended
New Position	Equal Rights Complaints Liaison PR 2GX \$54,619 - \$76,474 FN: Recruitment is at \$58,034 (One Vacant Position)
New Position	Data and Evaluation Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$56,291 (One Vacant Position)

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

Department Public Works - Infrastructure

Current	Recommended
New Positions	MKE Parks Worker PR 8CN (\$49,460 - \$58,151) FN: Recruitment is at \$50,130 (Two Positions)

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

Department of Employee Relations

Current	Recommended
HRIS Audit Coordinator PR 2JN (\$66,154 - \$92,612) Recruit Rate: \$74,027	HRIS Audit Coordinator PR 2JX (\$66,154 - \$92,612) Recruit Rate: \$74,502

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and HR personnel.

Health Center Administrative Manager

Current	Recommended
Public Health Nurse Supervisor PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$87,656 (One Vacant Position)	Health Center Administrative Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Vacant Position)

Background

The Milwaukee Health Department (MHD) has requested to repurpose a vacant Public Health Nurse Supervisor position in their Community Health Branch. The department is requesting a new classification of Health Center Administrative Manager to manage the administrative team members at the Southside Health Center and Clinic Office Coordinators at various MHD locations.

This position is responsible for overseeing a myriad of customer related interfaces that impact all of the Milwaukee Health Department (MHD) including the Central Intake phone system, Community Event Requests and targeted administrative needs of the MHD Health Centers and programs. This role requires a highly organized, detail-oriented, customer service driven individual that can assure for quality communications, interactions and facilities management to the public at large. This position provides coordination across various support staff and intake positions; assuring for communication, liaising and operational flows critical to quality services to the community and MHD programs.

Essential Functions:**Central Intake Management**

- Overseer of quality phone line management of MHD's Central Intake used for referrals and information of services
- Quality Improvement/Training/Monitoring of Customer Service Protocols and Expectations – phone etiquette, templates/talking points, conflict resolution, consistent messaging, provision of program/building/departmental updates

- Point person for updating phone trees in MHD to assure for clear, succinct, customer friendly telephonic navigation to the department's services.
- Coordinator of coverage needs across the support staff/central intake staff/greeters
- Superuser for Support for Electronic Health Record (EHR) roll out (and connection to Central Intake and Registration).
- Coordination with Community Health Branch leadership whose services are connected to Central Intake (i.e. Home Visiting, Safe Sleep, Community Healthcare Access, WIC, etc.) for the purposes of:
 - Provision of updates (to and from) to assure proper information is being provided to the community at large
 - Navigating any system/technology changes to Central Intake and informing relevant parties of anticipated impacts to program operations
 - Point person for Q&A related to Central Intake operations

Building Management

- Oversee onsite clinic office coordinator team across health centers who are responsible for supporting building operations. This is including but not limited to:
- Serve as point person for maintenance, security guards, clients and staff; coordinating building activities
- Handling building concerns and navigating resolutions (i.e. plumbing issues, flooding, lighting issues, parking lot/grounds, furniture replacement, etc.). Follow up on completion of orders.
- Triage complaints or concerns from health center customers and staff.
- Coordinates between cleaning company and MHD staff; submitting any cleaning needs and concerns to the contracted cleaning company.
- Liaison with security company providing support and pertinent updates to building staff as needed
- Provide updates and communications up to leadership team regarding safety concerns,
- Provide recommendations on improving the efficacy of inter-programmatic operations, including best usage of health center space.
- Facilitate clinic manager leadership meetings to assure for collaboration, information sharing and provision of pertinent updates for seamless building operations
- Participate in Safety Committee work to assure for implementation of building safety drills, protocols, emergency procedures.
- Point person for onsite contracted interpreter team management in Southside Health Center
- Triage emergency building needs with executive leadership and public work partners as needed

Community Event Coordination

- Monitoring of Support Staff tasked with receiving Community Education and Event Requests (CERs) via MHD website
- Developing and implementing tracking systems for CERs to assure that program leads are responding to the requests and that CER lead is responding back to the vendor (confirm/deny attendance)
- Working with Graphics/Comms team to assure for proper website navigation any recommended updates and revisions.
- Support largescale MHD community events coordination and awareness across the department; potentially formulate/inform a department-wide calendar of community events.

Procurement Support

- Coordinate with Finance/Inventory Management to assure for proper reoccurring procurement across health centers.
- Manage support staff with procard(s) that procure supplies and traveling arrangements for Community Health programs.

- Act as point for centralized purchasing accounts (i.e. Amazon, Walmart, etc.) for Community Health Branch programs.
- Invoice processing support.

Minimum qualifications include a bachelor's degree in business administration, communications or a closely related field from an accredited college or university and four years of experience in customer service, event coordinator, building management or another role closely related to the essential functions. One year of supervisory experience is required.

Comparison to Internal Position

Classification	Function
Title: Health Customer Services Manager Pay Range: 1HX \$75,162 - \$105,223 FN: Recruit at \$82,677 Department: Milwaukee Health Department	This position is responsible for Vitals Program Oversight and Reporting, staff Supervision, and Vitals Data Management. Duties and responsibilities include: <ul style="list-style-type: none"> • Supervise and facilitate workload and all activities of the MHD Vital Statistics Office and other public facing front desk staff. • Maintain a climate of good public service by ensuring that responses to customers are professional, courteous and provide accurate information. • Serve as the authorized representative of the State of Wisconsin as Deputy Registrar for the MHD. • Administer, coordinate, and evaluate all activities of the MHD Vital Statistics Office, including proper registration and issuance of birth and death certificates and fee revenue submissions, in compliance with Wisconsin State Statute Chapter 69.
Minimum qualifications: Requirements include a Bachelor's degree in business administration, communications or a closely related field from an accredited college or university and four years of experience in either a call center or involving high-intensity customer contact environment, including two years of experience at a supervisory level. Certification as a Wisconsin Notary Public within three months of appointment and throughout employment.	

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with the Health Customer Services Manager, we recommend repurposing this Public Health Nurse Supervisor position to Health Center Administrative Manager in pay range 1HX (\$75,162 - \$105,223) with a Recruitment rate of \$82,677.

Microbiologist – Senior

Current	Recommended
Microbiologist – Lead PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,948 (One Vacant Position)	Microbiologist – Senior PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 (One Vacant Position)

Background

The Milwaukee Health Department has requested to repurpose a vacant Microbiologist – Lead position in their Community Health Branch. The department is requesting a classification of Microbiologist – Senior to reflect changes in level of responsibility and supervisory duties. The department indicates that this position is no longer responsible for acting as a lead in both Environmental Microbiology and Clinical Microbiology. Their supervisory

responsibilities have decreased from direct supervision over 7+ employees/fellows, to 1-3 employees/fellows.

A reorganization in the Milwaukee Health Laboratory has prompted the changes in the reporting structure of the lab – the Microbiology – Senior reports directly to the Assistant Lab Director and the Microbiologist – Lead classification will be discontinued. The Microbiologist – Senior will have supervisory duties related to Microbiologists and lab fellows. Microbiologist – Senior positions provide leadworker duties including assigning duties, directing work, and checking and/or approving work. Seniors do not make hiring recommendations, evaluate performance, nor perform disciplinary action.

Essential Functions:

Technical

- Provides laboratory services in a timely and efficient manner using conventional and molecular methods (e.g. PCR and sequencing) for identification of microbial agents, enteric bacteria, viral and parasitic agents
- Assures quality lab testing by maintaining latest laboratory techniques and maintain skills required in the field of environmental microbiology sample processing and analysis
- Assumes responsibilities in writing standard operating protocols, reviewing and interpret test results, troubleshooting for lab technical problems and complex instruments used in the main laboratories
- Assumes technical responsibility in the absence of Assistant Laboratory Director
- Provides general direction and technical assistance to testing staff.

Operational

- Assists the MHD laboratory sections staff at bench-level activities of microbiologists and assumes the responsibility in their absence
- Assists in the development of education and training protocols; coordinates staff training and competency assessment for environmental test procedures and instructs students.
- Maintains inventory of supplies and coordinates orders for the main laboratory
- Provides leadership and work direction fellow laboratory staff, assists Assistant Lab Director in staff scheduling, writing and revising standard operating procedures (SOP) and organizing data for reports, grants, drafting manuscripts or presentations
- Utilizes computer/laboratory information systems appropriately.
- Provides guidance and support to clinical staff as needed.

Quality Assurance/Compliance

- Maintains appropriate quality control, safety measures per state of Wisconsin and federal guidelines for implementing the quality standards and assuring technical assistance at MHD clinical/environmental laboratories
- Assists in establishment of new programs, new method validation and test procedures
- Assume responsibilities for QA/QC practices at the MHDL laboratories
- Documents all appropriate information for quality assurance/improvement according to established protocol.
- Assists with preparation for regulatory inspections and other federal compliances
- Assists in BSL-2/BSL-3 safety training and performs duties as assigned by Lab Managers and Directors
- Serves as back-up for the senior or lead laboratory positions
- Assists in improving the quality and efficiency of laboratory procedures, policies and processes.
- Reviews laboratory results and quality controls for accuracy and validity.
- Leads nonconforming event (NCE) management in Environmental Microbiology Section.

Minimum qualifications include a Bachelor's degree in microbiology, medical technology, molecular biology or a closely related biological science from an accredited college or university and four years of experience as a professional level microbiologist in a clinical or public health laboratory performing duties related to the essential functions for this position.

Analysis and Recommendation

As the responsibilities, skills, and minimum qualifications of this position are the same as other Microbiologist - Senior positions, we recommend repurposing this Microbiologist - Lead to Microbiologist - Senior in pay range PR 2HN (\$58,223 - \$81,507) with a recruitment rate of \$66,764.

Radiologic Technologist

Current	Recommended
Radiologic Technologist (0.5 FTE) PR 3GN (\$42,996 - \$51,201) FN: Recruitment is at \$45,143 (One Vacant Position)	Radiologic Technologist (0.5 FTE) PR 3PN (\$50,621.22 - \$77,225) FN: Recruitment is at \$58,321 (One Vacant Position)

Background

The Milwaukee Health Department has requested a market study for a vacant Radiologic Technologist position in their Clinical Services Branch. The department and the Department of Employee Relations staffing section indicated that the position was posted for nearly 5 months without gleaning any qualified candidates.

Responsibilities and Minimum Requirements

The Radiologic Technologist performs radiographic diagnostic imaging procedures for patients with suspected or confirmed tuberculosis.

Essential Functions:

Perform x-rays and related functions according to State of WI statutory requirements:

- Take chest x-rays of patients with suspected or confirmed tuberculosis (TB) or latent TB infection (LTBI); send x-ray images electronically for reading by radiologist.
- Provide comprehensive documentation in the client's record
- Maintain equipment in clean and working condition, including attending to minor repairs.
- Assure that radiography supplies requested are the correct type and in quantities sufficient to meet program needs.

Minimum qualifications include a Current State of Wisconsin radiographer license, which must be provided at the time of application and maintained throughout employment. Certification with the American Registry of Radiologic Technicians (ARRT) at time of appointment and throughout employment. One year of related experience performing radiographic diagnostic imaging procedures.

Note: AART certification requires an associate's degree and a completed AART-approved educational program. The certification also has an ethics component and an examination.

Market Data Comparison for Radiologic Technologist from ERI

ERI defines a Radiologic Technologist as a position that Operates diagnostic imaging equipment to perform x-rays, CT scans, MRIs, or mammograms to produce images of a patient's tissues, organs, bones, and vessels for diagnostic purposes, as directed by Physician. Ensures patient care, comfort, and safety, following established radiologic requirements and regulations. Prepares patient for radiologic procedures, answers technical questions, and offers pre-procedure advice. Positions patient on examining table and changes immobilization devices to obtain optimum views of specified area of body requested by Physician. Explains procedures to patient to reduce anxieties and obtain patient cooperation. Moves equipment and patient into specified position, and adjusts equipment controls to set exposure time and distance, based on knowledge of radiographic exposure techniques and protocols. Analyzes and reports

results to Radiologist. Practices radiation protection techniques, using beam restrictive devices, patient shielding skills, and knowledge of applicable exposure factors, to minimize radiation to patient and staff. Maintains adequate radiologic supplies. Completes necessary reports and inputs required information into patient's records. May operate mobile imaging equipment in operating room, emergency room, or at patient's bedside.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Radiologic Technologist	Milwaukee, Wisconsin	Level 1	\$58,321	\$63,852	\$68,913
Radiologic Technologist	Milwaukee, Wisconsin	Level 2	\$66,426	\$72,685	\$78,481
Radiologic Technologist	Milwaukee, Wisconsin	Level 3	\$76,613	\$83,785	\$90,493

ERI as of January 1st, 2024

External Comparators

Position	Minimum Qualifications	Pay Range
Job Title: Diagnostic Radiologic Technologist – X-ray Employer: UW-Health	<ul style="list-style-type: none"> Graduate of a School of Radiologic Technology. Previous healthcare experience required Certification by appropriate body (ARRT) and valid Wisconsin Radiological License. CPR certification required within three months of hire. 	\$54,538 - \$81,806
Job Title: Radiologic Technologist Employer: Children's Hospital	<ul style="list-style-type: none"> Certification: ARRT, CPR/BLS License: Wisconsin State License as a Rad Tech Experience: 1 year of experience preferred but open to new grads that have clinical experience in pediatrics Education: Completion of Rad Tech Degree program 	\$58,032- \$79,040

Analysis and Recommendation

Based upon the above comparison to the market rates of pay in Southeastern Wisconsin and external comparators, the recommendation is to place the Radiologic Technologist into Pay Range 3PN (\$50,621.22 - \$77,225) with a minimum recruitment rate of \$58,321.

Data and Evaluation Coordinator

Current	Recommended
Lead Program Information Specialist PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)	Data and Evaluation Coordinator PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)

Background

The Milwaukee Health Department (MHD) has requested the reclassification of a Lead Program Information Specialist position to an existing classification of Data and Evaluation Coordinator. Job descriptions were provided and discussions were held with Lindsey O'Connor, Health Human Resources Administrator and Sarah Wallisch, Human Resources Representative.

Data and Evaluation Coordinator

The Department defines the Data and Evaluation Coordinator role as one that is responsible for design, development, implementation, analysis, and summary of program evaluation data for a broad range of program areas within the

City of Milwaukee Health Department (MHD). Working with epidemiologists and program staff, the evaluator maintains a portfolio of MHD programs, initiatives, and special projects, which this role is responsible for evaluating. In addition, the Evaluator manages and coordinates department-wide efforts to ensure that a performance management system is developed and maintained, resulting in data-driven programs. The Evaluator assures that department-wide performance improvement initiatives enhance operational and program efficiencies and effectiveness.

The Evaluator leads policy development related to program performance; leads and coordinates evaluations that impact public health systems; supports organizational strategic planning; researches and develops workforce development training programs to enhance performance outcomes related to priority health concerns; assist to detect, analyze and deter programmatic and administrative risks; and communicates findings to department leadership, elected officials and community stakeholders.

Essential Functions:

Program Evaluation

- Support all data and evaluation activities for department programming, including data collection and analysis and management practices to ensure that public health goals are effective and efficient.
- Develop and implement qualitative and quantitative data collection tools with feedback from and involvement of stakeholders (*e.g., survey design, instrument development, focus groups, key informant interviews, and client interviews*).
- Analyze and interpret qualitative and quantitative data using statistical software packages and qualitative data analysis techniques, with involvement of stakeholders.
- Create data visualizations and provide expertise in evaluation frameworks.
- Make recommendations for improvement where necessary or highlight operational successes.
- Provide technical support to stakeholders to ensure the highest quality of programmatic performance measurement and increase the department's capacity to evaluate and improve the department's practices, programs and use of resource.
- Provide individualized training opportunities to stakeholders to ensure data collection is relevant, strategic, and efficient.
- Collaborate with stakeholder to interpret data to develop useful and practical recommendations for program improvements.
- Develop collaborative relationships with community stakeholder to ensure the department's evaluation efforts are culturally responsive.

Performance Management

- Establish a performance monitoring and reporting system and provide frequent progress reports including, performance status, and quality improvement outcomes.
- Collaboratively design an information technology infrastructure required to support a department-wide performance and quality improvement system and open data sharing with the community.
- Research, develop and implement performance management processes including, a department-wide training to ensure compliance with program management system reporting and tool and materials to expand the department's capacity related to data.
- Maintain systems for tracking key performance indicators of the department by continuously reviewing and analyzing the alignment of program performance and department goals and strategies.
- Support the development of the department's annual report for the Mayor and Common Council.

Minimum qualifications include a bachelor's degree in public health, epidemiology, public policy, statistics, or related field from an accredited college or university and two years of experience in data research, evaluation, collection, and analysis and/or functions related to the position.

Lead Program Information Specialist

The Lead Program Information Specialist ensures efficient operation, maintenance, and quality assurance of all data and information systems in the Home Environmental Health (HEH) Childhood Lead Poisoning Prevention Program (CLPPP). This position ensures the program accurately tracks and reports blood lead surveillance, collection of environmental samples, and individual and environmental case management utilizing state and federal program standards to effectively integrate this data into program and department operations.

This position monitors and directs the day-to-day operation of CLPPP databases and coordinates data entry, quality control (QC), and quality assurance (QA) procedures of program staff to ensure the data integrity of program databases. The staff supports policy development related to program performance, evaluations that impact public health systems, and organizational strategic planning; assists to detect, analyze and deter programmatic and administrative risks; and communicates findings to department leadership, elected officials and community stakeholders.

Essential Functions:Program Data Management and Reporting

- Support all data and evaluation activities of assigned programs.
- Support the CLPPP program including data collection and analysis and management practices to ensure that public health goals are effective and efficient, utilizing program databases and the Healthy Homes and Lead Poisoning Surveillance System (HHLPS) system
- Extracts, manipulates, reports and interprets customized information from CLPPP databases for the purpose of program strategic planning and evaluation, trend analysis, service delivery, quality assurance, academic resource support, legislation support, public records requests, program quarterly and annual statistics, program QA/QC functions, timeline analysis and reports to funding agencies
- Analyze and interpret qualitative and quantitative data using statistical software packages and qualitative data analysis techniques, with involvement of stakeholders.
- Create data visualizations and provide expertise in evaluation frameworks.
- Make recommendations for improvement where necessary or highlight operational successes
- Provide technical support to stakeholders to ensure the highest quality of programmatic performance measurement and increase the department's capacity to evaluate and improve the department's practices, programs and use of resource.
- Provide individualized training opportunities to stakeholders to ensure data collection is relevant, strategic, and efficient.
- Collaborate with stakeholder to interpret data to develop useful and practical recommendations for program improvements.
- Develop collaborative relationships with community stakeholder to ensure the department's evaluation efforts are culturally responsive.
- May support one or several program areas.

Program Database Coordinator

- Develop database training protocols, train employees, and update training procedures for assigned programs as appropriate
- Trains all new employees in the use of CLPPP databases
- Provides updates to CLPPP database users and problem solving
- Develops and updates training protocols and procedures as appropriate
- Reviews and monitors input performance to assure quality data
- Establishes data input priorities and schedules
- Communicates with managers to maintain staffing levels for timely and accurate data input and processing

- Develops, monitors, and maintains CLPPP database quality control program
- Analyzes and solves problem occurring with CLPPP databases
- Coordinates problem solving with IT and state and federal CLPPP programs as appropriate
- Coordinates all program data issues with state and federal CLPPP programs
- Coordinates with state and federal CLPPP programs to develop and implement changes and updates to CLPPP database programs and technology.
- Act as point of contact for CLPPP specific software and applications for initial troubleshooting.
- May support one or several program areas

Information Technology Management

- Directs upgrades, expansion, and coordination of all CLPPP hardware and software
- Recommends software and program changes
- Supports update and maintenance of HEH and CLPPP web pages
- Communicates with ITMD staff as necessary

Minimum qualifications include a Bachelor's Degree of Science or a related field from an accredited college or university AND at least three (3) years of experience in database applications, data collection, statistics, and/or personal computer hardware and software. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Analysis and Recommendation

In evaluating the Lead Program Information Specialist position for FLSA exempt status, guidelines from the Department of Labor (DOL) were considered. For a Professional Exemption, the DOL requires that a FLSA exempt position's primary duty be "the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment", that the "advanced knowledge must be in a field of science or learning", and the "advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction."¹

The evaluation of the essential functions of this position indicate that it works very independently, is self-directed and requires independent judgement. Functions are not standardized nor easily catalogued, and require independent judgment to perform tasks, make recommendations, and troubleshoot complex issues of stakeholders to meet programmatic needs.

The knowledge required of the position related to data management, reporting, and information technology supports the DOL component of advanced knowledge that is predominately intellectual, and also that it is in a field of science or learning. This position requires the equivalent knowledge and skills of the Data and Evaluation Coordinator, including knowledge of public health research, policies, strategies, and evaluation methods, analytical, problem-solving, and decision-making skills, sound judgment, and communication and interpersonal abilities involving relationship building with stakeholders, working effectively with multi-cultural, multi-disciplinary staff, and engaging and presenting information to top management.

As the responsibilities of this position are comparable in nature of work and level of responsibility to other classified Data and Evaluation Coordinator positions, we recommended reclassifying this position of Lead Program Information

¹ WAGE AND HOUR DIVISION; UNITED STATES DEPARTMENT OF LABOR "Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act (FLSA)" *US Department of Labor*, September 2019, <https://www.dol.gov/agencies/whd/fact-sheets/17a-overtime>.

Specialist to Data and Evaluation Coordinator in Pay Range 2KX (\$70,501 - \$98,704) with a recruitment rate of \$77,551.

Equal Rights Complaints Liaison

Current	Recommended
New Position	Equal Rights Complaints Liaison PR 2GX \$54,619 - \$76,474 FN: Recruitment is at \$58,034 (One Vacant Position)

Background

The Office of Equity and Inclusion in the Department of Administration has requested the classification of the Equal Rights Complaints Liaison position created in the 2024 budget. Discussions were held with Bernadette Karanja, Chief Equity Officer, and a job description was provided.

Responsibilities and Minimum Requirements

Under the Supervision of the Chief Equity Officer, incumbent is responsible for receiving, reviewing, referring and tracking all Constituent Equal Rights Complaints in compliance with City Ordinance Chapter 109. Incumbent will work the Equal Rights Commission to establish a compliant and appropriate referral structure for jurisdictional and non-jurisdictional complaint investigations.

Essential Functions:

- Create a digital log of all complaints received daily at the Office of Equity and Inclusion
- Filter complaints by jurisdictional and non-jurisdictional status
- Refer non-jurisdictional complaints to County and State in writing
- Process jurisdictional complaints for submission to the Equal Rights Commission
- Staff the Equal Rights Commission's Committee Hearings related to jurisdictional complaints related specifically to: (1) Lawful Source of Income (2) Marital Status (3) Gender Identity or Expression (4) Victim of Domestic Abuse or Sexual Abuse (5) Protective Hair Styles (6) Past or Present Membership in the Military (7) Genetic Identity (8) Homelessness (9) Familial Status
- Provide technical assistance, and act as a resource liaison to the City Attorney's designee to the Equal Rights Commission relative to Constituent jurisdictional complaints.
- Work in tandem with the Equal Rights Specialist in publishing Equal Rights Commission Hearings

Minimum qualifications include a Bachelor of Science Degree in Paralegal Studies or related degree. At least 3 years of experience in the paralegal field, public education, public administration, political science or equivalent experience.

Market Data Comparison for Complaints Analyst from ERI

ERI defines a Complaints Analyst as a position that Receives, processes, and analyzes customer complaints. Conducts investigations into customer complaints and grievances. Arranges for resolutions to customer issues. Records complaints to ensures the ability to track and analyze. Analyzes trends in complains and recommends process changes. Makes suggestions to complaint reporting and resolution procedures. May oversee database or software for documenting customer issues and resolutions.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Complains Analyst	Milwaukee, Wisconsin	Level 1	\$47,985	\$53,413	\$58,720
Complains Analyst	Milwaukee, Wisconsin	Level 2	\$58,034	\$64,639	\$71,137
Complains Analyst	Milwaukee, Wisconsin	Level 3	\$70,315	\$78,325	\$86,254

ERI as of August 14th, 2023

Analysis and Recommendation

Based upon the above comparison to the market rates of pay in Southeastern Wisconsin, the recommendation is to classify the Equal Rights Complaints Liaison in Pay Range 2EX (\$48,079-\$67,309) with a minimum recruitment rate of \$58,416.

Data and Evaluation Specialist

Current	Recommended
New Position	Data and Evaluation Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$56,291 (One Vacant Position)

Background

The Office of Equity and Inclusion in the Department of Administration has requested the classification of the Data Specialist (Data Specialist title requested, Data and Evaluation Specialist recommended) position created in the 2024 budget. Discussions were held with Bernadette Karanja, Chief Equity Officer, and a job description was provided.

Responsibilities and Minimum Requirements

Under the supervision of the Chief Equity Officer, the incumbent will coordinate Office of Equity and Inclusion's city-wide data aggregation and research related to all 44 Division and ancillary Departments and their community footprints. In addition, the incumbent will support OEI's REI Coordinator and DOA's Community Analytics Analyst in collating geographic based quantitative analysis needed to make informed decisions about closing inequitable and exclusive gaps in the allocation of city resources.

Essential Functions:

Data Collection and Analysis

- Plan and conduct geographic-based studies, case analysis, to implement pertinent and practical solutions to racial and gender disparities in city service.
- Collaborate in the survey or investigation design process, including conducting a literature review, determining methodological techniques and processes, designing questionnaires and other data-collection instruments.
- Follow ethics and confidentiality guidelines and principles (including federal, state, and department rules) when collecting, using, analyzing and disseminating data, conducting research and quality improvement.
- Generate descriptive analyses of primary and secondary data for a variety of audiences.
- Assess need for special analyses, including cluster investigations, survival or longitudinal analyses, or cost-effectiveness/cost benefit/cost utility analyses.
- Provide technical assistance and training on data management, and statistical analysis to department staff. Act as a resource on internal and external committees.
- Support the development of the Office of Equity and Inclusion's Staff and Community Assessment and other related department strategic plans.

Reporting Research Findings

- Make recommendations regarding the validity of primary and secondary data. Make recommendations for effective, evidence-based interventions
- Prepare written and oral reports and presentations that communicate necessary information to professional audiences, policy makers, and the general public.
- Use principles of risk communication to efficiently and effectively disseminate findings.
- Create data visualizations to help stakeholders understand and interpret data.
- Prepare needs statements for funding proposals.

Data System Management

- Design data management systems that include groups subject to social-economic disparities or other potentially underrepresented groups (using standard categories where available).
- Exercise discretion in the management of sensitive databases, including overseeing the collection, cleansing, storing, and maintenance of data from multiple sources across different platforms.

Minimum qualifications include a Bachelor of Science Degree in Data Analytics, Urban Planning, Public Administration, or related degree and three years of related experience.

Comparison to Internal Positions

Classification	Function
Title: Intelligence Analyst Pay Range: 2GN (\$54,619 - \$76,474) FN: Recruit at \$57,572 Department: Milwaukee Police Department	<p>The basic function of this position is to be coordinate and lead outreach efforts with regional public and private sector representatives to provide Vulnerability Assessments and related resources in the furtherance of the National Preparedness Goals Core Capabilities of Prevention, Protection and Mitigation; and to further the information sharing mission of the Southeastern Wisconsin Threat Analysis Center (STAC). Duties and responsibilities include:</p> <ul style="list-style-type: none"> • Gather, research and analyze international, national, and local threat information relating to critical infrastructure. • Identify appropriate strategies to mitigate vulnerabilities to critical infrastructure. • Provide recommendations for current and future assessment priorities. • Provide threat input in support of finished assessment products.
Title: Laboratory Data Specialist Pay Range: 2EN (\$48,079 - \$67,309) FN: Minimum recruitment at \$56,291 Department: Milwaukee Health Department	<p>The Laboratory Data Specialist is responsible for meeting the goals of the Centers for Disease Control and Prevention (CDC) Epidemiology & Laboratory Capacity grant by performing data analysis, maintaining data security and integrity and by ensuring that LIS disaster recovery protocols are in place.</p> <ul style="list-style-type: none"> • Laboratory Data Oversight: Establish mechanisms to electronically report resistant isolate results to the clinic sites, the Wisconsin Division of Public Health (WI DPH), the Antimicrobial Resistance Laboratory Network (ARLN) and the CDC within 24 hours • Informatics Interoperability, Functionality, Data Access, Compliance and Quality Work: Optimize the use of off-site reporting via electronic messaging; develop and implement reporting mechanisms • Support and Maintenance of the Laboratory Information System (LIS): Assist with analyzing, troubleshooting and solving LIS system-related problems; maintain the integrity of the LIS database; ensure supporting maintenance of the LIS.

Analysis and Recommendation

In considering the functions of this position, the Data and Evaluation Specialist is comparable in level and scope of responsibility to the Laboratory Data Specialist. Based on these considerations, it is recommended to classify the Data and Evaluation Specialist in Pay Range 2EN (\$48,079 - \$67,309) with a minimum recruitment rate of \$56,291

MKE Parks Worker

Current	Recommended
New Positions	MKE Parks Worker PR 8CN (\$49,460 - \$58,151) FN: Recruitment is at \$50,130 (Two Positions)

Background

These are the final new positions for the MKE Parks Program being classified. These positions will provide the maintenance and necessary repairs for the 50 parks, 70 square acres of land that the City of Milwaukee oversees and operates. Duties and responsibilities include:

- Cutting grass with a lawnmower
- Inspecting and repairing park playground and seating equipment
- String trimming – weedwhacker
- Planting beds
- Treating and removing weeds
- Planting turf – sod and seed
- Waste removal (year-round)
- Installing mulch
- Tree removal (year-round)
- Fence clearing (winter)
- Vegetation management (year-round)
- Planning and preparation for next season

Minimum qualifications include at least six months of maintenance work experience and a Class D driver's license required at time of application and throughout employment. These requirements have not yet been assessed by the Staffing Division.

The Urban Forestry Worker performs various horticultural work activities in the establishment, maintenance, and renovation of boulevards and other City greenspaces and provide ground level support for tree maintenance crews performing more technical tasks on City trees. They plant, maintain, and remove trees, shrubs, flowers, and turf on city boulevards and other greenspaces, including site preparation and planting, bed building and repair, mowing and trimming. This position operates equipment for snow and ice, spreaders for mulch and topsoil, trenchers, riding mowers and other hand and motorized equipment used in the industry.

Based off the responsibilities and level of duties in comparison to the position of Urban Forestry Worker, this report recommends classifying two new positions as MKE Parks Worker in Pay Range 8CN (\$49,460 - \$58,151) with a recruitment rate of \$50,130.

HRIS Audit Coordinator

Current	Recommended
HRIS Audit Coordinator PR 2JN (\$66,154 - \$92,612) Recruit Rate: \$76,222	HRIS Audit Coordinator PR 2JX (\$66,154 - \$92,612) Recruit Rate: \$76,222

The Department of Employee Relations has requested a change in FLSA designation for the HRIS Audit Coordinator from nonexempt to exempt. This recommendation does not affect the rates of pay for the incumbent. With the upcoming Enterprise Resource Project, this position will take on a lead role in directing and training new audit staff that will be added to the DER Compensation staff.

Duties, Responsibilities, Requirements

The HRIS Audit Coordinator serves in a lead capacity for city department payroll personnel to ensure the accurate processing of payroll and personnel transactions Citywide. The position is a resource to department payroll staff.

- 30% HRIS Transaction Auditing Administration: Develop auditing methods to ensure HRIS transaction accuracy using the proper documentation, authorization and/or certification. Audit complex pay and personnel HRIS transactions. Verify and reconcile records in accordance with the City Services Rules, Salary Ordinance, and payroll procedures. Request entries be made or corrections to existing entries be made to insure HRIS data is accurate, reliable, and in compliance with the City Services Rules, Salary Ordinance, and payroll procedures.
- 30% Citywide HRIS Transaction Support: Manage and delegate inquiries received via the DER Pay Services email inbox. Act as an informational resource to citywide department staff in making HRIS transactions. Provide training and guidance in accordance with the curriculum, procedures, and policies set by the Functional Applications Administrator.
- 20% Complex Pay System Implementation: Provide support to and consult with City department staff and the Functional Applications Administrator in the functional application/maintenance of city pay practices including career ladder implementation and advancement, recruitment matrices, merit-based pay progression, mass rate changes, etc.
- 15% Training and Development: Conduct trainings for City payroll personnel in accordance with the curriculum and procedures set forth by the Functional Applications Administrator, assist with the scheduling and implementation
- 5% Research and analyze data as requested to assist with special reports for projects as needed.

The minimum requirements include four years of clerical experience performing duties related to the position, including at least one year of experience performing complex functions in PeopleSoft HCM. A bachelor's degree in business administration, accounting, mathematics, psychology or equivalent may be substituted for up to two years of experience.

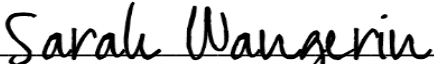
Necessary knowledge, skills, and abilities include:

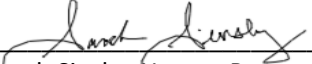
- Knowledge of payroll processing procedures.
- Ability to use PeopleSoft HCM to make entries and run queries.
- Ability to read/interpret personnel policies, civil service rules, salary ordinance, and labor agreements.
- Ability to effectively communicate City policies and employee relations procedures.
- Ability to work independently and use judgment to know when to ask for guidance.
- Approachable and able to maintain composure when dealing with a conflict or stressful situation.
- Ability to plan, set priorities and schedule activities to assure completion of assignments in a timely manner.
- Ability to provide exceptional service to all customers of the Department of Employee Relations.
- Computer skills to use Microsoft Office software and other programs to complete work.
- Ability to interpret City ordinances, policies, and employment laws.
- Knowledge of payroll processing procedures.


With the oversight responsibility for leading, training, and overseeing the work of city payroll personnel citywide, the recommendation is to classify this position as HRIS Audit Coordinator in Pay Range 2JX.

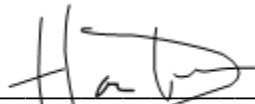
Action Required – Effective Pay Period 08, 2024 (March 31st, 2024)

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

Prepared by: 
Sarah Wangerin, Human Resources Representative

Prepared by: 
Sarah Sinsky, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	3/15/2024	File Number	231751	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on March 12th, 2024.				

B	Submitted By (Name/Title/Dept./Ext.)	Sarah Wangerin/ Human Resources Representative / Employee Relations
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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 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.**

The total cost for 2024 is \$59,309. The total cost for a full year is \$89,361. Please see attached spreadsheet for details. Cost breakdown is in 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**

City Service Commission Meeting of March 12, 2024
Finance and Personnel Committee Meeting of March 15, 2024

NEW COSTS FOR 2024

Pos.	Dept	From	PR	To	PR	CURRENT	NEW	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
						Annual	Annual					
1	DER	HRIS Audit Coordinator	2JN	HRIS Audit Coordinator	2JX	\$84,845	\$84,845	8	\$0	\$0	\$0	0.00%
1	DOA - OEI	New Position	N/A	Equal Rights Complaints Liaison	2GX	N/A	\$58,034	8	N/A	Included in 2024 budget		
1	DOA - OEI	New Position	N/A	Data and Evaluation Specialist	2EN	N/A	\$56,291	8	N/A	Included in 2024 budget		
2	DPW - Infra	New Position	N/A	MKE Parks Worker	8CN	N/A	\$50,130	8	N/A	Included in 2024 budget		
1	DPW - OPS	Program Assistant II	5IN	Human Resources Assistant	5JN	\$57,620	\$62,229	8	\$3,368	\$689	\$4,057	8.00%
1	DPW - OPS	Transportation Accounting Assistant	5GN	Transportation Accounting Assistant	5JN	\$61,051	\$64,737	8	\$2,693	\$551	\$3,244	6.04%
1	FPC	Administrative Support Specialist	2EN	Administrative Specialist-Senior	2GX	\$66,847	\$71,526	8	\$3,419	\$479	\$3,898	7.00%
1	MHD	Community Outreach Specialist	2EN	Family and Community Health Director *	1LX	\$56,291	\$109,089	10	\$25,892	\$3,625	\$29,516	93.80%
1	MHD	Microbiologist – Lead	2JN	Microbiologist – Senior **	2HN	\$76,948	\$66,764	8	(\$3,721)	(\$761)	(\$4,482)	-13.24%
1	MHD	Public Health Nurse Supervisor	1GX	Health Center Administrative Manager	1HX	\$87,656	\$82,677	8	(\$3,639)	(\$509)	(\$4,148)	-5.68%
1	MHD	Radiologic Technologist (0.5 FTE)	3GN	Radiologic Technologist (0.5 FTE)	3PN	\$45,143	\$58,321	8	\$4,815	\$985	\$5,800	29.19%
1	MHD	Infectious Disease Program Manager	1HX	Infectious Disease Program Director	1IX	\$104,611	\$115,072	10	\$6,840	\$958	\$7,798	10.00%
1	MHD	Lead Program Information Specialist	2KN	Data and Evaluation Coordinator	2KX	\$88,743	\$88,743	8	\$0	\$0	\$0	0.00%
1	MHD	Maternal and Child Health Director	1LX	Family and Community Health Director *	1LX	112136.96	\$123,351	10	\$5,499	\$770	\$6,269	10.00%
1	MHD	Sexual and Reproductive Health Program Manager	1HX	Sexual and Reproductive Health Program Director	1IX	\$98,703	\$108,573	10	\$6,454	\$904	\$7,357	10.00%
16									\$51,621	\$7,688	\$59,309	12.93%

Assume effective date is Pay Period 08, 2024 (March 31st, 2024) unless otherwise indicated.

* Position funded 50% by COVID-19 Phylodynamics Grant

** Position funded 25% by Maternal and Child Health Grant

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

NEW COSTS FOR FULL YEAR

Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
1	DER	HRIS Audit Coordinator	2JN	HRIS Audit Coordinator	2JX	\$84,845	\$84,845	1	\$0	\$0	\$0	0.00%
1	DOA - OEI	New Position	N/A	Equal Rights Complaints Liaison	2GX	N/A	\$58,034	1	N/A Included in 2024 budget			
1	DOA - OEI	New Position	N/A	Data and Evaluation Specialist	2EN	N/A	\$56,291	1	N/A Included in 2024 budget			
2	DPW - Infra	New Position	N/A	MKE Parks Worker	8CN	N/A	\$50,130	1	N/A Included in 2024 budget			
1	DPW - OPS	Program Assistant II	5IN	Human Resources Assistant	5JN	\$57,620	\$62,229	1	\$4,609	\$943	\$5,552	8.00%
1	DPW - OPS	Transportation Accounting Assistant	5GN	Transportation Accounting Assistant	5JN	\$61,051	\$64,737	1	\$3,686	\$754	\$4,439	6.04%
1	FPC	Administrative Support Specialist	2EN	Administrative Specialist-Senior	2GX	\$66,847	\$71,526	1	\$4,679	\$655	\$5,334	7.00%
1	MHD	Community Outreach Specialist	2EN	Family and Community Health Director *	1LX	\$56,291	\$109,089	1	\$39,599	\$5,544	\$45,143	93.80%
1	MHD	Microbiologist – Lead	2JN	Microbiologist – Senior **	2HN	\$76,948	\$66,764	1	(\$5,092)	(\$1,041)	(\$6,134)	-13.24%
1	MHD	Public Health Nurse Supervisor	1GX	Health Center Administrative Manager	1HX	\$87,656	\$82,677	1	(\$4,979)	(\$697)	(\$5,676)	-5.68%
1	MHD	Radiologic Technologist (0.5 FTE)	3GN	Radiologic Technologist (0.5 FTE)	3PN	\$45,143	\$58,321	1	\$6,589	\$1,348	\$7,937	29.19%
1	MHD	Infectious Disease Program Manager	1HX	Infectious Disease Program Director	1IX	\$104,611	\$115,072	1	\$10,461	\$1,465	\$11,926	10.00%
1	MHD	Lead Program Information Specialist	2KN	Data and Evaluation Coordinator	2KX	\$88,743	\$88,743	1	\$0	\$0	\$0	0.00%
1	MHD	Maternal and Child Health Director	1LX	Family and Community Health Director *	1LX	112136.96	\$123,351	1	\$8,410	\$1,177	\$9,588	10.00%
1	MHD	Sexual and Reproductive Health Program Manager	1HX	Sexual and Reproductive Health Program Director	1IX	\$98,703	\$108,573	1	\$9,870	\$1,382	\$11,252	10.00%
16									\$77,832	\$11,528	\$89,361	12.93%

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