



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 26th, 2024

Health Department – Home Environmental Health

Current	Recommended
New Positions	Housing Compliance Officer 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
	Housing Compliance Officer 2 PR 7IN (\$76,312 - \$97,635) FN: Recruitment is at \$78,279 (Two Positions)
New Positions	Lead Project Inspector 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
	Lead Project Inspector 2 PR 7IN (\$76,312 - \$97,635) FN: Recruitment is at \$78,279 (Two Positions)

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

Housing Compliance Officer

Current	Recommended
New Positions	Housing Compliance Officer 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
	Housing Compliance Officer 2 PR 7IN (\$76,312 - \$97,635) FN: Recruitment is at \$78,279 (Two Positions)

Background

The Milwaukee Health Department (MHD) has requested the classification of two Housing Compliance Officer positions in their Environmental Health Branch. These positions are partially funded by the HUD Lead Hazard Reduction grant. The grant awards \$5,000,000 in Lead Hazard Reduction Funds and \$700,000 in Healthy Homes funds to address health and safety issues in Milwaukee's housing in order to improve the health of Milwaukee's children. The result of this grant would be 310 properties assessed for lead, 273 units enrolled and abated and 62 lead abatement workers trained and hired. At least 120 units would receive healthy homes services.

The Housing Compliance Officer will provide a higher level of specialized inspections and investigative service relating to intensive enforcement of lead abatement. The Department explained that this position will reorganize the reactive model of lead abatement into a model of proactive rental prosecution and build out of a more robust enforcement arm of the HEH Division to assist in recouping costs of lead abatement and provide safe housing. Position will allow use of escalated enforcement options involving municipal and referral to circuit court as well as federal prosecution of property owners with egregious rental practices involving lead paint hazards. Coordination of legal cases with DHS DATCP, DNR, HUD, DOJ, and City Attorney's office is required.

Essential Functions:

- Proactively evaluate inspection problem landlords to identify and address properties with noncompliant lead hazards in conjunction with community groups, nonprofit organizations, neighborhood groups and/or other interested parties.
- Conduct escalated enforcement and process serving for citations, special administration warrants, and written orders for both municipal and circuit court.
- Conducts research relating to property ownership and persons with financial interest in properties to improve enforcement activities.
- Meets with property owners or operators whose properties are not in compliance with the code to determine appropriate means of gaining compliance with property preservation meetings.
- Conducts lead hazard inspections in conjunction with the City Attorney's Office, Milwaukee District Attorney's Office, DOJ, HUD, EPA, DATCP and DHS.
- Assists with special programs such as targeted enforcement, lis pendens, tenant retaliation, and lead disclosure rules.
- Meets with community groups, other City departments and other enforcement agencies to discuss enforcement problems and strategies including condemnation and placarding.
- Prepares reports and correspondence relating to enforcement activities and appeal hearings to assist HEH inspection staff.

Minimum qualifications include:

- Bachelor's degree in architecture, engineering, construction management, environmental science or other related science degrees and possession of the state certification for lead risk assessor. And one year of experience in lead inspection and abatement.

Certifications, Licenses, Registrations (all positions):

- Possess either certification of Lead Risk Assessor or Lead Supervisor at the time of appointment.
- Obtain both certifications, Lead Risk Assessor and Lead Supervisor within 6 months
- Obtain Wisconsin UDC construction certification or International Code Council commercial construction certification within 1 year of appointment.

NOTE: (1) Required certifications may from time to time be updated, modified or exchanged when building codes and/or certifying organizations become obsolete, merge, change, or adopt new standards. Any changes to required certifications will be recommended by MHD HEH and approved by Department of Employee Relations
(2) All certifications must be maintained throughout appointment within MHD.

Lead Project Inspector

Current	Recommended
New Positions	Lead Project Inspector 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
	Lead Project Inspector 2 PR 7IN (\$76,312 - \$97,635) FN: Recruitment is at \$78,279 (Two Positions)

Background

The Milwaukee Health Department (MHD) has requested the classification of two Lead Project Inspector positions in their Environmental Health Branch. These positions are partially funded by the HUD Lead Hazard Reduction grant. The grant awards \$5,000,000 in Lead Hazard Reduction Funds and \$700,000 in Healthy Homes funds to address health and safety issues in Milwaukee's housing in order to improve the health of Milwaukee's children. The result of this grant would be 310 properties assessed for lead, 273 units enrolled and abated and 62 lead abatement workers trained and hired. At least 120 units would receive healthy homes services.

The Lead Project Inspector provides comprehensive property inspections, creates and approves scopes of work, estimates rehabilitation costs, and ensures that rehabilitation and new construction work meets lead abatement standards and state adopted building codes for renovation and construction. Projects must also comply with City of Milwaukee Code of Ordinances, City of Milwaukee construction specifications, U.S. Department of Housing and Urban Development (HUD) regulations, and Wisconsin Department of Health Services (DHS) regulations for lead abatement activities.

Essential Functions:

Project Inspection

- Perform initial inspection with homeowner or lead abatement.
- Perform progress inspections throughout the duration of the activity to ensure compliance with project scope, building codes, City specifications, Federal HUD regulations, and State DHS regulations.
- Approve contractor draw requests.
- Create project scope of works for all lead abatement activities
- Refer all building code related violations for life safety to DNS.
- Ensure all appropriate alteration, electrical, and plumbing permits are obtained
- Approve contractor progress and final draw requests.
- Approve change orders for required additional work.
- Grant final approval at completion of work.
- Perform progress inspections and hold meetings to clarify with contractor.
- Perform final code compliance inspections.
- Inspect all permitted construction and heating, ventilation and air conditioning (HVAC) work.
- Approve final forms for HUD/Community Development Block Grant (CDBG) HOME-funded projects.

Technical

- Use Land Management System (LMS), field notes, measurements, and photographs to write scopes of work.

- Meet with clients, including homeowners, contractors, and community groups in person or over the phone to explain the MHD and DNS permitting, coordinate construction work, and provide technical support.
- Prepare reports and correspondence relating to project activity. Maintain photo folder for each project. Log inspection activity in the Land Management System (LMS) and MHD databases.
- Handle complaints and maintain communication with complainants regarding complaints.

Minimum qualifications include:

- Five years' experience in residential housing inspection, rehabilitation, and/or new construction.
OR
- Bachelor's Degree from an accredited college or university in architecture, engineering, or a closely related field plus one year of experience in housing rehabilitation and/or new construction or a closely related field.

Certifications, Licenses, Registrations (all positions):

Possession of the following certifications within six months of appointment as a condition of completing probation:

- State of Wisconsin Department of Safety and Professional Services (DSPS) Uniform Dwelling Code (UDC)- Construction Inspector Certification.
- Wisconsin DHS Lead (Pb) Risk Assessor Certification.

NOTE: (1) Required certifications may from time to time be updated, modified or exchanged when building codes and/or certifying organizations become obsolete, merge, change, or adopt new standards. Any changes to required certifications will be recommended by MHD HEH and approved by Department of Employee Relations
(2) All certifications must be maintained throughout appointment within MHD.

Comparison to Internal Position

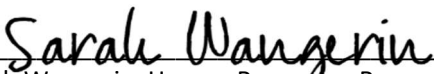
Classification	Function
Title: Neighborhood Improvement Project Inspector 1 Pay Range: 7HN (\$72,929-\$92,290) FN: Recruitment is at \$74,365 Department: Department of Neighborhood Services	<p>The Neighborhood Improvement Project (NIP) Inspector 1 provides comprehensive property inspections, creates and approves scopes of work, estimates rehabilitation costs, and ensures that rehabilitation and new construction work meets building codes. Duties and responsibilities include:</p> <ul style="list-style-type: none"> • Inspect residential properties (new construction, rehabilitation, and city owned foreclosures) to prepare rehabilitation scopes of work, including construction, electrical, plumbing, and lead hazard abatement work. • Perform interim and final inspections (new construction, rehabilitation, and City owned foreclosed properties) to assure compliance with building code and City specifications. Manage Compliance Loan Program projects, including bidding and awarding contracts. Monitor new construction, rehabilitation, and City owned foreclosure projects to assure manufacturer's standards are complied with. • Transfer field inspection notes to a spreadsheet to create written scopes of work and cost estimates. Review construction plans and review approved scopes of work provided by other City departments and City funded agencies. Issue repair orders to purchasers of City of Milwaukee properties, including emergency/placard orders when required.
Minimum qualifications: Requirements include a Five years' experience in residential housing inspection, rehabilitation, and/or new construction OR Bachelor's Degree from an accredited college or university in architecture, engineering, or a closely related field, plus one year of experience in housing rehabilitation and/or	


new construction or a closely related field OR Current status as a Code Enforcement Inspector or above with the City of Milwaukee's Department of Neighborhood Services and three years of experience in residential housing rehabilitation and/or new construction. Possession of the following certifications within one year of appointment as a condition of completing probation:

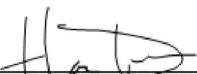
- a. State of Wisconsin Department of Safety and Professional Services (DSPS) Uniform Dwelling Code (UDC)-Construction Inspector Certification.
- b. Wisconsin DHS Lead (Pb) Risk Assessor Certification.

Action Required – Effective Pay Period 09, 2024 (April 14th, 2024)

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

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