



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

July 14, 2014

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

Dear Committee Members: Re: Common Council File Number **140442**

The following classification and pay recommendations were approved by the City Service Commission on **June 24, 2014**.

In the Health Department, one position of Public Health Nurse Supervisor, PR 1DX was recommended for reclassification to Nursing Practice Manager, Pay Range 1DX.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, Deborah Ford, Nicole Fleck, Bevan Baker, Joe'Mar Hooper, Yvette Rowe, and Barbara Henry



JOB EVALUATION REPORT

City Service Commission Meeting: June 24, 2014

HEALTH DEPARTMENT

Current	Request	Recommendation
Public Health Nurse Supervisor PR 1DX (\$54,322 - \$76,046)	Manager of Nursing Practice PR 1DX (\$54,321 - \$76,046)	Nursing Practice Manager PR 1DX (\$54,322 - \$76,046)
The recommended title of Nursing Practice Manager more accurately reflects the duties and responsibilities of the job and conforms to the titling conventions used by the Department of Employee Relations.		

Action Required – Effective Pay Period 18, 2014 (August 17, 2014)

In the Salary Ordinance, under Pay Range 1DX, add the title "Nursing Practice Manager."

In the Positions Ordinance, under Health Department, Disease Control and Environmental Health Services Division, Sexually Transmitted Disease Clinic, delete one position of "Public Health Nurse Supervisor (X)(Y)" and add one position of "Nursing Practice Manager(X)(Y)".

Background

The Health Department requested that a current position of Public Health Nurse Supervisor be changed to Manager of Nursing Practice. In reviewing this request, a revised job description prepared by the department was reviewed.

Duties, Responsibilities & Requirements

The purpose of this position is to provide leadership and management oversight to the Health Department's nursing practices, assuring that Public Health Nurses demonstrate quality nursing practices, ensuring that protocols and policies reflect current nursing practice, and assuring that nursing programs are compliant with state statutes and other laws governing public health nursing practices. This position, under the general direction of the Health Operations Administrator, identifies and addresses nursing standards of practice consistent with program needs. This Manager will work under the general direction of the Health Operations Administrator.

The position requires a bachelor's degree in nursing and four year of related nursing experience. These requirements have not, however, been assessed for purposes of staffing.

Recommendation

In order to more accurately reflect the duties and responsibilities of this job, it is recommended that this position's title be changed from Public Health Nurse Supervisor to Nursing Practice Manager. There is no change in pay level associated with this recommendation.

Prepared by:



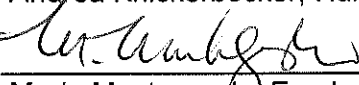
Laura Sutherland, Human Resources Representative

Reviewed by:



Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Maria Monteagudo, Employee Relations Manager