

**Job Evaluation Report**

City Service Commission Meeting: January 10, 2017

Consistent with past practice the Department of Employee Relations has prepared a report with classification recommendations for several new, changed and restructured positions. In reviewing these positions staff analyzed job descriptions and held discussions with management representatives. The following chart summarizes the recommended classifications.

**HEALTH**

Current/Request	Recommendation
Environmental Health Specialist PR 3LN (\$49,344 - \$59,095) FN: Career Ladder Position One Current Position	Consumer Environmental Health Coordinator PR 2FN (\$53,035 - \$67,616) One Current Position
Medical Assistance Program Supervisor PR 1BX (\$48,670 - \$67,616) One Current Position	Healthcare Access Program Manager PR 1DX (\$54,865 - \$76,806) One Current Position
Public Health Educator II PR: 2CN (\$45,473 - \$55,825) One New Position Created in File #161166	Public Health Educator II PR: 2CN (\$45,473 - \$55,825) One New Position
Public Health Social Worker PR 2DN (\$47,095 - \$59,498) Six New Positions Created in File #160501	Public Health Social Worker PR 2DN (\$47,905 - \$59,498) Six New Positions
Health Project Coordinator – Milwaukee Comprehensive Home Visiting Program PR 2EX (\$48,670 - \$63,426) One New Position at .6 FTE Created in File #160501	Health Project Coordinator – Milwaukee Comprehensive Home Visiting Program PR 2EX (\$48,670 - \$63,426) One New Position at .6 FTE
Microbiologist II PR 2DN (\$47,588 - \$59,498) One New Position Created in File #160501	Microbiologist II PR 2DN (\$47,588 - \$59,498) One New Position
Disease Intervention Specialist PR 2AN (\$42,539 - \$49,193) Two New Positions Created in File #160501	Disease Intervention Specialist PR 2AN (\$42,539 - \$49,193) Two New Positions

**EMPLOYEE RELATIONS**

Current/Request	Recommendation
Paralegal PR 5JN (\$47,095 - \$57,144) One New Position created in 2017 Budget	Paralegal PR 5JN (\$47,095 - \$57,144) One New Position
Diversity Recruiter PR 2FX (\$48,670 - \$67,616) One New Position Created in 2017 Budget	Diversity Recruiter PR 2FX (\$48,670 - \$67,616) One New Position

**ELECTION COMMISSION**

Current/Request	Recommendation
Election Commission-Executive Director PR 1IX (\$75,478 - \$105,669) One Current Position	Election Commission-Executive Director PR 1KX (\$85,757 - \$120,064) One Current Position

**HEALTH DEPARTMENT**

Current	Environmental Health Specialist	PR 3LN (\$49,344 - \$59,095)	1 Current Position
Recommendation	Consumer Environmental Health Coordinator	PR 2FN (\$53,035 - \$67,616)	1 Current Position

Working under the general direction of the Director of Consumer Environmental Health, this job is focused in three primary areas:

- Managing, training, and developing Environmental Health Specialists
- Coordinating the work of Specialists in licensing and inspecting all of mobile food establishments and temporary events; personally conducting inspections
- Reviewing plans and schematics related to building new food establishments or remodeling current establishments

This position also plays an integral role in the revising of a database regarding food establishments and implementing new software that will at some point in time provide ratings of food establishments. The employee performing the job is expected to begin training staff on the new software this month.

The minimum requirements include a bachelor's degree in chemistry, biology, physical science, environmental health or related field and two years of experience as an Environmental Health Specialist or an equivalent position in food inspection. These requirements have not been assessed for purposes of staffing.

Approximately seven months ago, this position's scope of responsibility increased significantly when the following responsibilities were added to the job: The impetus for these changes was a recommendation by a committee of the Common Council, called the Local Business Action Team, that recommended that a member of the Health Department be on staff at the Development Center at all times to assist business people with licenses related to public health. Duties and responsibilities include:

- assigning and coordinating the work of Environmental Health Specialists in licensing and inspecting mobile food establishments and special events involving food;
- training Environmental Health Specialists;
- conducting reviews of plans and schematics of spaces and equipment associated with new and remodeled food establishments;
- staffing the Development Center as a representative of the Health Department; and
- leading investigations regarding foodborne illness investigations, complaints, fees, and sampling.

The job analysis indicates that the position has taken on the same duties and responsibilities as three other Consumer Environmental Health Coordinators. For that reason, we recommend the position be reclassified to Consumer Environmental Health Coordinator in Pay Range 2FN (\$53,035 - \$67,616).

Current	Medical Assistance Program Supervisor	PR 1BX (\$48,670 - \$67,616)	1 Current Position
Recommendation	Healthcare Access Program Manager	PR 1DX (\$54,865 - \$76,806)	1 Current Position

Working under the general direction of the Director of Family and Community Health, this position manages the Community Healthcare Access Program which assists community members in obtaining access to healthcare through public health insurance programs such as Medicaid and private health insurance. With a staff of Health Access Assistants that ranges from nine to 13, this position exercises responsibility for all aspects of the program, including the following: establishing program goals and objectives; creating program measurements; developing and overseeing budgets; securing resources through grants, developing and maintaining community partnerships; preparing and monitoring contracts; training and developing the staff; scheduling staff for a myriad of community events; and evaluating the program's success.

When the provisions of the Affordable Care Act (ACA) were implemented during the years 2010 through 2015, the scope of responsibilities associated with the job expanded significantly due to the introduction of private health insurance as a new and additional option for community members. This required the development of new policies and procedures, the establishment of new business relationships, and a tremendous increase in community outreach. The Department has stated that with this position's extensive involvement with the ACA the individual performing the job now functions as the Health Department's expert regarding the ACA marketplace, BadgerCare, and other health insurance assistance programs.

The minimum qualifications for the job include a bachelor's degree in health, social work, behavioral science or closely related field and five years of work experience in the area of income maintenance/entitlements including a minimum of two years in a supervisory or managerial position. It should be noted that these requirements have not been assessed for staffing purposes.

The job analysis indicated that this position is exercising the responsibilities of a program manager similar to other positions in the Health Department allocated to PR 1DX (\$54,865 - \$76,806), such as the Well Women's Program Manager, Men's Health Manager, and Family and Community Wellness Manager. As the title of each of these positions suggests, each manages a distinct public health program. These managers appear to have the same degree of budgetary responsibility, span of control, and accountability for program outcomes as the position under study. For that reason, we recommend that the position be reclassified to PR 1DX (\$54,865 - \$76,806) with the title Healthcare Access Program Manager.

Request	Public Health Educator II	PR: 2CN (\$45,473 - \$55,825)	1 New Position Created in File #161166
Recommendation	Public Health Educator II	PR: 2CN (\$45,473 - \$55,825)	1 New Position

This Bilingual position for the Well Woman/WISEWOMAN programs will plan, promote, coordinate, conduct and evaluate health education interventions at both the group and community level. These interventions include breast and cervical cancer, diabetes, and cholesterol testing. This position will also develop collaborative efforts with community organizations and groups to promote health and prevent disease. This individual will work independently and with groups to provide quality services to the Milwaukee area by ensuring that community and collaborative relationships are created, maintained, and successful. Minimum requirements include a bachelor's degree in health education or related field. These requirements have not been assessed for staffing purposes.

The duties, responsibilities and requirements of this position are comparable to other current Public Health Educator II positions in the Milwaukee Health Department Community Healthcare Access Program and the Men's Health Program. We therefore recommend this new position be classified as Public Health Educator II in Pay Range 2CN (\$45,473 - \$55,825).

Request	Public Health Social Worker	PR 2DN (\$47,095 - \$59,498)	6 New Positions Created in File #160501
Recommendation	Public Health Social Worker	PR 2DN (\$47,095 - \$59,498)	6 New Positions

These positions are assigned to the Empowering Family of Milwaukee program within the Health department and function as a part of a multi-disciplinary case management team with the focus on the psychosocial needs of families. These positions will conduct personal/home visits to work intensively with at-risk pregnant women, new mothers, and infants to improve maternal health, prenatal care, and early childhood health, development and well-being. The positions will work collaboratively with public health nurses serving families residing within high-risk zip codes. Minimum requirements include a bachelor's degree in social work and four years of related experience. These requirements have not been assessed for staffing purposes.

The duties, responsibilities and requirements of these positions are comparable to other current Public Health Social Worker positions in the Milwaukee Health Department Empowering Families of Milwaukee Program and we therefore recommend these new positions be classified as Public Health Social Worker in Pay Range 2DN (\$47,095 - \$59,498).

Request	Health Project Coordinator – Milwaukee Comprehensive Home Visiting Program	PR 2EX (\$48,670 - \$63,426)	1 New Position at .6 FTE Created in File #160501
Recommendation	Health Project Coordinator – Milwaukee Comprehensive Home Visiting Program	PR 2EX (\$48,670 - \$63,426)	1 New Position at .6 FTE

This position will provide day-to-day coordination of Empowering Families of Milwaukee (EFM) Program activities and work with the Milwaukee Comprehensive Home Visiting Program (MCHVP). This includes review of referrals made to the Program and identification as to which case management team will serve the family, provision of field support and oversight for case management teams, using EFM protocols; and assuring training to ensure case management teams are skilled to work with diverse communities with multiple health and social service needs. The position uses a centralized intake and referral system to track all enrolled families to assure needed services are provided to all target families. Minimum requirements include a

bachelor's degree in health education, public health, nursing, social work or related field and at least two years of experience in coordinator of public or community health programs. These requirements have not been assessed for staffing purposes.

The duties, responsibilities and requirements of this position are comparable to two other current Health Project Coordinator – Milwaukee Comprehensive Home Visiting Program positions in the Milwaukee Health Department and we therefore recommend this new position be classified as Health Project Coordinator – Milwaukee Comprehensive Home Visiting Program in Pay Range 2EX (\$48,670 - \$63,426).

Request	Microbiologist II	PR 2DN (\$47,588 - \$59,498)	1 New Position Created in File #160501
Recommendation	Microbiologist II	PR 2DN (\$47,588 - \$59,498)	1 New Position

The Microbiologist II processes and examines clinical and environmental specimens for the detection of microorganisms using biochemical, immunological, and molecular methods; characterizes microbes of public health importance including high priority pathogens following approved CDC (Center for Disease Control and Prevention), EPA (Environmental Protection Agency), or other procedures; performs duties assigned in the control of communicable diseases including pathogens associated with sexually transmitted diseases (STD) to support microbiology laboratory and STD control and prevention programs. This position may require an incumbent to work with highly pathogenic microorganisms in a biosafety level 3 laboratory following CDC, LRN (Laboratory Response Network) and other federal guidelines.

The incumbent of this position will have the responsibility of meeting the goals of the CDC Epidemiology and Laboratory Capacity (ELC) K8 Grant. The position will have unique duties to assist in specimen accessioning in the Laboratory Information System (LIS) processing, analysis and reporting of test results from clinical specimens including STD pathogen detection and susceptibility testing. The position will support local, state and federal grants and related deliverables to meet contract obligations and develop new testing for emerging and drug resistant pathogens of public health interest. The position will participate in quality control; quality assurance activities in the microbiology laboratory including regulatory compliance such as the federal Clinical Laboratory Improvement Amendments (CLIA), federal regulatory standards that apply to all clinical laboratory testing performed on humans, and adhere to biosafety and security policies; and maintain professional skills by participating in continuing education programs. Minimum requirements include a bachelor's degree in microbiology, molecular biology, public health microbiology or medical technology and at least two years of working laboratory experience as a professional Microbiologist. These requirements have not been assessed for staffing purposes.

The duties, responsibilities and requirements of this position are comparable to other current Microbiologic II positions in the Milwaukee Health Department and we therefore recommend this new position be classified as Microbiologist II in Pay Range 2DN (\$47,588 - \$59,498).

Request	Disease Intervention Specialist	PR 2AN (\$42,539 - \$49,193)	2 New Positions Created in File #160501
Recommendation	Disease Intervention Specialist	PR 2AN (\$42,539 - \$49,193)	2 New Positions

The Disease Intervention Specialist independently provides STD and HIV partner counseling and referral services to clients and their sexual and needle-sharing partners at high risk for transmitting sexually transmitted diseases, including the human immunodeficiency virus. These services include risk reduction counseling; STD, HIV, Hepatitis, and TB screening; assistance with the notification of sexual and needle-sharing partners; and referral to a broad range of medical care and other services. Persons served include primarily STD/HIV infected persons, men who have sex with men, and injection drug users. The position also works with other hard-to-reach and special populations, including homeless persons, sex industry workers, transgender and intersexed persons, incarcerated populations, and persons whose primary language is not English. The primary focus of this position is to reduce the spread of HIV and STD's and promote the health of persons with STD/HIV using scientific public health principles and working collaboratively with other agencies and individuals. Minimum requirements include a bachelor's degree in health education, public health or related field or equivalent combinations of education and experience. These requirements have not been assessed for staffing purposes.

The duties, responsibilities and requirements of these positions are comparable to other Disease Intervention Specialists in the Milwaukee Health Department Sexually Transmitted Disease Clinic and we therefore recommend these new positions be classified as Disease Intervention Specialist in Pay Range 2AN (\$42,539 - \$49,193).

**EMPLOYEE RELATIONS**

Request	Paralegal	PR 5JN (\$47,095 - \$57,144)	One New Position Created in 2017 Budget
Recommendation	Paralegal	PR 5JN (\$47,095 - \$57,144)	One New Position

This new position will assist the Worker's Compensation Manager and Assistant City Attorney in the delivery of legal services and perform work of a substantive legal nature. The position will be responsible for providing internal docketing services, file maintenance, researching issues, and preparing reports and written summaries of findings on matters requiring knowledge of the legal process and procedures including the Department of Workforce Development State Statutes Chapter 102 and Worker's Compensation issues.

Minimum requirement include a bachelor's degree, Paralegal Certification and two years' experience as a Paralegal or Research Assistant with experience in reviewing data with higher level of complexity. The position requires knowledge of basic legal principles, legal research methodology, principals of legal analysis, and excellent written, oral communication and organizational skills. Equivalent combinations of training and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The duties, responsibilities and requirements of this new position are comparable to current Paralegal positions in the City Attorney's Office and the Fire and Police Commission. We therefore recommend this new position be classified as Paralegal in Pay Range 5JN (\$47,095 - \$57,144).

Request	Diversity Recruiter	PR 2FX (\$48,670 - \$67,616)	One New Position Created in 2017 Budget
Recommendation	Diversity Recruiter	PR 2FX (\$48,670 - \$67,616)	One New Position

The focus of this position is to ensure a consistent, recognizable City of Milwaukee recruitment presence and to educate Milwaukee residents on how to obtain employment at the City of Milwaukee. The position will develop and implement recruitment strategies that produce an exceptionally well-qualified and diverse candidate pool in order to quickly fill vacancies within the general City Service (non-sworn). Duties, responsibilities and requirements include:

- 30% Community Outreach: Develop presentations and speak to potential applicants concerning job openings, career opportunities and the City's selection process. Work with community partners, community outreach programs, universities, community colleges and high schools to develop sources of highly qualified candidates. Represent the Department of Employee Relations at career fairs and community events. Work closely with departments engaged in Compete Milwaukee and similar programs to encourage successful participants to compete for City jobs.
- 20% Direct Marketing and Networking: Identify, target and implement recruitment strategies for difficult to fill positions, including those in the STEM (science, technology, engineering and math) and trades fields; research and source related recruitment opportunities and perform direct networking as needed. Utilize candidate search engines and online recruitment tools to identify candidates and to retain candidates in the selection processes.
- 20% Social Media: Create and maintain a highly visible, responsive and effective social media recruiting identity on Facebook, Twitter, Instagram and related sites that will provide accurate, updated information regarding jobs within general City employment. Collaborate efforts with other City departments and elected officials. Oversee outside vendors engaged in recruitment efforts on the department's behalf.
- 20% Candidate Communication: Communicate with applicants and potential applicants regarding minimum qualifications and selection processes.
- 10% Intern Program Development: Work with departmental representatives to enhance and to develop robust and meaningful programs for college interns, graduate interns and management trainees in order to enhance recruitment and retention of in-state, post-secondary students and graduates.

Minimum requirements include a bachelor's degree from an accredited college or university with a major in human resources management, marketing, psychology, communication arts, public relations, public administration or a closely related field and three years of progressively responsible experience performing duties related to the position. Equivalent combinations of job-related training and experience may be considered.

The duties, responsibilities and requirements of this new position are comparable to those of the current Recruiter position in the Fire and Police Commission. We therefore recommend that this new position be classified as Diversity Recruiter in Pay Range 2FX (\$48,670 - \$67,616).

**ELECTION COMMISSION**

Current	Election Commission-Executive Director	PR 1IX (\$75,478 - \$105,669)	One Current Position
Recommendation	Election Commission-Executive Director	PR 1KX (\$85,757 - \$120,064)	One Current Position

The Election Commission-Executive Director is responsible for administering, directing and conducting all elections and voter registration in the City of Milwaukee; complying with all legal requirements; and carrying out further duties as prescribed by the Board of Election Commissioners. Duties and responsibilities include managing relationships with candidates, community-based organizations, advocacy groups, primary political parties, and other divisions of city, county, state and federal government; promoting public information on elections and serving as a media spokesperson on a local and national level; overseeing campaign finance reporting and candidate filing; directing the preparation of ballots and the revision and printing of voter registration books; overseeing the preparation and training of over 2,000 election workers and temporary office staff; leading the integration of cost-effective technology for elections; overseeing a budget of over three million dollars; and representing the City of Milwaukee as an advocate for laws that maintain and protect the voting rights of residents.

This position was last studied in 1986 as part of the city-wide Management Pay Plan Study. Since then the role of this position has expanded due to changes in laws and administrative rules regarding voter registration, early voting and other related areas; advances in technology; and a renewed scrutiny of the election process requiring an expanded responsibility for public information, interaction with the media, and maintaining relationships with candidates, community-based organizations, advocacy groups, primary political parties, and other governmental units. Being responsible for local, state and federal elections has become more complex and the consequence of error is high.

The Election Commission-Executive Director is the lowest classified cabinet-level position, and given how these changes in scope of responsibility have increased the position's impact and accountability we recommend reallocating the position to Pay Range 1KX (\$85,757 - \$120,064). This pay range includes other high-level leadership positions such as Chief Court Administrator, Labor Negotiator and Employee Benefits Director

**Action Required – Effective Pay Period 1, 2017**

- In the Salary Ordinance, under Pay Range 1BX, delete the title of "Medical Assistance Program Supervisor".
- Under Pay Range 1DX, add the title "Healthcare Access Program Manager".
- Under Pay Range 1IX, delete the title "Election Commission-Executive Director".
- Under Pay Range 1KX, add the title "Election Commission-Executive Director".
- Under Pay Range 2EX, add the title "Health Project Coordinator – Empowering Families of Milwaukee".
- Under Pay Range 2FX, add the title "Diversity Recruiter".

In the Positions Ordinance, under the Health Department, Family and Community Health Services Division, Community Healthcare Access Program, delete one position of "Medical Assistance Outreach Coordinator (X)(Y)" and add one position of "Healthcare Access Program Manager (X)(Y)".

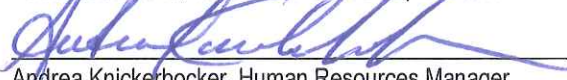
Under the Empowering Families of Milwaukee Program (E), delete one position of "Health Project Coordinator-MCHVP (X)(E)(Y)" and add one position of "Health Project Coordinator-MCHVP (0.60 FTE) (X)(E)(Y)".

Under the Consumer Environmental Health Division, delete one position of "Environmental Health Specialist (X)" and add one position of "Consumer Environmental Health Coordinator (X)(Y)".

Under Employee Benefits Division, Worker's Compensation Section, delete one position of "Program Assistant I" and add one position of "Paralegal".

Prepared By:   
Sarah Trotter, Human Resources Representative

Prepared By:   
Laura Sutherland, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Montegudo, Employee Relations Director