

Job Evaluation Report

City Service Commission Meeting: October 27, 2020

Health Department

Current	Recommended
16 New Temporary Positions	Temporary Community Education Assistant PR 9KN \$30,529 FN: Employees to be paid in the following range. (\$30,530 - \$37,456) Recruitment at any point in range with DER approval.

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

Background

The Department of Employee Relations has received a request from the Milwaukee Health Department to classify a new temporary title related to COVID- 19. For this, the department is requesting to repurpose sixteen positions of Temporary Disease Intervention Specialist Coordinator, to create sixteen new temporary positions of Temporary Community Education Assistant. Those hired into this position will be brought on as temporary employees. A job description was provided and discussions were held with Rocio Serna, Human Resources Officer and Sarah Wangerin, Human Resources Analyst - Senior.

Current	New Temporary Title		16 Aux Positions
Recommended	Temporary Community Education Assistant	PR 9KN \$30,529 (\$30,530 - \$37,456) FN: Employees to be paid in the following range. (\$30,530 - \$37,456) Recruitment at any point in range with DER approval.	16 Aux Positions

The Temporary Community Education Assistant will work within the Milwaukee Health Department to increase awareness of COVID- 19 in response to the current pandemic. Those hired into this position will inform individuals and families in the community about COVID- 19 education, prevention, support resources, and provide support for the activities related to the COVID- 19 emergency response.

- Provide information to the community and individual clients on identified topics within the community.
- Respond to emergency and/or broad impact events as needed.
- Work with site leader to coordinate activities related to program activities.
- Assist with transportation of supplies or clients, as well as delivery of meals as needed.
- Distribute educational materials in the community.
- Participate in community activities to heighten the awareness of COVID- 19.
- Help clients obtain necessary resources from the MHD and other agencies related to COVID- 19.
- Obtain feedback from community groups regarding education materials.
- Assist community members and health field personnel to assess, plan for and provide needed health and related services.
- Represent and support the MHD COVID- 19 emergency response initiatives in the community.
- Attend community meetings and events and serve as liaison representing and supporting MHD interests.

Minimum qualifications include experience in community outreach, customer service, counseling, education, other work related to the above essential functions; related education may substitute for experience; Valid Driver's License and properly insured vehicle to be used on the job at time of

appointment and throughout employment. (These requirements have not yet been assessed by the Staffing Division).

Analysis and Recommendation

The new positions of Temporary Community Education Assistant are necessary to effectively manage the City of Milwaukee’s response to COVID-19. This title will be responsible for performing community outreach initiatives and duties related to providing the community with resources in response to the current COVID-19 pandemic. Additionally, the Health Department has expressed a need for this position to staff the expanding testing site. The title of Temporary Community Education Assistant is comparable in level and scope to the responsibility of the full-time Community Education Assistant in PR 5BN (\$30,530 - \$37,456) and therefore the same rates of pay are recommended for this temporary title.

Based upon the above analysis this report recommends the following:

Recommendation
Temporary Community Education Assistant PR 9KN \$30,529 (\$30,530 - \$37,456) FN: Employees to be paid in the following range. (\$30,530 - \$37,456) Recruitment at any point in range with DER approval.

Action Required – Effective Pay Period 23 (November 1, 2020)

In the 2020 Salary Ordinance

Under Pay Range 9KN:

Add the title ‘Temporary Community Education Assistant (2) (4)’ and create the following footnote:

- (2) Employees to be paid in the following range. Recruitment at any point in range with DER approval.

Biweekly	1,174.24	1,440.63
Annual	30,530.24	37,456.38

- (4) Employees to be paid in the following range. Recruitment at any point in range with DER approval.

Biweekly	1,209.47	1,483.85
Annual	31,446.22	38,580.10

In the 2020 Positions Ordinance

Under the Health Department, Auxiliary COVID- 19 Positions:

Delete 16 Auxiliary Positions of ‘Temporary Disease Intervention Specialist Coordinator’.

Add 16 Auxiliary Positions of ‘Temporary Community Education Assistant’.

In the 2021 Salary Ordinance

Under Pay Range 9KN:

Add the title ‘Temporary Community Education Assistant (2) (4)’ and create the following footnote:

- (2) Employees to be paid in the following range. Recruitment at any point in range with DER approval.

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In the 2021 Positions Ordinance

Under the Health Department, Auxiliary COVID- 19 Positions:

Delete 16 Auxiliary Positions of 'Temporary Disease Intervention Specialist Coordinator'.

Add 16 Auxiliary Positions of 'Temporary Community Education Assistant'.

Prepared by: Arielle Ewing

Arielle Ewing, Human Resources Analyst – Senior

Reviewed by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager