

Job Evaluation Report

City Service Commission Meeting: June 8, 2021

Health Department

Current	Recommended
Health Project Assistant PR 5FN (\$40,516 - \$48,248) Recruitment rate is \$42,539 (Three Positions)	Fatherhood Involvement Specialist 3 PR 2FN (\$48,294 - \$67,616) FN: Recruitment at \$58,490 – flexibility within range based upon experience/credentials with DER approval (Three Positions)
	Fatherhood Involvement Specialist 2 PR 2EN (\$45,306 - \$63,426) FN: Recruitment at \$55,704 – flexibility within range based upon experience/credentials with DER approval (Underfill Title)
	Fatherhood Involvement Specialist 1 PR 2DN (\$42,500 - \$59,498) FN: Recruitment at \$53,052 – flexibility within range based upon experience/credentials with DER approval (Underfill Title)

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

The Milwaukee Health Department (MHD) requested a study for three positions of Health Project Assistant in Pay Range 5FN (\$40,516 - \$48,248) with a recruitment rate of \$42,539. A new job description was provided and discussions were held with Erica Olivier, Maternal and Child Health Director; Rocio Serna, Human Resources Officer; and Sarah Wangerin, Human Resources Analyst - Senior.

There are five positions of Health Project Assistant in the MHD. This report is only regarding the three positions of Health Project Assistant in the Community Health Branch (Maternal and Child Health Division) that are responsible for outreach, recruitment and enrollment of expectant and parenting fathers into the Direct Assistance for Dads (DAD) Program. The DAD Project is the only long-term home visitation program in Wisconsin that offers a comprehensive, father-figure centered approach which is tailored to the nuanced needs of fathers/male-identified figures in Milwaukee. Services are offered for up to two years for children under 36 months at the point of enrollment. These positions conduct home visits with enrolled fathers, and provide evidence-based programming, assessments, and care planning to ensure optimal father involvement in their partner's and children's lives. Duties and responsibilities include the following:

60% Home Visiting/Case Management

Develop and maintain supportive and trusting relationships with fathers in the City of Milwaukee to assure optimal health and wellbeing of fathers and their families; provide ongoing home visits and phone contact based on the family's needs as prescribed by DAD Program protocols; follow the Parents as Teachers (PAT) evidence-based home visitation model and 24/7 Dad curricula; conduct home visits and complete needs assessments/care plans tailored to the participant's needs; teach positive relationship-building skills and enhance constructive involvement of fathers with family; act as an advocate for fathers regarding needed resources from governmental, community, and private agencies; complete developmental screenings and assessments of participant's and child's physical, social psychological, and environmental health status; provide education on primary, secondary, and tertiary health problems; teach prevention and promote the adoption of healthy behaviors and access to preventative health care; develop and implement case management and care plans for resolution of assessed client/family needs; document case

management within electronic documentation systems and participant charts following MHD requirements; and assist with planning and facilitation of participant group meetings.

20% Case Collaboration

Function as a member of a multidisciplinary, multi-program team, working in collaboration with Public Health Nurses, Social Workers, and community health workers in the EFM (Empowering Families of Milwaukee), BOMB (Birth Outcomes Made Better) Doula and PNCC (Parents Nurturing and Caring for their Children) home visiting programs; provide case consultation and joint home visits as needed with partners in EFM, BOMB Doula, and PNCC regarding father needs and engagement; encourage father involvement in home visits; attend relevant program meetings, training sessions, and community meetings; participate in the orientation and ongoing training for the DAD Program; and participate in data collection, program evaluation, and preparation of reports pertinent to objectives of the program or as assigned.

15% Community Outreach

Conduct outreach to enroll expectant and parenting fathers with children under 36 months of age; attend appropriate fatherhood-related community meetings, events, and initiatives; establish and maintain relationships with area fatherhood programs and other community based organizations that serve fathers and their children.

5% Peripheral Duties

Perform other related duties as assigned, including response to a public health crisis as a Milwaukee Health Department employee.

Minimum qualifications include a bachelor's degree in social work, public health, or related field; and one year of social service experience working in the community with clients. Equivalent combination of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The DAD program is an intensive home-visiting program for fathers (or father figures) with the goals of improving birth outcomes, reducing infant mortality, and strengthening the involvement of fathers in the lives of their partners and children. The program follows the Parents as Teachers (PAT) evidence-based home visitation model and 24/7 Dad curricula. These three positions that work with the DAD program were last studied in 2018 when they were reclassified from "Health Project Assistant-DAD" in Pay Range 5BN to "Health Project Assistant" in Pay Range 5FN. The rationale was that the duties and responsibilities of these positions had evolved so that they were more comparable in level to the other "Health Project Assistant" positions in the department. The positions did not require a bachelor's degree at that time.

In 2019, the Parents as Teachers National Center (PATNC) updated the criteria for the PAT Quality Standards to be effective in 2020. There were a number of changes including a new emphasis on the home-visiting positions having a bachelor's degree. Although a bachelor's degree is not required under essential requirements, the goal under the quality standard was to hire individuals with bachelor's degree for the home-visiting positions.

The department indicated that they consider these three positions under study to be working at a professional level and have updated their job description including a requirement for a bachelor's degree in social work, public health or related field and one year of social service experience working in the community with clients. The department indicated that these positions are performing work that is similar in level to other MHD positions including Public Health Social Workers and Public Health Nurses. This work includes home visits, client referrals to community resources, and collaborating with other MHD employees and social service professionals to address the needs of clients and the community.

In 2020, the Public Health Social Worker positions in Pay Range 2DN were reclassified to Public Health Social Worker 3 in Pay Range 2FN (\$48,294 - \$67,616) with a recruitment rate of \$58,490 plus two underfill classifications of Public Health Social Worker 2 in Pay Range 2EN (\$45,306 - \$63,426) with a recruitment rate of \$55,704 and Public Health Social Worker 1 in Pay Range 2DN (\$42,500 - \$59,498) with a recruitment rate of \$53,052). A market study was conducted and it was found that the higher pay ranges were warranted.

This report recommends reclassifying these three positions to a different title and pay range that reflects the level of responsibility and nature of work. The title of "Fatherhood Involvement Specialist" reflects the goal of the program. It is recommended that these positions have the same pay structure as the Public Health Social Workers with three levels as shown below.

Recommended			
Fatherhood Involvement Specialist 3	PR 2FN \$48,294 - \$67,616	Recruitment at \$58,490 Flexibility within range based upon experience/credentials with DER approval	3 Positions
Fatherhood Involvement Specialist 2	PR 2EN \$45,306 - \$63,426	Recruitment at \$55,704 Flexibility within range based upon experience/credentials with DER approval	Underfill Title
Fatherhood Involvement Specialist 1	PR 2DN \$42,500 - \$59,498	Recruitment at \$53,052 Flexibility within range based upon experience/credentials with DER approval	Underfill Title

Like the Public Health Social Worker 1, 2, 3 positions, the Fatherhood Involvement Specialist 1, 2, 3 positions would be authorized at the "3" level and have the "1" and "2" underfill levels.

When the recommendations of this report are implemented, incumbents will be placed into the title of Fatherhood Involvement Specialist 1. When the recruitment flexibility matrix is finalized, current and new employees will be placed prospectively into the appropriate title and pay rate based upon that employee's related experience and credentials with DER approval.

Action Required – Effective Pay Period 14 (June 27, 2021)

In the Salary Ordinance

Under Pay Range2DN:

Add the title "Fatherhood Involvement Specialist 1 (1) (20)"

Under Pay Range2EN:

Add the title "Fatherhood Involvement Specialist 2 (16) (33)"

Under Pay Range2FN:

Add the title "Fatherhood Involvement Specialist 3 (9) (18)"

In the Positions Ordinance

Under Health Department, Community Health Division, Empowering Families of Milwaukee (EFM):

Delete three positions of "Health Project Assistant (E) (X)"

Add three positions of "Fatherhood Involvement Specialist 3 (E) (X)"

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Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

Reviewed by:  _____
Makda Fessahaye, Employee Relations Director