

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: February 17, 2023

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: A report from the Director, Department of Health and Human Services, requesting the creation of 1.0 FTE Public Health Data Analyst and 1.0 FTE Program Evaluator in the Director's Office

File Type: Action Report

---

**REQUEST**

A report from the Director, Department of Health and Human Services, requesting approval to create 1.0 FTE Public Health Data Analyst and 1.0 FTE Program Evaluator—both in paygrade 29M.

**POLICY**

The maximum number of positions and/or the maximum number of employee hours in a given classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

|                              |  |       |
|------------------------------|--|-------|
| Milwaukee County Ordinances: |  | 17.28 |
|------------------------------|--|-------|

**BACKGROUND**

Overall, the creation of both these positions better aligns with and realizes the mission and future state vision of DHHS, enhanced capabilities to foster collaboration, knowledge management, and analytics. The Public Health Data Analyst and the Program Evaluator would fulfill the infrastructure needs of the department.

The Public Health Data Analyst and the Program Evaluator would be located within the department's Director Office. The positions are funded through the American Rescue Plan Act (ARPA) with an emphasis on supporting an infrastructure for data reporting on progress, outcomes and impact.

The Data Analyst role serves as an assessor to analyze outcomes and impact of efforts

advancing the agency's strategy framework. The Public Data Analyst will oversee the production and interpretation of periodic reports, benchmarks, and key performance indicators (KPIs). The Program Evaluator will coordination of evaluation activities for ARPA-funded efforts and support the development of the department's Evaluation function/system.

**Position requested:**

| <b>Title</b>               | <b>Pay Range</b> | <b>Annual Salary Range</b> |
|----------------------------|------------------|----------------------------|
| Public Health Data Analyst | \$30.74-\$36.83  | \$63,939.20-\$76,606.40    |
| Program Evaluator          | \$30.74-\$36.83  | \$63,939.20-\$76,606.40    |

**ALIGNMENT TO STRATEGIC PLAN**

The request to create these positions in DHHS aligns with the county's strategic plan to ensure that we continue in determining what, where, and how we deliver services to advance health equity.

**FISCAL EFFECT**

A fiscal note is attached.

**TERMS**

The requested position creates would be effective upon approval by the Milwaukee County Board of Supervisors.

**VIRTUAL MEETING INVITES**

Shakita LaGrant-McClain  
T.J. Cobb

**PREPARED BY:**

T.J. Cobb, Enterprise Quality Director

**APPROVED BY:**

*Shakita LaGrant-McClain*

Shakita LaGrant-McClain, Director, Department of Health & Human Services

**ATTACHMENTS:**

None

cc: County Executive David Crowley  
Sup. Willie Johnson, Jr, Chair, Personnel Committee  
Mary Jo Meyers, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Steve Cady, Research and Policy Director – Comptroller's Office  
Shanin Brown, Committee Coordinator, Office of the County Clerk  
Lottie Maxwell-Mitchell, Senior Budget and Management Analyst