Date: Monday, February 13, 2023

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

From: Dean Legler, Director of Compensation/HRIS, Department of Human Resources

Subject: From the Director of Compensation/Human Resources Information Systems, Department of Human Resources, requesting approval of the classification of one, Full Time Equivalent, Public Health Data Analyst position (pay grade 29M) in the Milwaukee County Department of Health and Human Services.

File Type: Action Report

**REQUEST**

A review of the duties to be assigned to the new position requested by the department resulted in the following recommendation:

|  |  |
| --- | --- |
| Recommended Title | Public Health Data Analyst |
| High Org. - Department | 800 – Department of Health and Human Services (DHHS) |
| Low Org. - Division | 8110 – Director’s Office |
| Number of Positions | 1 |
| Pay Grade | 29M |
| Min (Annual) | $63,939.20 |
| Max (Annual) | $76,606.40 |

**POLICY**

|  |  |
| --- | --- |
| Milwaukee County Code of General Ordinances: | [17.05 (1)](https://library.municode.com/wi/milwaukee_county/codes/code_of_ordinances?nodeId=MICOCOGEORVOI_CH17CLSASTOR_17.05DEAPCLPO) |

**BACKGROUND**

The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation to the Committee on Personnel. The request to create the position is being reviewed separately by the Committee on Finance. This process is in accordance with Chapter 17.05 (1) of the Milwaukee County General Ordinances.

|  |  |
| --- | --- |
| Related File No’s: |  |
| Associated File No’s  (Including Transfer Packets): |  |
| Previous Action Date(s): |  |

**ALIGNMENT TO STRATEGIC PLAN**

Describe how the item aligns to the objectives in the [strategic plan](https://county.milwaukee.gov/EN/Vision):

1A: Reflect the full diversity of the County at every level of County government

1B: Create and nurture an inclusive culture across County government

1C: Increase the number of County contracts awarded to minority and women-owned businesses

2A: Determine what, where, and how we deliver services to advance health equity

2B: Break down silos across County government to maximize access to and quality of services offered

2C: Apply a racial equity lens to all decisions

3A: Invest “upstream” to address root causes of health disparities

3B: Enhance the County’s fiscal health and sustainability

3C: Dismantle barriers to diverse and inclusive communities

**FISCAL EFFECT**

The Department of Human Resources requests the approval of the classification recommendation. The Department of Human Resources is responsible for assessing the duties associated with the position and providing a job title and compensation recommendation.

**TERMS**

**VIRTUAL MEETING INVITES**

[Margo.Franklin@milwaukeecountywi.gov](mailto:Margo.Franklin@milwaukeecountywi.gov)

[Dean.Legler@millwaukeecountywi.gov](mailto:Dean.Legler@millwaukeecountywi.gov)

[Shakita.LaGrant@milwaukeecountywi.gov](mailto:Shakita.LaGrant@milwaukeecountywi.gov)

**PREPARED BY:**

Dean Legler, Director of Compensation/HRIS, Department of Human Resources

**APPROVED BY:**

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

**ATTACHMENTS:**

Job Evaluation Questionnaire (JEQ)

cc: David Crowley, County Executive

Mary Jo Meyers, Chief of Staff, Milwaukee County Executive’s Office

Margo Franklin, Chief Human Resources Officer, Department of Human Resources

Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors

Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk

Shakita LaGrant, Director, Department of Health and Human Services

Lisa Ruiz Garcia, HR Manager, Department of Human Resources