



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

September 8, 2016

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number **160498**

The following classification and pay recommendations were approved by the City Service Commission on **August 2, 2016**.

In the Common Council – City Clerk Office, one position of Administrative Specialist, PR 2CN was recommended for reclassification to Community Outreach Liaison, PR 2EX.

The job evaluation report covering the above position, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw
Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Eric Pearson, Monique Lofton, Nicole Fleck, James Owczarski, Rich Pfaff and Angelyn Ward



Job Evaluation Report

City Service Commission Meeting: August 2, 2016

Common Council-City Clerk

Current	Requested	Recommended
Administrative Specialist PR 2CN (\$39,881-\$55,825)	Community Outreach Project Liaison PR 2FX (\$48,294-\$67,616)	Community Outreach Liaison PR 2EX (\$45,306 - \$63,426)
Rationale: The nature and level of work performed by the position is equivalent to that of the existing classification of Community Outreach Liaison.		

Action Required

In the Positions Ordinance, under Common Council - City Clerk, Central Administration Division, delete one position of Administrative Specialist and add one position of Community Outreach Liaison

Background

City Clerk James Owczarski has requested that the Department of Employee Relations study a vacant position of Administrative Specialist for appropriate title and pay level in light of significant change being planned for the position's duties and responsibilities and corresponding job requirements. As stated in correspondence and during discussions, the Office has a pressing need for an employee to coordinate all of the community programs that have emerged in lieu of an administrative position. In studying this request, the job description created by the department was reviewed and discussions were held with the City Clerk and his Deputy Rich Pfaff.

Duties and Responsibilities

Reporting to the Deputy City Clerk, the primary function of the job will be to coordinate all the community outreach programs, projects, and initiatives in the Office of the Common Council-City Clerk that are now performed by a number of different staff members in different sections of the Office. The employee performing the job will serve as a central coordinator of community programs and projects, serving as a liaison within the Office to other City departments, government agencies, elected officials, and members of the community. In addition to programs that are under development, the Common Council-City Clerk's Office is currently involved with the following community programs: Bronzeville Week, Girls' Day at City Hall, Black Male Achievement, the Heroin/Opiate Initiative, the MKE Peace Project, MKE Plays, and the Milwaukee Youth Council.

The duties and responsibilities of the job, as outlined in the job description created by the department, and provided by this job analysis are as follows:

- Provides leadership for community-related programs and projects, which includes planning, supporting community groups, and carrying out events
- Serves as a liaison between divisions of the Common Council/City Clerk, other City departments, community stakeholders, and others to create new programs/projects and enhance those currently in existence.
- Provides guidance to the Milwaukee Youth Council and acts as a liaison to parents, guardians, school administrators, City departments, government agencies, elected officials, and community stakeholders.
- Creates systems and metrics to document, monitor, and measure the effectiveness of programs and projects.

- Maintains numerical and qualitative data to track, monitor, and improve programs and projects.
- Prepares reports and other written documents
- Assists in identifying and cultivating funding sources including in grant writing;
- Directs the work of temporary staff, interns, and volunteers

Knowledge, Skills, Abilities, and Attributes (KSAs)

The minimum qualifications for the job, as stated in the job description prepared by the department are a bachelor's degree in business administration, public administration or related field and three years of related work experience. The most prominent knowledge, skills, abilities, and attributes for successful job performance are:

- Ability to communicate with a variety of people, including coworkers, City officials, community representatives, foreign and student delegations, and the general public
- Ability to plan projects and special events
- Ability to lead and coordinate projects, programs, and special events
- Ability to simultaneously manage multiple projects with different deadlines, audiences, and demands
- Knowledge of the principles and practices of community organizing and development
- Knowledge of the principles and methods for promoting programs and events, including marketing strategy and tactics
- Knowledge of media production, communication, and dissemination techniques and methods.
- Knowledge of City neighborhoods
- Knowledge of municipal government structure and operation
- Ability to establish systems and metrics to assess the effectiveness of programs and projects
- Ability to maintain numerical and qualitative data regarding programs and projects
- Ability to prepare written reports and correspondence
- Ability to make presentations to large groups and the general public

Neither these KSAs nor the qualifications stated have been assessed for purposes of staffing.

Analysis and Recommendation

The department has requested that this position be classified as a Community Outreach Project Liaison in Pay Range 2FX (\$48,294 - \$67,616). There currently are two positions with the title of Community Outreach Liaison in Pay Range 2EX (\$45,306 - \$63,426) in City government. One is located in the Mayor's Office and the other is located in the Department of City Development (DCD).

The purpose of the DCD job is to broadly promote the Neighborhood Stabilization Program to residents, elected officials, neighborhood organizations, real estate professionals, professional organizations, and other groups and individuals. Duties and responsibilities associated with the job are as follows:

- Works with many different stakeholders to promote the program
- Represents the Department of City Development at meetings and events
- Promotes community-based activities that grow and sustain residents' involvement in their neighborhoods
- Acts as a liaison between community groups, residents, and City services and DCD
- Seeks fundraising opportunities, including grants
- Prepares and presents reports to policy makers, funders, and others

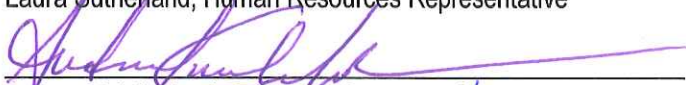
The qualifications for the DCD position, as stated on the job description prepared by the department, are a bachelor's degree in the social sciences and three years of experience in community development activities.

The nature of work performed by this job in DCD is closely associated with that of a community organizer with expertise in promotions and marketing. This new position will require a significant amount of community outreach which is why the department indicated that formal education in community development would provide an appropriate type of education and training to perform the work. We see these two positions as fairly equivalent in terms of general nature of work and job requirements and therefore recommend that the position in the City Clerk's Office have the same job classification as the position in DCD.

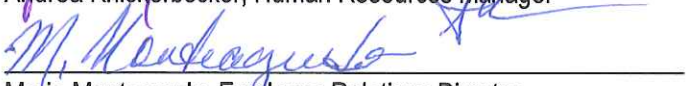
It is therefore recommended that one position of Administrative Specialist in Pay Range 2CN in the City Clerk's Office be reclassified to Community Outreach Liaison in Pay Range 2EX.

Prepared by: 

Laura Sutherland, Human Resources Representative

Reviewed by: 

Andrea Knickerbocker, Human Resources Manager

Reviewed by: 

Maria Monteagudo, Employee Relations Director