



Department of Employee Relations

Marvin E. Pratt
Acting Mayor

Florence Dukes
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

March 8, 2004

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

Dear Committee Members: Re: Common Council File Number 031440

The following classifications and pay levels were approved by the City Service Commission on March 2, 2004:

In the Department of Public Works-Operations Division:

One vacant position of Fleet Services Manager, Salary Grade 014, was reallocated to Salary Grade 013.

Six new positions were classified as Sanitation Inspector, Pay Range 500.

The Job evaluation report covering the above positions, including the necessary Salary Ordinance amendments, is attached.

Sincerely,

Florence H. Dukes
Employee Relations Director

FHD:pb

Attachments: Job Evaluation Reports
 Fiscal Note

c: Mariano Schifalacqua, Dan Thomas, James Purko, Wanda Booker, Venu Gupta, Preston Cole,
 Michael Engelbart, Richard Abelson, John English, Paula Dorsey and Candace Hoyt

JOB EVALUATION REPORT

City Service Commission Meeting Date: March 2, 2004

This report recommends appropriate classifications and compensation levels for seven positions for 2004. The following chart summarizes the recommended changes.

Current	Request	Recommendation
Fleet Services Manager SG 014 (\$73,128-102,383) Incumbent: Vacant Position	Fleet Services Manager SG 013 (\$68,596-96,041)	Fleet Services Manager SG 013 (\$68,596-96,041)
New Position (6 Positions)	Sanitation Inspector PR 560 (\$43,072-49,176)	Sanitation Inspector PR 500 (\$29,601-32,615)

Action Required (Effective Pay Period 1, 2004; December 21, 2003)

In the 2004 Salary Ordinance:

Under Pay Range 500, add the title "Sanitation Inspector." Under Salary Grade 013, add the title "Fleet Services Manager." Under Salary Grade 014, delete the title "Fleet Services Manager."

DPW-Operations Division

Current:	Fleet Services Manager	SG 014
Requested:	Fleet Services Manager	SG 013
Recommended:	Fleet Services Manager	SG 013

This position manages and directs all operations and budget of the Fleet Services Section. This includes general supervision of the section, budget and control, development of equipment specifications and approvals, establishment of lease and rental rates, and supervision of DPW service contracts for snow plowing. The position also requires regular attendance at meeting of the Finance Committee, Purchasing Board and other Boards and Committees and Commissions. Finally, this position is responsible for mobilizing the fleet and contractors for emergencies, including snow plowing and salting, and coordination of activities with other bureaus.

Based on discussions with the department, there is essentially no change in the duties and responsibilities of this position. Therefore, a market approach was used to determine if the Salary Grade 013 range was reflective of what other public sector jurisdictions were paying their position comparable to Fleet Services Manager. The results of this market study indicate that at Salary Grade 013 Milwaukee's salary range for this position would still be competitive.

We therefore recommend that this position be classified as Fleet Services Manager in Salary Grade 013.

Current:	New Position (6 positions)	
Requested:	Sanitation Inspector	PR 560
Recommended:	Sanitation Inspector	PR 500

The primary function of this position is to perform ordinance and code enforcement and follow-up related to solid waste issues and sidewalk snow and ice removal (75%). Other components include documenting and maintaining code enforcement records and reports as needed (15%) and attending public hearings regarding neighborhood and aldermanic issues as well as citizen appeals at the Administrative Review and Appeals Board (10%).

According to the job description provided by the department, the position requirements include strong oral and written communication skills, ability to deal tactfully with citizens and public officials and familiarity with MS Word and Excel. College level coursework is desirable.

Six of these positions were added as part of the 2004 budget. These positions are unfunded and intended to be used on an as-needed basis similar to auxiliary positions. While some of the positions may be used year round, most will be used on a seasonal basis primarily during the summer.

The department is asking that the positions under study be placed in pay range 560. However, this pay range is higher than other inspector positions that perform higher level inspection duties and have higher requirements. For example, Public Works Inspectors I in Pay Range 535 inspect the construction of sewer, water, paving and asphalt resurfacing projects to ensure compliance with plans and specifications, determine that construction materials meet established standards and ensure that line and grade points comply with markings on the engineers' stakes. Two years of technical experience in an engineering/technical field is required.

There are also inspector positions in Pay Range 530. These include Code Enforcement Inspector I and Environmental Health Specialist I. The Code Enforcement Inspector I position conducts fire prevention and building maintenance inspections for all public buildings for the purpose of evaluating compliance with all applicable local ordinances and state statutes. The Environmental Health Specialist I position inspects, licenses and enforces applicable health, convenience store security and fire prevention codes in food, tattoo and body piercing, and liquor establishments. This position also certifies commercial weighing and measuring devices and enforces applicable city, state and federal codes. Both of these positions require a related Associate's Degree or completion of at least 60 college credits. These positions also have higher level responsibilities and requirements than the Sanitation Inspector.

The Sanitation Inspector position has similarities and some overlap with the position of Nuisance Control Officer I in Pay Range 500. The purpose of this position is to enforce residential sanitation, tire and vehicle nuisances, animal nuisances, rabies control and pest control laws of the City of Milwaukee. Part of the responsibilities of this position is to investigate residential garbage and rubbish nuisances and issue clean up orders. Overall, while this position has broader responsibilities (to include animal nuisances and pest control) and requires certification as a Pesticide Applicator, we feel the level of duties and responsibilities of the Sanitation Inspector are sufficiently similar that it is reasonable to place it in this pay range.

We therefore recommend that this new classification of Sanitation Inspector be placed in Pay Range 500.

Prepared by: Timothy J. Keeley
Timothy J. Keeley, Human Resources Representative

Reviewed by: Florence H. Dukes
Florence H. Dukes, Employee Relations Director

February 26, 2004