

CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS



Maria Monteagudo
 Department of Employee Relations
 City of Milwaukee
 200 E Wells St, Room 706

January 25, 2019

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 181497 – Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action

Dear Committee Members:

The following classifications and pay recommendations were submitted to the City Service Commission meeting on January 22, 2019.

Department of Administration – Purchasing Division

Current	Recommendation
Procurement Administrator PR 1CX (\$51,469 - \$72,063) (One Position)	Procurement Manager PR 1EX (\$58,462 - \$81,844) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER (One Position)
Procurement Specialist PR 2FX (\$48,670 - \$67,616) (One Position)	Procurement Specialist PR 2GX (\$51,469 - \$72,063) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER (One Position)
Purchasing Agent – Senior PR 2EX (\$48,670 - \$63,426) (Four Positions)	Purchasing Agent – Senior PR 2FX (\$48,670 - \$67,616) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER (Four Positions)
Purchasing Agent PR 2CN (\$39,881 - \$55,825) Underfill Classification	Purchasing Agent PR 2DN (\$42,500 - \$59,498) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER Underfill Classification

Mayor's Office

Current	Recommendation
Mayor's Office Communications Director PR 2LX (\$70,827 - \$99,154) One Position	Director of Communications and Public Engagement PR 1JX (\$80,441 - \$112,627) One Position
Policy Planning Coordinator PR 1JX (\$80,441 - \$112,627) One Position	Policy and Administration Manager PR 2LX (\$70,827 - \$99,154) One Position
Housing Policy Director PR 2MX (\$75,478 - \$105,669) One Position	Community Outreach Liaison PR 2EX (\$48,670 - \$63,426) One Position

Respectfully submitted,



Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement

C: Sharon Robinson, Rhonda Kelsey, Delisha Moore, Cassandra Fawley, Matthew Donath, Nathan Churchill, Roxane Schumacher, Paul Vornholt, Dennis Yaccarino, Eric Pearson, Thomas Bell, Nicole Fleck

JOB EVALUATION REPORT

City Service Commission Meeting: January 22, 2019

Department of Administration – Purchasing Division

Current	Recommendation
Procurement Administrator PR 1CX (\$51,469 - \$72,063) (One Position)	Procurement Manager PR 1EX (\$58,462 - \$81,844) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER (One Position)
Procurement Specialist PR 2FX (\$48,670 - \$67,616) (One Position)	Procurement Specialist PR 2GX (\$51,469 - \$72,063) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER (One Position)
Purchasing Agent – Senior PR 2EX (\$48,670 - \$63,426) (Four Positions)	Purchasing Agent – Senior PR 2FX (\$48,670 - \$67,616) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER (Four Positions)
Purchasing Agent PR 2CN (\$39,881 - \$55,825) Underfill Classification	Purchasing Agent PR 2DN (\$42,500 - \$59,498) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER Underfill Classification

The Department of Administration – Purchasing Division has requested a study of several positions due to changes in duties and responsibilities, high turnover and pay compression. Updated job descriptions were provided and discussions were held with Rhonda Kelsey, City Purchasing Director. A market study was conducted and pay data was obtained from the following sources:

- Economic Research Institute (ERI) – a salary database service for employers to which the Department of Employee Relations (DER) subscribes
- Bureau of Labor Statistics (BLS)
- Milwaukee Metropolitan Sewerage District (MMSD)
- Milwaukee Public Schools
- State of Wisconsin
- Walworth County, Wisconsin

Current	Procurement Administrator	PR 1CX (\$51,469 - \$72,063)	1 Position
Recommended	Procurement Manager	PR 1EX (\$58,462 - \$81,844) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER	1 Position

This position performs the necessary duties of the City Purchasing Director in his/her absence as directed; administers, plans, organizes and leads the Procurement Card Program and all major procurement-related initiatives

consistent with the Purchasing Division's mission; and supervises and prioritizes the workflow of all incoming requisitions and overall office operations. Duties, responsibilities and requirements include:

- 25% Assist with the management and supervision of the daily workflow of Purchasing Agents which includes prioritizing, assigning and approving requisitions through contract execution plus overall office operations; assist with the management of the Purchasing Division and devise strategies to reduce costs and improve delivery of services; update and maintain internal and external procurement procedures and keep the Purchasing Internal Procedures and Purchasing Liaison Manuals current; and manage all master contract data to include the coordination and statistical reporting of the City's various socio-economic bid incentive programs such as Local Business Enterprise (LBE), Buy American, and Small Business Enterprise (SBE), and the ethical purchasing requirements.
- 20% Manage the Citywide procurement card program; design procurement card procedures and assist user departments with establishing cardholder controls and department goals; make recommendations on procurement card issues at all levels of City government; design and conduct training programs for new cardholders; develop and maintain appropriate procedures to ensure proper card usage and an inventory record of all cards, users, and other relevant information; and conduct post audits of procurement-related documents for compliance with procedures for internal and external users.
- 15% Assist with the strategic planning, development, and implementation on all major procurement projects; provide direct participation and input during the design and implementation phases; prepare, maintain, and distribute guidelines and standards created by the Purchasing Division; and coordinate the contract data and reporting for the Finance and Personnel Committee's approval process for exceptions to bid contracts.
- 10% Serve as the departmental payroll manager; perform payroll and reporting functions including some involvement with confidential personnel matters for the Purchasing Division; process adjustments to CityTime; create job requisitions in JobAps and prepare related reports as needed; coordinate training opportunities for the Purchasing Division; and handle and coordinate preparation of the Purchasing Division annual budget, including revenue estimates.
- 10% Serve as the point of contact within the Purchasing Division for internal and external stakeholders; provide general assistance to user departments; and maintain membership with professional organizations.
- 10% Develop and perform Citywide FMIS (Financial Management Information System) training sessions on Purchasing related functions; serve as the point of contact for FMIS eProcurement module related issues; and assist in annual purchase order/budgetary rollover duties.
- 10% Review various contract amendments, bids, and exception to bids for compliance with procurement procedures and state and local laws; serve as the department webmaster and ensure both internal and external websites are maintained and up to date; serve as the Citywide petty cash custodian; work with City departments on creating, modifying or dissolving accounts and annual reconciliations; and perform duties of the Administrative Specialist – Senior and Program Assistant II on a backup basis.

Minimum requirements include a bachelor's degree in business administration, finance or related area and two years of management experience. A master's degree is desirable. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

This position was last studied in 1998 when it was reclassified from Purchasing Agent – Senior in Salary Grade 04 to Procurement Administrator in Salary Grade 06 as part of a reorganization. The rationale for the reclassification in 1998 was responsibility for supervision of the purchasing staff, and development and implementation of major Purchasing Division projects. It was noted that these functions were previously performed by positions that were eliminated in the budget: Procurement Manager in Salary Grade 11 and Standards and Inventory Manager in Salary

Grade 09. In 2012, when the Salary Ordinance was restructured, Salary Grade 06 became Pay Ranges 1CX (\$51,469 - \$72,063) and 2GX (\$51,469 - \$72,063) with no change in rates of pay.

This position continues to serve as a supervisor and the level of duties and responsibilities has increased. The department indicated that all six of the procurement/purchasing positions have evolved over the past several years due to the following changes:

- The procurement process has become more complex due to legislative and policy changes that require a balancing of City demands and deadlines with the goal of greater inclusion in City contracts. Legislative changes include Local Business Enterprise (LBE) requirements, Buy American provisions, Ethical Purchasing requirements, Sustainable Living Wage requirements, and Socially Responsible Contracting (SRC) requirements.
- There is a greater demand for more transparency in the contracting process requiring more analysis and reporting for contracts that require approval by the Common Council Committee on Finance and Personnel.
- There is an increase in the need for knowledge and understanding of risk management/insurance provisions and best practices to assist with determining appropriate insurance coverage.
- There is more demand for knowledge and understanding of various information technology (IT) software programs and systems that are utilized by City departments. These programs and systems can change quickly and the procurement process can be complex.

In addition to changes in duties and responsibilities, the department indicated concerns that the rates of pay for these positions are no longer competitive. Reference was made to the high turnover in these positions. Over the past five years, two employees have left the position of Procurement Administrator, two employees have left the position of Procurement Specialist, and six employees have left the positions of Purchasing Agent – Senior/Purchasing Agent. One departure was due to retirement and two were due to an employee leaving the area but the other seven were due to an employee accepting a position elsewhere in City government or with another employer. The previous incumbent of this position resigned to accept a comparable external position for much higher pay.

In determining the recommendations for this report, comparisons were made to external market rates of pay for positions with similar duties and responsibilities.

Economic Research Institute (ERI)

Rates reflect the mean rates of pay from one to seven years of experience for positions within 30 miles of Milwaukee:

Title	One Year of Experience	Seven Years of Experience
Procurement Manager/Purchasing Manager	\$87,645	\$110,638
Procurement Supervisor/Purchasing Supervisor	\$71,807	\$88,710

ERI defines the Procurement Manager/Purchasing Manager as one who manages and coordinates activities of buyers and support staff engaged in purchasing and distributing raw materials, equipment, machinery and supplies in an industrial plant, public utility or other organization; establishes purchasing policies and procedures and directs purchasing programs accordingly; establishes procedures to accomplish procurement of a variety of materials in a cost-effective manner; and prepares and assigns purchase orders and change notices to purchasing agents.

Procurement Supervisor/Purchasing Supervisor is defined as one who supervises buyers and purchasing staff involved in the external procurement of raw materials, parts, equipment, supplies, and services for an organization at minimal cost, consistent with delivery requirements and quality specifications; oversees the selection and ordering of materials, supplies, and services from vendors, showings by manufacturing representatives, growers or other sellers; or purchases on the open market for cash, basing selection on nature of clientele or demand for specific commodity, merchandise, or other property, utilizing knowledge of various articles of commerce and experience as a buyer;

coordinates purchasing activities with user departments to maintain optimum inventory and buy levels; and assists upper management in recommendations regarding changes to purchasing procedures and policies.

Bureau of Labor Statistics
Purchasing Manager
Milwaukee-Waukesha-West Allis, Wisconsin, May 2017

10 th Percentile	25 th Percentile	Median Wage	75 th Percentile	90 th Percentile
\$70,570	\$84,220	\$107,710	\$130,370	\$162,870

The Bureau of Labor Statistics states that buyers and purchasing agents buy products and services for organizations to use or resell. They evaluate suppliers, negotiate contracts, and review the quality of products. Purchasing Managers oversee the work of buyers and purchasing agents and typically handle more complex procurement tasks.

Comparisons were also made to other state and local employers as shown in the chart below. Please note that the term “broadband” for the pay data from the State of Wisconsin indicates that a group of pay ranges have been combined. As a result the range is wider, the minimum is lower and the maximum is higher. Despite this difference, it still provides a general comparison for these classifications.

Title	Employer	Rates
Purchasing Agent Program Supervisor	State of Wisconsin (Broadband)	\$48,630 - \$111,883
Procurement Specialist III	Milwaukee Public Schools	\$72,022 - \$104,445

A review of the City positions also indicated that there is pay compression between this position and some of the positions that it supervises as shown in the chart below.

Title	Number of Positions	Pay Range	Rates
Procurement Administrator	1	1CX	\$51,469 - \$72,063
Procurement Specialist	1	2FX	\$48,670 - \$67,616
Purchasing Agent – Senior	4	2EX	\$48,670 - \$63,426
Purchasing Agent	Underfill Title	2CN	\$39,881 - \$55,825

Although the Procurement Administrator position has much more oversight and management responsibilities, the difference in pay level between this position and the Procurement Specialist in Pay Range 2FX (\$48,670 - \$67,616) and the Purchasing Agent – Senior positions in Pay Range 2EX (\$48,670 - \$63,426) is only one and two levels respectively.

Based on this pay compression, changes in duties and responsibilities, and comparisons to labor market rates, we recommend that this position of Procurement Administrator in Pay Range 1CX (\$51,469 - \$72,063) be reclassified to Procurement Manager in Pay Range 1EX (\$58,462 - \$81,844). The title of Procurement Manager will better describe the supervisory and management role of this position. Other classifications at this level include Business Operations Manager, DPW Inventory and Purchasing Manager, and Procurement and Compliance Manager.

To allow more flexibility in recruitment and placement in the range, we also recommend adding a footnote that allows appointment above the minimum utilizing structured recruitment flexibility subject to the approval of DER. This would allow placement of an individual at a higher rate with supporting documentation of past experience, education and other credentials.

Current	Procurement Specialist	PR 2FX (\$48,670 - \$67,616)	1 Position
Recommended	Procurement Specialist	PR 2GX (\$51,469 - \$72,063) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER	1 Position

This position is independently responsible for the procurement of a large volume of complex commodities and services with a value of over \$30 million dollars per year; and acts as the technical advisor and team leader to Purchasing Agents and user departments regarding the development of bid specifications, Request for Proposals (RFPs), cooperative procurements and Citywide procurements while adhering to City regulations and procedures. Duties, responsibilities and requirements include:

- 25% Serve as the lead to other purchasing agents; advise and assist them with preparation of bids, specifications, and RFPs; serve as a technical advisor regarding the entire life cycle of the procurement process; provide guidance regarding City procedures and procurement laws; and maintain the specification assignment system.
- 20% Manage and facilitate the RFP procurement process and provide guidance to the selection committee to ensure a fair, transparent, and competitive process; review selection committee award recommendation for the highest ranked proposer; and lead the contract negotiation process.
- 20% Conduct industry and market research, and make recommendations on procurement best practices related to contract negotiations, cooperative purchasing, vendor sourcing, eProcurement systems; streamlining procurement procedures, standardizing Citywide contracts, and other special projects that may arise in accordance with City procurement laws and procedures.
- 20% Manage and conduct the compliance review process for City insurance requirements and ensure that the City's insurance requirements are up to date in conjunction with the City Attorney's Office.
- 15% Create purchase orders and contracts in the City's Financial Management Information System (FMIS).

Minimum requirements include a bachelor's degree in business administration, public administration, legal studies, accounting, or related area and three years of experience in procurement or related field. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

This position was last studied in 1987 when it was reclassified from Procurement Coordinating Specialist in Pay Range 111 to Procurement Specialist in Salary Grade 05 as part of the Management Pay Plan Study. In 2012, when the Salary Ordinance was restructured, Salary Grade 05 became Pay Ranges 1BX (\$48,670 - \$67,616) and 2FX (\$48,670 - \$67,616) with no change in rates of pay. The position is currently vacant.

The level of duties and responsibilities has also increased for this position due to the changes listed earlier in this report. In studying this position, comparisons were made to external market rates of pay for positions with similar duties and responsibilities. These rates of pay will also be utilized for reviewing the rates for Purchasing Agent and Purchasing Agent – Senior since many of the duties and responsibilities overlap with this leadworker position.

Economic Research Institute (ERI)

Rates reflect the mean rates of pay from one to seven years of experience for positions within 30 miles of Milwaukee:

Title	One Year of Experience	Seven Years of Experience
Procurement Analyst	\$56,022	\$70,988
Purchasing Agent	\$52,591	\$67,268

ERI defines Procurement Analyst as one who plans and coordinates supplier qualification process, development, and execution of request for proposal (RFP) or request for quotation (RFQ), bid analysis, supplier selection, contract development, and negotiation; researches and analyzes competitive market and interviews vendors, searching for the best price along with availability and quality of materials, equipment, property or services that the company needs to function; and builds relationships with external vendors.

Purchasing Agent is defined as one who procures materials or other goods and/or coordinates activities involved with purchasing products and services, such as raw materials, equipment, tools, parts, supplies, and advertising; receives and reviews requisitions requesting goods or services; communicates with vendors to obtain product or service information, such as price availability, and delivery schedule; selects products for purchase by testing, observing, or examining items; and expedites orders and requests as needed.

Comparisons were also made to other state and local employers as shown in the chart below.

Title	Employer	Rates
Purchasing Agent - Senior	State of Wisconsin (Broadband)	\$48,630 - \$111,883
Procurement Specialist	MMSD	\$72,022 - \$104,44
Senior Buyer	Walworth County, Wisconsin	\$62,930 - \$83,230
Purchasing Agent	State of Wisconsin (Broadband)	\$37,357 - \$85,842
Procurement Associate III	Milwaukee Public Schools	\$52,929 - \$76,701

Based on changes in duties and responsibilities and comparisons to labor market rates, we recommend that this position of Procurement Specialist in Pay Range 2FX (\$48,670 - \$67,616) be reallocated to the higher level of Pay Range 2GX (\$51,469 - \$72,063). Other classifications at this level include Budget and Management Analyst – Lead, Contract Compliance Officer, and Grant Monitor.

To allow more flexibility in recruitment and placement in the range, we also recommend adding a footnote that allows appointment above the minimum utilizing structured recruitment flexibility subject to the approval of DER.

Current	Purchasing Agent – Senior	PR 2EX (\$48,670 - \$63,426) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER	4 Positions
Recommended	Purchasing Agent – Senior	PR 2FX (\$48,670 - \$67,616)	4 Positions

Current	Purchasing Agent	PR 2CN (\$39,881 - \$55,825)	Underfill Title
Recommended	Purchasing Agent	PR 2DN (\$42,500 - \$59,498) FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER	Underfill Title

This position is independently responsible for the procurement of a large volume of a diverse group of complex commodities and services valued at over \$22 million dollars on an annual basis; and ensures that all purchases comply with specifications and City bylaws, policies and procedures. Duties, responsibilities and requirements include:

- 20% Develop and review bid specifications/RFPs for compliance with City procedures to maximize competition and cost savings.

- 20% Manage and facilitate the RFP purchasing process and provide guidance to the selection committee to ensure a fair, transparent, and competitive process; review selection committee award recommendation for the highest ranked proposer; and lead the contract negotiation process.
- 15% Negotiate best prices for the City with vendors on exception to bid acquisitions.
- 5% Serve as a technical advisor at pre-bid conferences to ensure compliance with City procurement procedures.
- 10% Conduct industry and market research on best practices related to contract negotiations, cooperative purchasing, vendor sourcing, and management consistent with City procurement procedures and regulations.
- 10% Analyze data to identify most often used services and goods to standardize and set forth in Citywide contracts.
- 10% Issue purchase orders and contracts; and input completed contracts in the City's Financial Management Information System (FMIS).
- 10% Work with vendors and user departments to resolve complex contract issues.

Minimum requirements include a bachelor's degree in business administration, public administration, legal studies, accounting, or related area for the Purchasing Agent level. The Purchasing Agent – Senior level requires the same education as the underfill level plus two years of experience in purchasing or a related field. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

These positions were last studied in 1987 when they were reclassified from Buyer II in Pay Range 109 to Purchasing Agent – Senior in Salary Grade 04 and the underfill title of Buyer I in Pay Range 105 was reclassified to Purchasing Agent in Salary Grade 02. In 2012, when the Salary Ordinance was restructured, Salary Grade 04 became Pay Ranges 1AX (\$48,670 - \$63,426) and 2EX (\$48,670 - \$63,426) and Salary Grade 02 became 2CN (\$39,881 - \$55,825) with no change in rates of pay.

The level of duties and responsibilities has also increased for these four positions due to the changes listed earlier in this report. Based on the changes in duties and responsibilities and the market data above, we recommend that these four positions of Purchasing Agent – Senior in Pay Range 2EX (\$48,670 - \$63,426) be reallocated to the higher level of Pay Range 2FX (\$48,670 - \$67,616) and the underfill classification of Purchasing Agent in Pay Range 2CN (\$39,881 - \$55,825) be reallocated to the higher level of Pay Range 2DN (\$42,500 - \$59,498).

To allow more flexibility in recruitment and placement in the range, we also recommend adding a footnote that allows appointment above the minimum utilizing structured recruitment flexibility subject to the approval of DER.

Action Required – Effective Pay Period 5, 2019 (February 24, 2019)

In the Salary Ordinance

Under Pay Range 1CX:

Delete the title "Procurement Administrator".

Under Pay Range 1EX:

Add the title "Procurement Manager (13)" and create the following footnote (13):

(13) Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER.

Under Pay Range 2CN:

Delete the title "Purchasing Agent".

Under Pay Range 2DN:

Add the title "Purchasing Agent (22)" and create the following footnote (22):

(22) Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER.

Under Pay Range 2EX:

Delete the title "Purchasing Agent – Senior".

Under Pay Range 2FX:

Delete the title "Procurement Specialist".

Add the title "Purchasing Agent – Senior (4)" and create the following footnote (4):

(4) Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER.

Under Pay Range 2GX:

Add the title "Procurement Specialist (10)" and create the following footnote (10):

(10) Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER.

In the Positions Ordinance

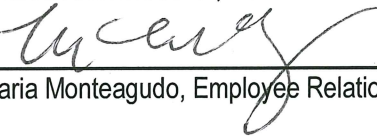
Under the Department of Administration – Purchasing, Procurement Services,

Delete one position of "Procurement Administrator (Y)".

Add one position of "Procurement Manager (Y)".

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: January 22, 2019

Mayor's Office

Current	Recommendation
Mayor's Office Communications Director PR 2LX (\$70,827 - \$99,154) One Position	Director of Communications and Public Engagement PR 1JX (\$80,441 - \$112,627) One Position
Policy Planning Coordinator PR 1JX (\$80,441 - \$112,627) One Position	Policy and Administration Manager PR 2LX (\$70,827 - \$99,154) One Position
Housing Policy Director PR 2MX (\$75,478 - \$105,669) One Position	Community Outreach Liaison PR 2EX (\$48,670 - \$63,426) One Position

The 2019 Adopted Budget includes a reorganization of a number of positions in the Mayor's Office. The new structure and changed positions are designed to:

- Add responsibility for public engagement activities and supervision of staff in the Mayor's Office to the Communications Director.
- Focus the scope of responsibility of the Policy Planning Coordinator position on accountability, benchmarks and metrics for the efficient and effective delivery of city services.
- Shift resources for housing policy and programs back to the Department of City Development while increasing internal capacity to identify and address community issues and challenges with an added Community Outreach Liaison position.

Overall, this reorganization includes a reclassification and the downgrade of two existing positions and it is anticipated to save more than \$30,000. A summary documenting the classification changes that will support this reorganization is presented below.

Director of Communications and Public Engagement – The added duties of the Director of Communications and Public Engagement will include responsibility for creating a direct public engagement strategy to engage neighborhoods and community leaders with City government and ensuring the resources of city government are closely aligned to the residents it serves. In this capacity, the position will be responsible for coordinating the work and the deliverables of City departments as well as engaging civic, community, faith, and philanthropic interest for the betterment of their communities and city at large.

This position will also be responsible for conducting studies of operational issues, preparing recommendations on changes to organization, policy and procedures, and overseeing and directing the staff of the Mayor's Office including prioritizing and assigning work, conducting performance evaluations, and training staff.

In determining the appropriate level for this position, the staff reviewed the nature of the additional duties and responsibilities in the public engagement areas as well as the new supervisory responsibilities. We determined that a reclassification to Pay Range 1JX (\$80,441 - \$112,627) would account for the added duties and responsibilities. This level is consistent with the pay range for other senior leadership positions across City departments including: Chief of Staff Police, Police Planning and Policy Director, Special Deputy City Treasurer, Assessment Operations Director, and Deputy City Clerk.

The reorganization is also realigning the responsibilities of the Policy Planning Coordinator position. This position's focus will shift to data analysis, benchmarks, deliverables, and ensuring strong coordination with the Budget Office in

relation to the Accountability in Management Program. This shift warrants a different classification and pay range as the position will be focusing more on data analytics and benchmarks.

In determining the appropriate level for this position, the staff reviewed the nature of the work in comparison to the following positions in Pay Range 2LX (\$70,827 - \$99,154): Budget and Policy Manager, City Economist, and FMIS Project Manager. Based on the new scope of responsibility and the general connection to the positions in the Budget and Management Division, we recommend the classification of Policy and Administration Manager in Pay Range 2LX (\$70,827 - \$99,154) for this position.

The final component of the reorganization is to eliminate position authority for the Housing Policy Director position and create in lieu thereof a second position of Community Outreach Liaison in Pay Range 2EX (\$48,670 - \$63,426). The additional Community Outreach Liaison position will add extra capacity within the Mayor's Office to respond and address constituent issues in the community and support new initiatives and programs directed by the Director of Communications and Public Engagement. It is anticipated that the general nature of work of this position will be comparable to that of the existing Community Outreach Liaison and for that reason the recommendation is to classify this position at the same level.

Action Required – Effective Pay Period 01, 2019 (December 30, 2018)

In the Salary Ordinance

Under Pay Range 1JX:

Delete the title of "Policy Planning Coordinator".

Add the title of "Director of Communications and Public Engagement".

Under Pay Range 2LX:

Delete the title of "Mayor's Office Communications Director".

Under Pay Range 2MX:

Delete the title of "Housing Policy Director".

Prepared by:



Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>1/25/2019</u>	File Number	<u>181497</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
----------	---	--

C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	_____

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		See attached spreadsheet.	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. _____

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

- | | | |
|------------------------------------|------------------------------------|-------|
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |

H

List any costs not included in Sections D and E above. _____

I

Additional information. _____

J

This Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of January 22, 2019
Finance and Personnel Committee Meeting of January 30, 2019

NEW COSTS FOR 2019											
No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal	
1	Administration-Purchasing	Procurement Administrator	1CX	Procurement Manager*	1EX	\$52,500	\$58,462	\$917	\$156	\$1,073	
1	Administration-Purchasing	Procurement Specialist	2FX	Procurement Specialist	2GX	\$48,670	\$51,469	\$2,368	\$403	\$2,771	
2	Administration-Purchasing	Purchasing Agent - Senior	2EX	Purchasing Agent - Senior	2FX	\$48,670	\$52,077	\$5,766	\$980	\$6,746	
2	Administration-Purchasing	Purchasing Agent - Senior	2EX	Purchasing Agent - Senior	2FX	\$47,476	\$50,799	\$5,624	\$956	\$6,580	
1	Mayor's Office	Mayor's Office Communications Dir	2LX	Dir of Communications & Public Engagement**	1JX	N/A	N/A	N/A	Included in 2019 Budget		
1	Mayor's Office	Policy Planning Coordinator	1JX	Policy and Admin Manager**	2LX	N/A	N/A	N/A	Included in 2019 Budget		
1	Mayor's Office	Housing Policy Director	2MX	Community Outreach Liaison**	2EX	N/A	N/A	N/A	Included in 2019 Budget		
9								\$14,675	\$2,495	\$17,170	

Assume effective date is Pay Period 5, 2019 (February 24, 2019) unless indicated otherwise.

*Assume the employee currently underfilling the position is promoted to the higher level after one year in the position - Pay Period 23, 2019 (November 3, 3019).

**Assume effective date is Pay Period 1, 2019 (December 30, 2018).

NEW COSTS FOR FULL YEAR											
No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal	
1	Administration-Purchasing	Procurement Administrator	1CX	Procurement Manager	1EX	\$52,500	\$58,462	\$5,962	\$1,014	\$6,976	
1	Administration-Purchasing	Procurement Specialist	2FX	Procurement Specialist	2GX	\$48,670	\$51,469	\$2,799	\$476	\$3,275	
2	Administration-Purchasing	Purchasing Agent - Senior	2EX	Purchasing Agent - Senior	2FX	\$48,670	\$52,077	\$6,814	\$1,158	\$7,972	
2	Administration-Purchasing	Purchasing Agent - Senior	2EX	Purchasing Agent - Senior	2FX	\$47,476	\$50,799	\$6,646	\$1,130	\$7,776	
1	Mayor's Office	Mayor's Office Communications Dir	2LX	Dir of Communications & Public Engagement	1JX	N/A	N/A	N/A	Included in 2019 Budget		
1	Mayor's Office	Policy Planning Coordinator	1JX	Policy and Admin Manager	2LX	N/A	N/A	N/A	Included in 2019 Budget		
1	Mayor's Office	Housing Policy Director	2MX	Community Outreach Liaison	2EX	N/A	N/A	N/A	Included in 2019 Budget		
9								\$22,221	\$3,778	\$25,999	

Rates may not be to the exact dollar due to rounding.