



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

September 28, 2005

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

Dear Committee Members: Re: Common Council File Number 050715

The following classification and pay recommendations were approved by the City Service Commission on September 27, 2005.

In the Health Department, one new grant-funded position was classified as Public Health Educator II, Pay Range 593.

In the Municipal Court, six positions of Office Assistant II, Pay Range 410, were retitled to Court Services Assistant II, Pay Range 410; and one position of Office Assistant IV, Pay Range 445, was retitled to Court Services Assistant IV, Pay Range 445.

The Job evaluation reports covering the above classifications, including the necessary Positions Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: 2 Job Evaluation Reports
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Waish, David Kwiatkowski, Bevan Baker, Vivian Chen, Michelle Stein, Victoria Robertson, Angela Hagy, Kristine Hinrichs, Clarice Hall Moore, Barbara Przybylinski, Scott Sorensen, Alicia Williams, Barbara Etheridge, Gloria Reed, Anthony Dean, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 27, 2005

Incumbents: New Position

Department: Health Department

Present	Request
Title: Not Applicable	Title: Public Health Educator II
Salary: Not Applicable	Salary: Pay Range 593 (\$40,574 - \$49,116)
Step: Not Applicable	Source: Department
Recommendation: Title: Public Health Educator II Salary: Pay Range 593 (\$40,574 - \$49,116) New Rate: Not Applicable	
Rationale: The duties, responsibilities, and requirements of this new grant funded position are comparable to other Public Health Educator II positions in the Health Department.	
History of Position: This is a new grant funded position.	

Action Required:

In the 2005 Positions Ordinance, under Health Department, Maternal and Child Health Division, Immunization Action Plan Grant (DD), delete one position of Public Health Educator (X) (DD) and add one position of Public Health Educator II (X) (DD).

No action required in the 2005 Salary Ordinance.

Background:

The Department of Employee Relations (DER) received a letter, dated August 23, 2005, from the Commissioner of Health, requesting the classification study of one new grant funded position that was created in conjunction with the Immunization Action Plan Grant. Discussions were held with Michelle Stein, Health Personnel Officer, and the supervisor of the position, Angela Hagy, Epidemiologist.

Duties and Responsibilities:

The basic function of this position is to plan, develop, promote, coordinate, implement and/or evaluate public health intervention on a group or community level. This position also collaborates with community organizations and groups to promote health and prevent disease. The duties and responsibilities are as follows:

- 20% Assist in the development and implementation of community and healthcare interventions to increase adult and childhood immunization coverage rates within the City of Milwaukee.
- 15% Establish and maintain collaborative relationships with outside agencies involved in providing immunization or immunization compliance, including health care providers; Title 19 Health Maintenance Organizations and other insurance providers; childcare providers; public and private schools; mass immunizers; community groups; and other non profit organizations.

- 15% Develop, identify, evaluate and/or provide technical assistance related to educational methods and materials which are appropriate for the target audience and provide/organize training for immunization providers within the City of Milwaukee.
- 15% Participate in data collection, program evaluation, preparation of immunization reports pertinent to consolidated contract objectives or as assigned by the program supervisor.
- 15% Conduct and/or provide technical assistance for focus groups and needs assessments related to immunizations.
- 10% Evaluate and/or provide technical assistance to determine the effectiveness of particular health education interventions.
- 10% Assist in communicable disease follow-up and public health preparedness planning. Perform other duties as assigned.

According to the job description provided by the department, this position requires a Master's Degree in Health Education or related field; or a Bachelor's Degree and two years of related experience and/or training. Equivalent combinations of education and experience may also be considered. Other requirements for the position include a knowledge and/or experience in health education methods, conducting research, collecting and analyzing data, and preparing reports.

Analysis:

The Milwaukee Health Department has several Public Health Educator II positions that work on a particular program such as Injury and Violence Prevention and Lead Poisoning Prevention. Consistent with other Public Health Educator II positions in the Department, the focus of this new grant funded position will be to plan, promote, coordinate, conduct, and evaluate public health education and interventions related to a particular program. These positions also maintain relationships with community organizations and groups so they can work together to promote health and prevent disease. This position will focus on the issue of Immunizations and will be funded through the Immunization Action Plan Grant.

The duties, responsibilities and requirements for this position are consistent with those of other Public Health Educator II positions. We therefore agree with the requested classification of Public Health Educator II in Pay Range 593.

Recommendation

Based on the above analysis we recommend this new grant funded position be classified as Public Health Educator II in Pay Range 593.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Maria L. Monteagudo*
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 27, 2005

Incumbent: A. 6 Incumbents
 B. 1 Incumbent

Department: Municipal Court

Present	Request
Title: A. Office Assistant II B. Office Assistant IV	Title: A. Court Services Assistant II B. Court Services Assistant IV
Salary: A. Pay Range 410 (\$27,239-\$32,052) B. Pay Range 445 (\$33,754-\$37,353)	Salary: A. Same B. Same
Step: A. and B. Not Applicable	Source: Department
<p>Recommendation: Title: A. Court Services Assistant II B. Court Services Assistant IV Salary: A. Same B. Same</p>	
<p>Rationale: A. and B. This report recommends a title change for seven positions in the Municipal Court to better reflect their duties and responsibilities.</p>	
<p>History of Positions: A. and B. These positions were last studied as part of the City-Wide Support Staff Study in 1995-96. As part of that study six positions of Clerk Typist II in the Municipal Court were changed to Office Assistant II (A) and one position of Clerk IV was changed to Office Assistant IV (B).</p>	

Action Required

In the 2005 Positions Ordinance, under Municipal Court, Records and Case Preparation, delete one position of Office Assistant IV and six positions of Office Assistant II and add one position of Court Services Assistant IV and six positions of Court Services Assistant II.

No action is required in the 2005 Salary Ordinance.

Background:

The Department of Employee Relations received two requests dated May 23, 2005 from Clarice Hall Moore, Assistant Court Administrator, requesting a title change for seven of their Office Assistant positions. The department specifically requested that six positions of Office Assistant II in Pay Range 410 be reclassified to Court Services Assistant II in Pay Range 410 and one position of Office Assistant IV in Pay Range 445 be reclassified to Court Services Assistant IV in Pay Range 445. New job descriptions were submitted and discussions were held with Kristine Hinrichs, Chief Court Administrator, and Clarice Hall Moore, Assistant Court Administrator.

Duties and Responsibilities:

A. Office Assistant II

The basic function of these positions is to prepare physical case files for court proceedings; assemble court calendars for distribution; pull files; purge court documents and case jackets; and provide case information to the public and other City employees. The duties and responsibilities are as follows:

- 40% Prepare and assemble the uniform Traffic, Municipal, and Juvenile intake calendars. Print, assemble, and update all other calendars by pulling filed case jackets, checking off the calendar, correcting errors, and distributing calendars to other city departments. Locate and pull case files for staff and deliver to various sections.
- 20% Prepare, enter data, roster, and assemble the "in custody" appearance calendar for two daily sessions on a rotating weekly schedule. Obtain and provide information on court cases, such as dispositions, adjournments, fines, and costs, for attorneys, defendants, and others who appear in person or by telephone.
- 20% Enter data regarding traffic, municipal and juvenile citations. Arrange case jackets in numerical order and file.
- 15% Enter data on demand parking, "in custody" citations, summons and complaints. Schedule, roster, and prepare the labeled case jackets for same day court action. Assure personal recognizances (PR) are pulled and updated with a new court date and due date, and that the warrants are returned on a timely basis. File other court documents, process returned mail, update court address database, and process case files for storage.
- 5% Maintain courteous and effective working relationships with other staff personnel, judges, court clerks, and the general public.

This position requires a knowledge of general office and court procedures, data entry skills, good attention to detail, an ability to work well under pressure and use tact and courtesy due to daily contact with the public and other City employees.

B. Office Assistant IV

The basic function of this position is to, under the direct supervision of the Assistant Court Administrator, serve as the section leader for the Administrative Services Section which includes case preparation and records management functions. This position oversees citation security, the timeliness and accuracy of data entered in the Court's management information system, file maintenance, and the provision of case information to the public, staff, and other interested parties. The duties and responsibilities are as follows:

- 15% Serve as Section Leader of records management and case preparation functions with responsibility for the security of court records, citations, and documents; and the accurate and timely provision of information and documents to requesters.
- 20% Coordinate the off site storage and retrieval of court records; and prepare and assemble case jackets for the uniform Traffic, Municipal and Juvenile intake calendars.
- 15% Obtain information from court documents and computer sources to give to attorneys, defendants, and other interested parties.
- 15% Provide information service and back-up support for the other section leaders.
- 15% Oversee the proper filing of subpoenas, correspondence, related agency reports, and other court documents in case jackets; ensure case jackets are arranged in numerical order and returned to the filing shelves and that court case jackets are delivered to various sections.

- 10% Locate and pull case files for staff.
- 10% Monitor on-site space capacity, make recommendations to management, ensure the timely processing of storage, purge lists to provide adequate on-site file storage for court activity, and perform other duties as assigned.

According to City specifications, an Office Assistant IV classification requires four years of support staff experience with at least six months of experience at the Office Assistant III level or above. Job related coursework may be substituted for up to six months of the experience requirement. According to the job description this position also requires a knowledge of general office and court procedures, familiarity with supervisory principles and techniques, typing skills, and an ability to work well under pressure and maintain composure with other employees and the public.

Analysis:

The Municipal Court requested title changes for the above positions to better reflect the types of duties and responsibilities that they are performing. Prior to 2005 the functions of Pre-Trial Case Preparation and Post-Trial Record Processing were handled separately in different sections. In 2005, these two sections were combined to form the Records and Case Preparation Section which is now called Administrative Services. Employees were cross trained so that they could perform all the functions. Currently, the Section has one Office Assistant IV, one Court Services Assistant III, and six Office Assistant II positions. Three of the Office Assistant II positions are being underfilled as an Office Assistant I, one position is being filled by a Court Services Assistant II and one position is vacant.

The department wishes for these positions to all have the title of Court Services Assistant to reflect that they are all performing the same types of duties. The Office Assistant IV serves as a leadworker so the requested title change is to Court Services Assistant IV. The department is requesting the other six positions have their title changed to Court Services Assistant II. The three positions that are being underfilled would continue to be underfilled but with the title of Court Services Assistant I. The department prefers the title Court Services Assistant to Office Assistant since the duties and responsibilities of these positions are unique to the Municipal Court and do not include duties such as word processing and spreadsheets which are usually basic functions of the Office Assistant job series.

In contrast, the Court Services Assistant positions emphasize a knowledge of the court process, a high attention to detail due to the high consequence of error, and an ability to do data entry. These specific positions focus on duties associated with Case Preparation and Records Management. The requested titles for these positions are consistent with the other positions in the department and better reflect the duties and responsibilities being performed. We therefore recommend that the title of six positions of Office Assistant II be changed to Court Services Assistant II and the title of one position of Office Assistant IV be changed to Court Services Assistant IV.

Recommendation:

Based on the above analysis, we recommend six positions of Office Assistant II in Pay Range 410 be reclassified to Court Services Assistant II in Pay Range 410. We also recommend that one position of Office Assistant IV in Pay Range 445 be reclassified to Court Services Assistant IV in Pay Range 445.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Maria S. Monteagudo
Maria Monteagudo, Employee Relations Director