



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

March 23, 2015

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

Dear Committee Members:                      Re: Common Council File Number **141735**

The following classification and pay recommendations were approved by the City Service Commission on **April 8, 2014**.

In the Department of City Development, one RACM position was recommended for classification to Procurement and Compliance Manager, Pay Range 1EX.

The job evaluation reports covering the above positions, 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, James Carroll, Dennis Yaccarino, John Ledvina, Deborah Ford, Nicole Fleck, Richard Marcoux, Martha Brown, Judith Allen, Scott Stange



## JOB EVALUATION REPORT

City Service Commission Meeting Date: April 8, 2014

This report recommends an appropriate classification and compensation level for a position in the Department of City Development (DCD). This position is part of the Department's long-term budget strategy to eliminate certain RACM (Redevelopment Authority for the City of Milwaukee) positions that perform work related to or in support of real estate, redevelopment, and economic development activities on behalf of the City and recreate them in the Department of City Development. A recommended appointment rate that will maintain a current rate of pay for the individual moving over from RACM is included in the Salary Ordinance changes under "Action Required".

A Job Evaluation Report for this position plus two other positions, Human Resources Officer and Grant Budget Specialist, was approved by the City Service Commission on April 8, 2014. The other two positions were submitted to and approved by the Finance and Personnel Committee on May 17, 2014. This position was held due to issues related to the pension benefit. Those issues have now been resolved. In reviewing this position, staff analyzed a new job description and held discussions with management representatives.

### DEPARTMENT OF CITY DEVELOPMENT

Request	Recommendation
Procurement and Compliance Manager PR 2IX (\$58,462 - \$81,844)	Procurement and Compliance Manager PR 1EX (\$58,462 - \$81,844)

### Action Required – Effective Pay Period 6, 2015 (March 1, 2015)

In the Salary Ordinance, under Pay Range 1EX, add the title "Procurement and Compliance Manager (3)" with the footnote to read "(3) Appointment of Scott Stange is authorized at the rate of \$2,523.02 biweekly."

### Duties and Responsibilities

This position is responsible for managing procurement activities and contract compliance reporting for the Department of City Development (DCD), Neighborhood Improvement Development Corporation (NIDC), and the Redevelopment Authority of the City of Milwaukee (RACM). Duties and responsibilities include the following:

- 70% Procurement Oversight and Management – includes preparing or overseeing the preparation of invitations for bids, requests for proposals, execution of various agreements and contracts, approving requests for periodic and final contract payments, determining compliance with terms and conditions of contracts, compiling information and reports for open record requests, audits, etc., researching and maintaining knowledge of applicable laws and policies, requesting legal opinions from the City Attorney's Office as needed; serving as a liaison with other City Departments and contractors, preparing and presenting resolutions, and managing the Department's Administrative Central File.
- 20% Contract Compliance Management – includes monitoring contractor compliance with applicable wage statutes and other requirements; discussing statutes and requirements at meetings with contractors; responding to contractor complaints and questions; preparing and submitting appropriate reports; and reviewing requests for contracts and agreements.

10% Supervision – serve as the supervisor of the DCD/RACM Purchasing Section; oversee development and implementation of procurement procedures and policies; and perform other duties as assigned.

Requirements include a Bachelor's Degree in Business Administration or related field and/or four years of experience in procurement management and contract administration; and knowledge of applicable federal, state and local laws.

### Analysis and Recommendation

To study this position, comparisons were made to other City positions as shown in the chart below.

Classification	Pay Range	Department
Contract Compliance Officer	2GX (\$51,469 - \$72,063)	DPW–Administrative Services Division and Dept. of Administration
Procurement Administrator	1CX (\$51,469 - \$72,063)	Dept. of Administration
Public Works Inventory and Purchasing Manager	1EX (\$58,462 - \$81,844)	DPW–Administrative Services Division

There was no direct match to any of the above positions although the positions of Contract Compliance Officer in Pay Range 2GX and Procurement Administrator in Pay Range 1CX each had some similar duties. The position under study primarily works with procurement (70%) but also has some contract compliance responsibilities (20%). The position under study is stronger, however, as it has responsibility for purchasing separate from the City's Purchasing Division. Responsibilities include managing all aspects of the process from requisition creation to contract award. This position also has responsibility for developing policies and procedures for agency procurements, prepares reports regarding participation, and represents the Commissioner and Deputy Commissioner at internal and public meetings.

This position supervises two positions (Purchasing Agent – Senior, PR 2EX and Accounting Assistant II, PR 6HN) and reports to the Budget and Management Reporting Manager in PR 1HX.

We recommend the new title of Procurement and Compliance Manager to reflect responsibility in both the areas of procurement and contract compliance. We further recommend Pay Range 1EX due to the higher level of duties and responsibilities. Since the position supervises two or more positions we recommend it be placed in Pay Range 1EX to reflect supervisory responsibility.

Based on the above analysis we recommend this position be classified as Procurement and Compliance Manager in Pay Range 1EX.

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

Reviewed by: *Andrea Knickerbocker*  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *M. Montegudo*  
Maria Montegudo, Employee Relations Director