



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

June 13, 2014

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

Dear Committee Members: Re: Common Council File Number **140175**

The following classification and pay recommendations were approved by the City Service Commission on **June 10, 2014**.

In the Health Department, one new position was recommended for classification as Violence Prevention Research Coordinator, Pay Range 2JN.

In the Department of Neighborhood Services, one position of Administrative Specialist, Pay Range 2CN was recommended for reclassification to Administrative Services Supervisor, Pay Range 1BX.

In the Department of Public Works – Infrastructure Services Division:

One new position was recommended for classification as Sewer Operations Supervisor, Pay Range 1BX.

One new position was recommended for classification as Sewer Mason, Pay Range 7QN.

Two new positions were recommended for classification as Special Laborer (Electrical Services) Pay Range 8GN.

One new position was recommended for classification as Engineering Technician V, Pay Range 3RN.

Two new positions were recommended for classification as Engineering Technician IV, Pay Range 3NN.

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



Sincerely,



Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 3Job Evaluation Reports
Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, Deborah Ford, Nicole Fleck, Bevan Baker, Joe'Mar Hooper, Yvette Rowe, Barbara Henry, Eric Gass, Arthur Dahlberg, Thomas Mishefske, Lynne Steffen, Ghassan Korban, Preston Cole, Jeffrey Polenske, Marcia Cornell, Rollin Bertran, Paul Fredrich, Lyle A Balistreri (MBCTC), Boyd McCamish, Kenneth Wischer, Daniel Panowitz, Calvin Lee, and Penni Secore (DC48)

JOB EVALUATION REPORT

City Service Commission Meeting: June 10, 2014

Health Department

Current	Requested	Recommended
New Position	Violence Prevention Data Manager PR 1 FX (\$61,721 - \$86,406)	Violence Prevention Research Coordinator PR 2JX (\$61,721 - \$86,406)
Rationale: This position will function as the coordinator of the Milwaukee Homicide Prevention Commission and lead the Commission's research efforts. Considering the high visibility of the job, the level of research skills that will be required, and responsibility for relationships, the level of pay requested appears appropriate. Due to the fact that the position does not have supervisory responsibilities, it is recommended that the position be placed in Section 2 of the Salary Ordinance which is reserved for professional positions.		

Action Required – Effective Pay Period 14, 2014 (June 22, 2014)

In the Salary Ordinance, under Pay Range 2JX, add the title "Violence Prevention Research Coordinator".

In the Positions Ordinance, under Health Department, Communications & Public Relations, delete and move one position of "Violence Prevention Data Manager (X)(H)" and under Office of Violence Prevention, add one position of "Violence Prevention Research Coordinator (X)(H)(OO)".

Background

On April 30, 2014, the Milwaukee Health Department requested that a new position of "Violence Prevention Data Manager" be studied for appropriate title and pay level. In studying this request, a job description created by the department was reviewed and a brief discussion was held with the Department's Public Health and Policy Director.

This new position will be a part of the Milwaukee Health Department, reporting to the Public Health Research and Policy Director. The basic function of the job will be to work with and lead the research of the Milwaukee Homicide Review Commission. The Milwaukee Homicide Review Commission (MHRC) strives to reduce homicides and non-fatal shootings through a multi-level, multi-disciplinary and multi-agency homicide review process. The MHRC is comprised of law enforcement professionals, criminal justice professionals and community service providers who meet regularly to exchange information regarding the city's homicides and other violent crimes to identify methods of prevention from both public health and criminal justice perspectives. The MHRC makes recommendations based on trends identified through the case review process. These recommendations range from micro-level strategies and tactics to macro-level police change.

The essential functions of the job and specific duties are described in the narrative that follows.

Commission Coordination and Communication

- Coordinates and oversees communication between agencies
- Coordinates data sharing between agencies
- Provides meeting summaries and written recommendations

Data Oversight

- Leads and oversees the work of staff involved with data collection and management
- Leads and assists the research staff in analyzing data
- Develops policies and processes to improve data transfer and analysis

Report Preparation

- Reviews existing research and relevant policies in the areas of criminal justice, violence, and violence prevention
- Completes policy and research reports using data gathered through reviews and multi-agency data

Grant Writing and Management

- Prepares grant applications to support the review process and related research
- Supports all scientific, managerial, and fiscal aspects of the review process
- Serves as the primary lead with grant reporting

Knowledge, Skills, Abilities, and Competencies

Noteworthy knowledge, skills, abilities, and competencies required for successful job performance include the following:

- Knowledge public safety policing strategies and violence prevention strategies
- Skill in establishing and maintaining positive working relationships with a diverse group of high-level stakeholders from law enforcement, community service, community groups, and elected officials
- Skill in conducting and disseminating policy research and analysis
- Skill in grant writing and management and communications regarding sensitive policy issues
- Ability to create and manage databases in Microsoft Access
- Ability to use law enforcement record management systems
- Ability to work in a collaborative, team-oriented manner
- A high degree of initiative

The minimum requirements for the job, as stated on the description provided by the department, include an advanced degree (masters preferred) in epidemiology, criminal justice, psychology, social work, public health or other relevant social science and a minimum of five years of related work experience in a job-related area. (It should be noted that neither the KSAs listed above nor the minimum requirements stated in the job description have been assessed for purposes of staffing.)


The department has requested that this position be placed in Pay Range 1 FX which has a minimum rate of \$61,721 and a maximum of \$86,406 annually. Considering the high visibility of the job, the level of research skills that will be required on the part of the individual performing the job, and responsibility for relationships, it appears that this pay level is appropriate. We


request, however, that the position be placed in Section 2 of the Salary Ordinance, as opposed to Section 1 because Section 1 is reserved for those positions that supervise others and Section 2 represents positions that are professional in nature and do not have supervisory responsibilities.

It is further recommended that the position have the title of Violence Prevention Research Coordinator.

It is therefore recommended that this new position be placed in Section 2 of the Salary Ordinance, in Pay Range 2JN, with the title of Violence Prevention Research Coordinator.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service commission Meeting: June 10, 2014

Department of Neighborhood Services

Current	Request	Recommendation
Administrative Specialist PR 2CN (\$39,486 - \$55,272)	Administrative Services Supervisor PR 1BX (\$47,816 - \$66,946)	Administrative Services Supervisor PR 1BX (\$47,816 - \$66,946)
Rationale:		
<p>The Department of Neighborhood Services has added additional supervisory responsibilities to this position, changing it from a leadworker to a <i>bona fide</i> supervisor. In addition, the inherent level of knowledge and skill required for successful job performance indicates that the position is on a par with a counterpart Administrative Services Supervisor in the Administration section of the Department of Neighborhood Services.</p>		

Action Required – Effective Pay Period 14, 2014 (June 22, 2014)

In the Positions Ordinance, under Department of Neighborhood Services, Administration Services Section, delete one position of “Administrative Specialist (X) and add one position of “Administrative Services Supervisor (X)”.

Background

The Department of Neighborhood Services (DNS) recently requested that a vacant position of Administrative Specialist, PR 2CN, \$39,486 - \$55,272 in its Administration area be studied for appropriate title and pay level. In studying this request, a revised job description prepared by the department was reviewed and discussions were held with Lynne Steffan, DNS Business Operations Manager.

Duties and Responsibilities

The basic function of this position is to supervise the Department’s Property Recording Program, which includes enforcement responsibilities, a staff of four administrative support employees. This position reports to a Building codes Enforcement Supervisor. Major areas of responsibility and specific duties associated with those areas are as follows:

Staff Supervision

- Supervising staff of four clerical persons who process applications, enter data into system, and assist customers at front desk and on the phone.
- Monitoring employees' work to insure data integrity.
- Responding to requests regarding recording data by researching bankruptcy data, legal documents, and property records, etc.
- Managing the online property registration system
- Updating recording data as needed due to combinations and divisions of parcels.
- Responding to service requests from citizens and alderpersons regarding property recording issues.

- Creating management reports to monitor the activity of the recording program.
- Creating and revising forms, policies and procedures to ensure program efficiency.
- Suggesting ordinance changes as needed

Communication

- Conferring daily with financial institutions regarding foreclosure and REO properties, explaining processes and completing paperwork properly,
- Explaining program procedures and policies to attorneys, Aldermanic assistants, realtors, title companies, property owners, property managers, financial institutions, and others to increase compliance with the City's Property Recording ordinance (MCO 200-51.5).
- Assisting employees of DNS and other City departments in understanding and interpreting Property Recording data, including the Milwaukee Police Department, DPW, and others.
- Handling complex issues regarding bankruptcies, foreclosures, and property transfers.

Enforcement

- Issuing enforcement orders to property owners in accordance with MCO 200-51.5.
- Issuing follow-up letters for non-compliance with orders and apply enforcement fees.
- Responding to inquiries regarding recording orders.
- Evaluating requests for reductions/cancellations of assessed fees and submitting adjustment requests

Training

- Carrying out and revising a six-month training program for new employees.
- Conducting ongoing training and mentoring for existing staff as new policies and procedures are created.
- Creating and maintaining training documentation for department staff

Supervision of Other Administrative Staff

Supervising the staff and work processes of the Administration section in the absence of the Administrative Services Supervisor, dealing with personnel, payroll, accounting, purchasing, cash handling, billing, licensing and contract administration.

Minimum Requirements

The minimum requirements for this job, as stated on the description prepared by the department but not validated by the Staffing Division of the Department of Employee Relations, are a bachelor's degree in business administration, management, finance, accounting, or related field and two years of related work experience.

Analysis

The property recording program was created in 1993. Generally speaking, all one-family, two-family, and condo units, except those that are owner-occupied, must be recorded with the Department of Neighborhood Services. The fee to record a a property is \$40.56 or \$75.05. Daily fines of \$150 to \$5,000 may be charged for noncompliance with the program, in addition to a monthly assessment fee of \$76.05.

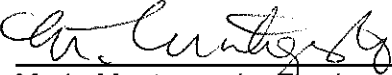
As indicated on the revised descripton for the position, the status of this position will change from that of a leadworker to a bona fide supervisor when a new employee fills the position. In addiiton, the employoee hired for this position will be required to substitute for the Administrative Services Specialist, PR 2CN, who has responsibility for payroll, personnel transactions, accounting, purchasing, cash handling, billing, licensing, contract administration, and maintenance of the database of fines and fees charged to noncompliant property owners. Accordng to the department's plans, the position under consideration and this Administrative Services Specialist will funciton as counterparts and the employee filling the position under study will be expected to eventually possess a working knowledge of nearly all aspects of the Administrative Service Specialist's responsibilities. This arrangement will provide the department with a bit more flexibility in its its workforce.

In assessing the level of responsibility and knowledge/skill required to perform this job, the job analysis indicates that the degree of knowledge required to locate property information, explain the property recording ordinance to property owners and their representatives, understand the different kinds of property ownership, and how this information relates to other areas of the department in indicates that this job is on a par with other administrative positions requiring a bachelor's degree or an equivalent amount of relevant work experience. Further, the skill required to communicate with property owners and their representatives in a diplomatic manner indicates requires a relatively high level of skill in customer service.

Considering the expansion of the level of responsibility associated with this position and the inherent degree of knowledge and skill required for successful job performance it is recommended that this position of Administrative Specialist, Pay Range 2CN be reclassified to Administrative Services Supervisor, Pay Range1BX.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

order pre-cast and manhole materials needed for repairs and replacements while following DPW purchasing policies.

- 20% Assist Engineering Technicians in determining priorities, and scheduling and coordinating work assignments for repair crew; and communicate with Hot Line services, the Call Center, and field personnel to assure all work being conducted in the public right of way is safe and scheduled according to DPW standards.
- 10% Conduct office and field duties as assigned; and attend scheduling, progress update, and management meetings as required.
- 10% Maintain records including street permits, plat book data reports, and as-built drawings; prepare cost estimates and contact vendors to order materials; determine services required for various phases of projects; coordinate activities with other agencies such as Fleet Services, and Electrical Services Underground; comply with engineering plans, specifications and special provisions; and be available for emergencies such as a manhole cave-in.

In reviewing this position a comparison was made to the classification of Sewer Operations Supervisor in Pay Range 1BX. The Sewer Operations Supervisor is responsible for field activities of crews engaged in the repair and construction of sewer structures. The nature of work and the level of duties and responsibilities are comparable to the position under study. Although this new position will focus on the Electrical Manhole Repair and Replacement Program it is recommended that this position have the standard classification of Sewer Operations Supervisor in Pay Range 1BX.

Request:	Electrical Manhole Mason Foreman	PR 7QN
Recommended:	Sewer Mason	PR 7QN

This position will serve as the lead worker for the crew working on the Electrical Manhole Repair and Replacement Program; and will construct and repair electrical manholes. Duties and responsibilities include the following.

- 70% Construct, alter, and repair manholes and duct packages utilizing mortar, sewer bricks, concrete blocks, pre-cast concrete rings, and finishing concrete; set form work as needed; and assess scope of work and coordinate crew and personnel to conduct all repairs/replacements of electrical/communication manholes.
- 15% Set manholes to grade or to elevations shown on engineer's grade stakes; and repair short sections of electrical ductwork adjacent to manholes.
- 10% Prepare daily timesheets indicating allocations of labor, equipment, and material for various purposes and work numbers; maintain continued inventory for materials on his/her crew; prepare and complete Stores Material Requisitions for all material used by the crew; and be responsible for all tools and equipment assigned to the crew and for the training and safe usage of the tools and equipment.
- 5% Construct and/or repair brick manholes, and connect circular and special section conduit packages by means of brick arch or collar; construct and/or repair bulkheads; and perform other duties as assigned.

In reviewing this position a comparison was made to the classification of Sewer Mason in Pay Range 7QN. A Sewer Mason constructs and repairs sewer structures and their appurtenances and also serves as a lead worker to the crew. Although this position also will be focused on the Electrical Manhole Repair and Replacement Program it is recommended that this position have the standard classification of Sewer Mason in Pay Range 7QN.

Request:	Special Laborer (Electrical Services)	PR 8GN
Recommended:	Special Laborer (Electrical Services)	PR 8GN

These two positions will operate medium-sized construction equipment required for the installation of and/or the repair and maintenance of electrical manholes and may be assigned weekend and evening shifts. Duties and responsibilities include the following:

- 65% Operate medium-sized construction and specialty equipment including trenching machines, large concrete saws, small backhoes, mortar mixers, earth piercing equipment (hole hog), and tractors with an end loader and auger.
- 20% Perform other duties as related to assigned equipment, site preparation, safety procedures, and recordkeeping.
- 15% Perform routine maintenance and minor repairs to assigned equipment; and apply safety skills associated with working in excavations and manholes around high voltage electrical equipment.

A review of these two new positions indicates that they will be performing work that is comparable to other Special Laborer (Electrical Services) positions in DPW. It is important that these positions be classified at this level as they will be required to operate medium-sized construction equipment. It is therefore recommended that these two positions be classified as Special Laborer (Electrical Services) in Pay Range 8GN.

Request:	Engineering Technician V	PR 3RN
Recommended:	Engineering Technician V	PR 3RN

This position will prepare plans specifications, perform layout and design of the City of Milwaukee's Electrical Communication Underground Conduit and Manhole Systems, prepare lease agreements, and maintain records and databases related to system condition and usage. Duties and responsibilities include the following:

- 30% Prepare design plans and specifications, and cost estimates, for underground conduit and manhole facilities including material selection, location, routing, preliminary field investigation and final site layout.
- 20% Prepare underground conduit and manhole facility plans, specifications, cost estimates, and other bid documents for new system installation.
- 20% Coordinate conduit/manhole installation activity with the City and other public and private agencies or utilities; evaluate manhole condition reports and assist in the development of an annual manhole repair and replacement program.
- 20% Review and process DPW permit requests; coordinate reviews for requests by private utilities to access and occupy City conduits and manholes; assist in the development of occupancy and lease agreements for the use of City conduit and manholes; and

maintain a database/inventory of conduit usage by various City agencies and other public and private utilities.

- 10% Compile and provide information to contractors, architects, public utilities, and City, County, and State governmental agencies on current conduit and manhole facilities, and City policies and practices related to the conduit system; and perform other duties as assigned.

A review of this position indicates that the level of duties and responsibilities are comparable to other Engineering Technician V positions in DPW. The duties and responsibilities of an Engineering Technician V can vary according to what Division or project they are assigned. Generally they are performing more complex technical work, have a high degree of responsibility, and may serve as a lead worker to other Engineering Technicians. It is recommended that this position be classified as Engineering Technician V in Pay Range 3RN.

Request:	Engineering Technician IV (Two Positions)	PR 3NN
Recommended:	Engineering Technician IV (Two Positions)	PR 3NN

These two positions will perform layout and design of the City of Milwaukee's Electrical Communication Underground Conduit and Manhole Systems and maintain records and databases related to system condition and usage. Duties and responsibilities include the following:

- 25% Plan and design underground conduit and manhole facilities including material selection, location, routing, preliminary field investigation and final site layout.
- 25% Prepare underground conduit and manhole facility plans, specifications, cost estimates, and other bid documents for new system installation.
- 25% Coordinate conduit/manhole installation activity with the City and other public and private agencies or utilities; evaluate manhole condition reports and assist in the development of an annual manhole repair and replacement program; and maintain a database of communication and electrical manholes and their condition.
- 15% Review and process DPW permit requests, and requests by private utilities to access and occupy City conduits and manholes; assist in the development of occupancy and lease agreements for the use of City conduit and manholes; and maintain a database/inventory of conduit usage by various City agencies and other public and private utilities.
- 10% Compile and provide information to contractors, architects, public utilities, and City, County, and State governmental agencies on current conduit and manhole facilities, and City policies and practices related to the conduit system; and perform other duties as assigned.

A review of these two positions indicates that they are performing work that is comparable to other Engineering Technician IV positions in DPW. These positions also perform complex technical work that may overlap with the work of the Engineering Technician V but they are not usually a lead worker and may serve as an assistant to an Engineering Technician V or other higher level position. It is recommended that these two positions be classified as Engineering Technician IV in Pay Range 3NN.

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

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