



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

April 14, 2014

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

Dear Committee Members: Re: Common Council File Number 131779

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

In the Department of Public Works – Operations Division – Forestry Section, 15 Auxiliary positions were recommended for classification as Temporary Landscape Laborer, Pay Range 9LN.

In the Department of Neighborhood Services, one new Auxiliary position was recommended for classification as Network Administrator, Pay Range 2IX.

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: 2 Job Evaluation Reports
1 Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, Deborah Ford, Nicole Fleck, Ghassan Korban, Preston Cole, David Sivyer, Ian Brown, Paul Kaljbor, Arthur Dahlberg, Thomas Mishefske, Lynne Steffen, Boyd McCamish, Kenneth Wischer, Daniel Panowitz, Calvin Lee, and Penni Secore (DC48)



JOB EVALUATION REPORT

City Service Commission Meeting Date: April 8, 2014

This report recommends appropriate classifications and compensation levels for various positions. In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

DPW-OPERATIONS DIVISION-FORESTRY SECTION

Current	Request	Recommendation
15 Auxiliary Positions	To Be Studied	Temporary Landscape Laborer PR 9LN (\$1,196.06 biweekly)

ACTIONS REQUIRED – PAY PERIOD 1, 2014 (December 22, 2013)

In the Salary Ordinance, under Pay Range 9LN, add the title “Temporary Landscape Laborer”.

In the Positions Ordinance, under the Department of Public Works – Operations Division - Forestry Section, Auxiliary Personnel, delete 15 positions of “Urban Forestry Laborer (Seasonal)” and add 15 positions of “Temporary Landscape Laborer”.

DPW-OPERATIONS DIVISION-FORSTRY SECTION

Requested: 15 Auxiliary Positions
Recommended: Temporary Landscape Laborer PR 9LN
(15 positions)

The 2014 budget created within DPW a grant funded Urban Forestry Landscape Maintenance Training Program. The intent of this initiative between the Department of Public Works, the Milwaukee Workforce Investment Board, and the Wisconsin Regional Training Partnership/Big Step is to provide paid landscape maintenance training and employment opportunities for City of Milwaukee residents. A component of this program includes the hiring of 15 trainees as temporary appointments into auxiliary positions within DPW-Operations-Forestry Section for approximately six months.

Duties & Responsibilities

These 15 auxiliary positions will perform light to heavy manual work including:

- Maintain planting beds by weeding and mulching.
- Perform general clean-up of boulevards by operating push and riding mowers, string trimmers, leaf blowers and various hand tools including shovels, picks, hand tampers, and trowels.
- Remove small trees and shrubs using chainsaws and handsaws.
- Collect litter on boulevards and city-owned properties
- Drive trucks
- Read and follow work, safety, and other rules and complete paperwork such as timecards.

Minimum requirements for the position include successfully completing the landscape maintenance training program.

Analysis and Recommendation

For 17 weeks between January and May, 2014, as a part of the Urban Forestry Landscape Maintenance Training Program, the Forestry Section will bring on 30 trainees and provide training in line with the Professional Grounds Management Society Certified Grounds Technician as well as Commercial Driver's License training. During this training, all 30 trainees will perform work on city-owned properties (including in-rem or vacant lots).

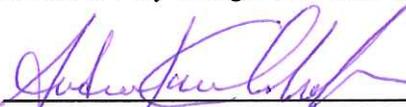
At the conclusion of the Landscape Maintenance Training Program in May, 2014, the Forestry Section will hire 15 of these trainees as temporary appointments in auxiliary positions to perform light to heavy manual work.

To determine the appropriate classification and rate of pay for this new position, comparisons were made to the following positions.

Classification	Pay Range	Hourly Rates	
		Min	Max
Temporary Election Laborer	9LN	\$14.95	
City Laborer (Seasonal)	8CN	\$14.95	\$17.68
City Laborer (Regular)	8DN	\$17.54	\$19.25
Urban Forestry Laborer	8EN	\$17.85	\$19.79

The level and nature of work is comparable to that of a City Laborer (Seasonal). However, these assignments are temporary in nature and the incumbents will not receive benefits. For these reasons, placement in Pay Range 9LN comparable to that of a Temporary Election Laborer is most appropriate.

We therefore recommend that these 15 auxiliary positions be classified as Temporary Landscape Laborers in Pay Range 9LN with \$14.95 hourly rate and a \$1,196.06 biweekly rate.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montegudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 8, 2014

This report recommends appropriate classifications and compensation levels for various positions. In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

NEIGHBORHOOD SERVICES

Current	Request	Recommendation
New Auxiliary Position	Assistant Network Manager To Be Studied	Network Administrator PR 2IX (\$57,884 - \$81,034)

NO ACTIONS REQUIRED

NEIGHBORHOOD SERVICES

Requested: **Assistant Network Manager** **To Be Studied**
Recommended: **Network Administrator** **PR 2IX**

Department of Neighborhood Services Commissioner Art Dahlberg has requested that an Auxiliary Resource position of Assistant Network Manager be classified and filled in anticipation of the retirement of the incumbent of the Network Manager position in DNS. DNS has sought and received the support of the Budget and Management Division in funding this auxiliary position. The incumbent of the Network Manager position in DNS is intending to retire in May 2015. Use of the Auxiliary Resources Program through Employee Relations will allow a transition of duties and responsibilities for this critical position.

Duties and Responsibilities

This position will provide advance-level systems analysis and business process support and will develop and manage information technology projects for DNS. Responsibilities include strategic planning, analysis, development, implementation and management of projects systems and IT network resources.

- 35% Assist the Network Manager in directing the development, establishment of requirements, implementation, ongoing maintenance and budgeting of DNS information systems. Prepare and monitor project work plans, project progress, and allocation of resources.
- 25% Assist the Network Manager in acting as departmental liaison and working closely with outside vendors and other city departments in systems or network software or hardware developments and installations. Work closely with operating divisions of DNS and other City departments to identify information needs and to facilitate the design of systems to meet those needs. Represents DNS in all meetings or projects with other departments as it relates to network technology, systems development, and systems integration.
- 25% Create reports from systems for DNS Commissioner and other customers, including customers. This involves analyzing customer needs.

10% Provide group and individual training as needed for new system rollout and enhancements. This training is geared for DNS section specific needs as well as the needs of other city departments and customers. Documents procedures, best practices and training materials to enhance DNS systems and business processes.

5% Other related duties

Minimum requirements include a Bachelor's Degree in Information Management, Systems Analysis, Business Administration or related field and at least three years of progressively responsible experience in one or more of the following areas: systems analysis; project management methods; inspection and enforcement programs. Equivalent combinations of experience and education may be considered. Please note these requirements have not yet been assessed for staffing purposes.

Analysis and Recommendation

The duties of the Network Manager position in DNS require the incumbent to know each of the DNS enforcement programs and how they are implemented. The various policies, procedures, methods, records, and staff activities drive the functionality of the current Neighborhood Services System (NSS). As the current incumbent of the Network Manager position is the one person within DNS who fully understands the current DNS computer system's methods and capabilities, it is critical that this knowledge and expertise be transferred to a successor.

The Network Manager is also the key in-house person in the development of the new Land Management System (LMS) that is expected to be rolled out in January of 2015. Having a successor in place will ensure the successful migration of this new LMS system.

Creating and filling this auxiliary position at this time will allow DNS to hire a qualified candidate to become the successor to the Network Manager and allow training in DNS programs, policies, and procedures as well as the new LMS system and its capabilities.

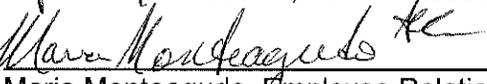
To determine the appropriate classification and rate of pay for this new position, comparisons were made to the following positions.

Classification	Pay Range	Range	Department
Network Manager	1GX	\$65,777 - \$92,089	Neighborhood Services Municipal Court Police
Network Administrator	2IX	\$57,884 - \$81,034	Employees' Retirement System
Network Analyst-Senior IT Support Specialist-Lead	2HN	\$62,940 - \$76,046	Library DOA-ITMD
IT Support Specialist-Senior	2GN	\$71,349.46	DOA-ITMD

This position will assist the Network Manager in implementing current and future IT systems and processes within DNS. This position will function during this period of time as an Assistant Network Manager with the intent of transitioning into the Network Manager role when the current incumbent retires. For reference, the current Network Manager supervises other IT staff including a Network Administrator and an IT Support Specialist–Senior. For these reasons, the classification of Network Administrator in Pay Range 2IX would be an appropriate title and level for this auxiliary position.

We therefore recommend this new auxiliary position be classified as Network Administrator in Pay Range 2IX.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director