



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

March 16, 2007

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

Dear Committee Members: Re: Common Council File Number 061355

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on March 20, 2007. We recommend these changes, subject to approval by the City Service Commission:

Nine positions created or changed in conjunction with the implementation of the 2007 budget were classified in the Health Department, Fire & Police Commission, Employee Relations, Department of Public Works - Administrative Services and Library.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Bevan Baker, Michelle Stein, Victoria Robertson, Paul Biedrzycki, David Heard, Steve Fronk, Maria Monteagudo, Troy Hamblin, Jeffrey Mantes, James Purko, Dan Thomas, Paula Kiely, Judith Zemke, Sandra Lockett, Joan Johnson

JOB EVALUATION REPORTCity Service Commission Meeting: March 20, 2007

This report recommends appropriate classifications and compensation levels for 9 positions in the Health Department, Fire & Police Commission, Employee Relations, Department of Public Works-Administrative Services, and Library. In reviewing this position, staff analyzed new job descriptions and held discussions with management representatives. The following chart summarizes the recommended changes.

HEALTH

Current	Request	Recommendation
New	Health Project Coordinator- Preparedness SG 004 (\$42,478-\$59,468)	Health Project Coordinator- Emergency Preparedness SG 004 (\$42,478-\$59,468)
Health Project Coordinator-CRI SG 004 (\$42,478-\$59,468)	Health Project Coordinator- Preparedness SG 004 (\$42,478-\$59,468)	Health Project Coordinator- Emergency Preparedness SG 004 (\$42,478-\$59,468)

FIRE & POLICE COMMISSION

Current	Request	Recommendation
New	Community Relations Manager SG 009 (\$58,448-\$81,824) Red Circle new incumbent	Community Relations Manager SG 009 (\$58,448-\$81,824) Red Circle new incumbent-see Actions Required
Fire and Police Commission Executive Director SG 015 (\$85,699-\$119,976)	Fire and Police Commission Executive Director SG 014 (\$80,405-\$112,571)	Fire and Police Commission Executive Director SG 014 (\$80,405-\$112,571)

EMPLOYEE RELATIONS

Current	Request	Recommendation
Labor Research Analyst SG 002 (\$37,392-\$52,341) Vacant	Labor Relations Analyst-Senior SG 005 (\$45,280-\$63,396)	Labor Relations Analyst-Senior SG 005 (\$45,280-\$63,396)

DEPARTMENT OF PUBLIC WORKS-ADMINISTRATIVE SERVICES

Current	Request	Recommendation
New	Telecommunications Analyst-Senior SG 008 (\$54,814-\$76,736)	Telecommunications Analyst-Senior SG 008 (\$54,814-\$76,736)

LIBRARY

Current	Request	Recommendation
Manager of Central Library Services SG 015 (\$85,699-\$119,976) Incumbent: Sandra Lockett	Director of Neighborhood Libraries and Community Partnerships SG 015 (\$85,699-\$119,976)	Neighborhood Libraries and Community Partnerships Director SG 015 (\$85,699-\$119,976)
Manager of Neighborhood & Extension Services SG 013 (\$75,421-\$105,598) Incumbent: Joan Johnson	Director of Central Library and Special Projects SG 013 (\$75,421-\$105,598)	Central Library and Special Projects Director SG 013 (\$75,421-\$105,598)
City Librarian SG 017 (\$97,360-\$136,308) Incumbent: Paula Kiely	Library Director SG 017 (\$97,360-\$136,308)	Milwaukee Public Library Director SG 017 (\$97,360-\$136,308)

Action Required

In the Salary Ordinance:

Under Salary Grade 004, delete the title "Health Project Coordinator-CRI" and add the title "Health Project Coordinator-Emergency Preparedness".

Under Salary Grade 009, add the title "Community Relations Manager" and footnote designation "5/" to read as follows: "5/One position filled by David Heard, to be paid rates consistent with Salary Grade 015".

Under Salary Grade 014, add the title "Fire and Police Commission Executive Director".

Under Salary Grade 015, delete the title "Fire and Police Commission Executive Director".

Effective Pay Period 22, 2006

Under Salary Grade 013, delete the title "Manager of Neighborhood & Extension Services" and add the title "Central Library and Special Projects Director".

Under Salary Grade 015, delete the title "Manager of Central Library Services" and add the title "Neighborhood Libraries and Community Partnerships Director".

Under Salary Grade 017, delete the title "City Librarian" and add the title "Milwaukee Public Library Director".

Effective Pay Period 1, 2007

Under Salary Grade 002, delete the title "Labor Research Analyst".

In the Position Ordinance:

Under Health Department, Disease Control and Prevention Division, Bioterrorism Grant-Focus CRI/Pandemic Influenza (P), delete one position of "Health Project Coordinator/CRI (P)(X)" and add one position of "Health Project Coordinator-Emergency Preparedness (P)(X)" and under Urban Areas Security Initiative Program Grant (FFF), delete one position of "UASI Health Preparedness Coordinator (X)(FFF)" and add one position of "Health Project Coordinator-Emergency Preparedness (X)(FFF)".

Effective Pay Period 22, 2006

Under Library, Administrative Services Decision Unit, delete one position of "City Librarian (X)(Y)" and add one position of "Milwaukee Public Library Director (X)(Y)"; under Neighborhood Library And Extension Services Decision Unit, Extension Services Bureau, Neighborhood Services Division, delete one position of Manager of Neighborhood and Extension Services (X)(Y) and add one position of "Neighborhood Libraries and Community Partnerships Director"; under Central Library Decision Unit, Central Library Services Bureau, delete one position of "Manager of Central Library Services (X)(Y)" and add one position of "Central Library and Special Projects Director (X)(Y)".

HEALTH

On February 9, 2007, the Milwaukee Health department requested the classification of a new grant-funded position that would focus upon preparing Milwaukee's five-county region to access and dispense the nation's national repository of life saving pharmaceuticals and medical materials in the event of a large-scale medical emergency. In the same letter, the Health Department also requested that a similar position, currently titled Health Project Coordinator-CRI, be retitled.

Current:	New Position	
Request:	Health Project Coordinator-Preparedness	SG 004
Recommendation:	Health Project Coordinator-Emergency Preparedness	SG 004

As indicated in the description of duties and responsibilities prepared by the Health Department, this position will report to the Health Department's Public Health Emergency Response Planning Coordinator, SG 007. The job's most important duties will be to:

- Coordinate awareness and planning with local health departments in the regions, as well as with other key preparedness partners, such as the police, fire, emergency management staff, and volunteer groups.
- Plan for the receipt, storage, and dispensing of pharmaceutical and medical materials in the five-county area
- Develop, conduct, and evaluate exercises to assess public health preparedness
- Prepare a variety of written reports, including those required for the Urban Area Security Initiative (UASI) grant.

This position requires a bachelor's degree in health, science or related field and two years of related work experience in public health, preparedness planning, health education, collecting and analyzing data, and preparing reports.

Considering the level of duties and responsibilities associated with this position and related requirements, which are those of a public health professional, the Department's request to classify this position as a Health Project Coordinator in Salary Grade 004 appears appropriate. Many other professional job classifications such as Management Accountant-Sr., Housing Manager II, Neighborhood Development Analyst-Sr., in addition to many different Health Project Coordinators are allocated to SG 004.

The only modification we recommend to the Health Department's request is to add the term "Emergency" to the requested title, which would create the title of Health Project Coordinator-Emergency Preparedness. This change, we believe, will make the title more readily identifiable to the public and other emergency and health professionals.

We therefore recommend that this position be classified as Health Project Coordinator-Emergency Preparedness in Salary Grade 004.

Current:	Health Project Coordinator-CRI	SG 004
Request:	Health Project Coordinator-Emergency Preparedness	SG 004
Recommendation:	Health Project Coordinator-Emergency Preparedness	SG 004

As previously mentioned, the Health Department also requested that a similar grant-position of Health Project Coordinator-CRI be given the same title as this newly created position. The

acronym CRI stands for Cities Readiness Initiative, which is the source of funding for this position. A review of the job description submitted for this position indicates that duties and responsibilities and job requirements are similar.

We therefore recommend that the position of Health Project-Coordinator-CRI be retitled to Health Project Coordinator-Emergency Preparedness, the same title recommended for the first position under consideration in this report.

FIRE & POLICE COMMISSION

In 2006, the Mayor's Office commissioned the Police Assessment Resource Center (PARC) to recommend improvements to the Fire and Police Commission. Using these PARC recommendations as a foundation for improving the visibility and effectiveness of the Fire and Police Commission, the city determined that the commission should separate from the Department of Employee Relations and become an independent department.

The 2007 budget reestablished the Fire and Police Commission as an independent department and provides funding to staff the new Commission with supervisory staff, community relations staff, research and policy staff, investigative staff, and support staff. This report recommends the classification of two positions. Additional recommendations on appropriate classifications and compensation levels of new or changed Fire and Police Commission staff will be provided in future reports.

Current:	New	
Request:	Community Relations Manager	SG 009
Recommended:	Community Relations Manager	SG 009

This new position will be responsible for developing community outreach and educational initiatives; managing the Fire and Police Commission citizen complaint process; monitoring the complaint and investigation process of the Police and Fire Departments; special investigations, administrative assignments, monitoring the recruitment of personnel, and public speaking, outreach, and liaison between the Board and the community, public safety command staff and elected officials. Duties, responsibilities and requirements include:

- Manages all aspects of the Board of Fire and Police Commissioners' complaint program. Specifically intakes complaints, interviews citizens, gathers information and prepares reports to the Board in the absence of the Investigators, otherwise supervises Investigators in these activities. Maintains records associated with process in absence of clerical support. Staffs the Board's Committee on Rules and Complaints. Monitors scheduling of all hearings and conducts conciliation sessions. Trains and educates staff and community on procedures required for filing and processing citizen complaints.
- Monitors the complaints filed directly with the Fire Department and Police Department and the resulting investigations by those departments.
- Speaks at public engagements on behalf of the Board to individual groups and organizations relative to the mission and functions of the Fire and Police Commission and items that relate directly to its oversight responsibility in both the Fire and Police Services.

- Monitors the recruitment of personnel for the Fire and Police Services and conducts exit interviews of all sworn personnel leaving the Fire and Police Departments.
- Develops enhanced community outreach and educational initiatives to increase public awareness and understanding of police and fire policies and practices.

The position requires five years of experience in public safety, human resources, or community/public relations work and a related bachelor's degree. Experience as a firefighter, law enforcement officer or in military service is desirable.

This new Community Relations Manager will be responsible for Fire & Police Commission community outreach efforts, managing citizen complaints through the Commission including supervision of two investigators, monitoring citizen complaints through the Fire and Police departments, and monitoring recruitment of personnel for the Fire and Police services.

Prior to the merger with the Department of Employee Relations, the Fire & Police Commission included a position of Community Relations Officer in Salary Grade 009. The Community Relations Officer was responsible for monitoring personnel recruitment, investigating citizen complaints, and serving as a liaison between the Fire & Police Commission and the community. This position supervised the work of a Community Relations Specialist and two Personnel Analysts.

The duties of this new position of Community Relations Manager are comparable in scope and level of responsibility the previous position. We therefore recommend this new position be classified as Community Relations Manager in Salary Grade 009.

The incumbent of this new position of Community Relations Manager will be Mr. David Heard. The intent is to soft red circle the Mr. Heard at rates consistent with his current position of Fire and Police Commission Executive Director in Salary Grade 015. We therefore recommend a footnote be added to the title of Community Relations Managers that provides a soft-red circle for Mr. Heard at his current Salary Grade.

Current: Fire and Police Commission Executive Director SG 015
Request: Fire and Police Commission Executive Director SG 014
Recommendation: Fire and Police Commission Executive Director SG 014

The Fire and Police Commission Executive Director serves as the executive secretary of the Board of Fire and Police Commissioners. Under the direction of the board, the Executive Director acts as the principal staff of the board in exercising the board's functions and powers as provided in section 62.50 of the Wisconsin State Statutes. The Executive Director provides administrative, policy and operational leadership to the staff of the Fire and Police Commission (FPC) and serves as a member of the Mayor's Cabinet. Duties, responsibilities, and requirements include:

- Establish and maintain highly effective working relationships with diverse groups and individuals, including elected officials and managers, representatives of other governmental, public and private sector groups, the community and media.
- Design and implement a model to track, monitor, and conduct investigations of citizen complaints filed with the FPC. Monitor the status and resolution of citizen complaint

investigations performed by the Police and Fire Departments. Ensure all investigations are thorough, objective, and completed in a timely manner.

- Provide leadership and guidance in support of audits of internal investigations within the Police and Fire Departments in accordance with state statutes, the Milwaukee Code of Ordinance, FPC rules, and other relevant regulations.
- Serve as liaison between the FPC and public and elected officials and other government agencies in relation to matters under the Board's authority and jurisdiction.
- Work with FPC research and policy staff to identify and research problem areas within the Police and Fire Departments, evaluate appropriate courses of action, and recommend best practices to address issues, prevent future complaints, and improve performance.
- Work with the FPC to compile a list of areas to evaluate and assist the Board in developing its agenda on policy matters.
- Oversee the preparation of quarterly and annual reports summarizing the nature, frequency and resolutions of citizen complaints and other performance indicators. The report should also document disciplinary actions, departmental trends, provide recommendations for improvements, and report on community outreach efforts.
- Conduct public outreach to educate the community on the role of the FPC and its role in monitoring and evaluation the policies and practices of the Police and Fire Departments, including the various process and procedures related to complaint investigation.
- Meet regularly with community leaders, public officials, and professional organizations to build trust within the community. Periodically issue public surveys to determine the effectiveness of the commission and gauge public perception.
- Direct the operations of the FPC staff, monitor efficiency and effectiveness through performance management, establish office priorities and procedures, and administer the annual budget.

The position requires a Bachelor's Degree in criminal justice, public administration or closely related field and five years increasingly responsible managerial experience in a criminal justice, investigative organization, or legal setting performing work related to this position. A related Master's degree is desirable. Candidate must have experience working with multicultural/ethnic communities and demonstrated success in bridging community and institutional concerns about fairness and justice issues.

In reestablishing the Fire & Police Commission as an independent department in the 2007 budget, the Common Council reestablished the position of Fire and Police Commission Executive Director in Salary Grade 014. This position is a member of the Mayor's Cabinet and exempt by State Statute. Based upon this action it is our recommendation to classify this position as Fire and Police Commission Executive Director in Salary Grade 014.

EMPLOYEE RELATIONS

Current:	Labor Research Analyst	SG 002
Request:	Labor Relations Analyst-Senior	SG 005
Recommendation:	Labor Relations Analyst-Senior	SG 005

The purpose of this position is to assist the Labor Negotiator and Labor Relations Officers in preparing for and conducting collective bargaining and interest arbitrations. Duties, responsibilities and requirements include:

- Provide guidance to supervisors and others regarding labor contract interpretation, application and enforcement
- Act as a chief spokesperson or assistant during the collective bargaining process
- Obtain, organize, and present data and information for costing and implementing collective bargaining agreements. Organize and present such data and information for purposes of collective bargaining, mediation, and interest and grievance arbitration proceedings.
- Serve as a liaison with the WERC on bargaining related issues
- Research contractual provisions for purposes of collective bargaining, mediation, interest and grievance arbitrations. Obtain and analyze data on a broad range of labor relations issues.
- Provide information support at negotiations and interest grievance arbitrations as needed. Investigate and make recommendations Provide input on proposals for collective bargaining and other labor relations issues
- Design and conduct, on an ongoing basis, surveys of comparable jurisdictions on a broad range of labor relations issues. Maintain results of surveys in appropriate databases.

The position requires a bachelor's degree in Human Resources Management, Public Administration, Psychology or closely related field with coursework including descriptive statistics. A Master's Degree in Labor and Industrial Relations or related degree is preferred.

The scope of responsibilities and requirements for this position have increased to the level of a Senior-level analyst position in the Department of Employee Relations. Previously, the position was responsible primarily for conducting surveys of comparable jurisdictions related to collective bargaining, mediation, interest and grievance arbitrations and maintaining that data.

The position duties are now comparable to that of a Human Resources Analyst-Senior in Salary Grade 005. Human Resources Analyst-Senior requires a bachelor's degree in personnel management, industrial relations, psychology, business administration or a closely related field. Senior Analysts perform professional work in staffing, compensation, equal employment opportunity, or labor relations. Duties and responsibilities in the other functional areas within Employee Relations include:

Staffing Services: Define and explain selection options and processes to departments, develop civil service tests based on job analysis, develop recruitment plans, and administer tests consistent with professional and legal guidelines.

Compensation Services: Advise and assist department with pay and benefit needs. Study new and existing jobs for proper classification, perform special pay studies, research and recommend special pay adjustments, represent the City in Unemployment compensation hearings, and communicate information to department and employees on pay and benefits.

Equal Employment Opportunity: Advise and assist departments regarding workforce utilization, investigate and report on EEO related complaints, and counsel employees, managers, and others on EEO issues in the workplace.

The duties, responsibilities, and requirements of this position now reflect journey-level professional work and are comparable to those of a Human Resource Analyst-Senior in Salary Grade 003. We therefore recommend this position be classified as Labor Relations Analyst-Senior in Salary Grade 005.

DPW-ADMINISTRATIVE SERVICES DIVISION

Current:	New	
Request:	Telecommunications Analyst-Senior	SG 008
Recommendation:	Telecommunications Analyst-Senior	SG 008

This position will be responsible for managing the City's telephone systems and infrastructure which requires configuring, installing, maintaining, supporting, and optimizing all telephone systems, voicemail, and PBX communications systems. The job description indicates that the position will supervise one position, that of a Communications Facilities Coordinator. Duties will include establishing optimum billing plans with vendors, reconciling invoices, analyzing and resolving telecommunications circuit issues, supporting user needs, and providing on-call technical support. Requirements include a bachelor's degree in computer science, engineering or related field and 4 years of experience in the design and support of a large telephone system.

The City's Telecommunications Analyst series is constructed as indicated below:

Telecommunications Analyst-Assistant	Salary Grade 004
Telecommunications Analyst-Associate	Salary Grade 006
Telecommunications Analyst-Senior	Salary Grade 008
Telecommunications Analyst-Project Leader	Salary Grade 011

As may be inferred, the Assistant level represents an entry-level professional; the Associate level represents an intermediate level of expertise and work experience; and the Senior level represents the professional level with the most expertise and experience.

Considering the level of responsibility associated with this position, which is City-wide in nature, the degree of knowledge and skill required, and comparative salary information, it appears appropriate to classify the position as a Telecommunications Analyst-Senior in Salary Grade 08 as requested. We therefore recommend classification of this position as such.

LIBRARY

In November of 2006 the Milwaukee Public Library requested that its three top management positions be reclassified to more accurately reflect a realignment of responsibilities between the Manager of Neighborhood Library & Extension Services and Manager of Central Library

Services and more accurately show the role of the City Librarian in City government. The request submitted by the Library included revised job descriptions for these positions.

Current: Manager of Central Library Services SG 015
Request: Director of Neighborhood Libraries & Community Partnerships SG 015
Recommendation: Neighborhood Libraries & Community Partnerships Director SG 015

Current: Manager of Neighborhood Library & Extension Services SG 013
Request: Director of Central Library and Special Projects Director SG 013
Recommendation: Central Library and Special Projects Director SG 013

Current: City Librarian SG 017
Request: Library Director SG 017
Recommendation: Milwaukee Public Library Director SG 017

When the position of Deputy City Librarian was eliminated during the late 1990's the Manager of Central Library Services became the *de facto* second-in-command of the Library System. This mode of operation remained in effect until several months ago when the newly appointed City Librarian, Paul Kiely, added responsibilities of developing community partnerships to the position of Manager of Neighborhood Library & Extension Services and designated this position as the System's second-in-command. At the same time, the duties and responsibilities associated with the Manager of Central Library Services were redefined. As a result, these two Management positions essentially switched roles. In light of these changes, it appears appropriate to reclassify these positions as requested, with the second-in-command position in Salary Grade 15 and the third-in-command position in Salary Grade 13.

According to the letter we received from the Milwaukee Public Library, Mayor Tom Barrett suggested changing the title of the position of City Librarian to Library Director to more accurately reflect the role this position plays in City government. Our research indicates that although municipalities use the title of City Librarian it is by no means a standard title; the title of Library Director is also used. Incorporating the word Director into the title would more accurately communicate the level of the job and be more recognizable to the public. In order to distinguish the Director position from that of its subordinates, it is further also recommended that the position be changed to Milwaukee Public Library Director.


The new titles will be:

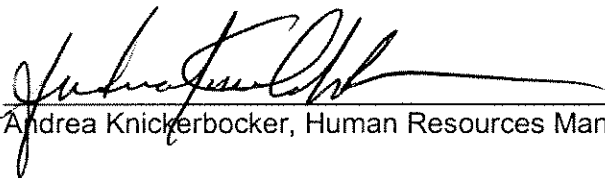
Milwaukee Public Library Director	SG 17
Neighborhood Libraries and Community Partnerships Director	SG 15
Central Library and Special Projects Director	SG 13

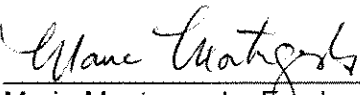
It should be noted that the titling convention used by the Department of Employee Relations places the term director, supervisor, coordinator, manager, and the like, at the end of the job title.

It is therefore recommended that the title of City Librarian be changed to Milwaukee Public Library Director, with no change in pay grade; the position of Manager of Neighborhood Libraries & Extension Services, SG 13, be reclassified to Neighborhood Libraries and Community Partnerships Director, SG 15; and the Manager of Central Library Services, SG 15, be reclassified to Central Library and Special Projects Director, SG 13.

It should be noted that these change of classification titles do not affect the rate of pay for the current incumbents. Sandra Lockett was promoted to the position of Central Library Services Manager, Salary Grade 015, in October of 2006. This report requests retitling her position to Neighborhood Libraries and Community Partnerships Director in Salary Grade 015. Joan Johnson was appointed to the position of Manager of Neighborhood Library & Extension Services, Salary Grade 013, in November of 2006. This report requests retitling her position to Central Library and Special Projects Director in Salary Grade 013.

Prepared by: 
Laura Sutherland, Human Resources Representative

Prepared by: 
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Reviewed by: 
Maria Monteagudo, Employee Relations Director