



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

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Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: June 25, 2024

Common Council-City Clerk

Current	Recommended
One New Position	Administrative Services Coordinator PR 5KN (\$63,038 - \$78,798) FN: Minimum Rate \$64,264 (One Vacant Position)
Legislative Research Supervisor 1HX (\$75,162 - \$105,223) FN: Minimum Rate \$82,677 (One Vacant Position)	Legislative Fiscal Analyst – Lead PR 2KX (\$70,501 - \$98,704) FN: Minimum Rate \$77,551 (One Vacant Position)

Note: Residents receive a rate that is 3% higher.

Background

City Clerk Jim Owczarski has requested the classification study of one new position located in the Legislative Affairs Division and the repurposing of one vacation position of Legislative Research Supervisor, in the Legislative Reference Bureau, to Legislative Fiscal Analyst – Lead. New job descriptions were provided, and discussions were held with Deputy City Clerk Dana Zelazny.

Administrative Services Coordinator

This new position in the 2024 budget will support the administrative operations of the Legislative Affairs Division, track state and federal legislation relative to its applicability to the City of Milwaukee, and report lobbying activity performed on behalf of the City of Milwaukee to the Wisconsin Government Accountability Board. Duties and responsibilities include:

- 20% Review new legislation and determine its applicability to the City of Milwaukee; and refer all applicable legislation to the appropriate department and staff for analysis.
- 15% Develop and maintain the legislative database using Legistar.
- 15% Assist in the development of the City’s Legislative Package.
- 15% Research state and federal legislation from prior and current legislative sessions.
- 10% Assist Legislative Affairs Division staff in lobbying state and local stakeholders to achieve the City’s goals.

- 5% Prepare legislative agendas for Judiciary and Legislation Committee meetings and work with committee staff.
- 5% Report lobbying activity to the Wisconsin Government Accountability Board, ensuring adherence to state regulations.
- 5% Oversee state and federal lobbying contracts and maintain a legislative contract database.
- 5% Supervise the administrative operations of the Legislative Affairs Division, including assisting with budget preparation, payroll, travel, records inventory, and coordinating meetings.
- 5% Prepare, edit, and distribute correspondence for the Legislative Affairs Division.

Minimum requirements include an associate degree in business management or related field; and two years of experience providing high-level confidential administrative support. Experience serving as an administrative assistant to a board or commission, providing legal support, and/or with coding or graphic design to facilitate lobbying-related content creation is desirable.

Analysis and Recommendation

This new position will be performing high-level administrative work that is comparable to another position in the department with the requested classification of Administrative Services Coordinator. This other position assists with the introduction of new matters to the Common Council and inputs data, arranges publication of matters as required by City Charter and Statutes, and prepares Common Council records for long term storage. We therefore recommend this new position be classified as Administrative Services Coordinator in Pay Range 5KN (\$63,038 – \$78,798) with a minimum rate of \$64,264.

Legislative Fiscal Analyst - Lead

This position will conduct research, draft bills, analyze budget items, and perform fiscal review and other related duties for the Common Council and City agencies. Duties and responsibilities include:

- 25% Drafting: Draft ordinances and resolutions for Common Council action.
- 20% Budget Review: Provide background papers on potential budget issues for Council member consideration; evaluate budget requests and mayoral recommendations and provide written and verbal analyses to Council members; develop and provide budgetary alternatives for Council member consideration; prepare budget amendments; conduct fiscal, economic, and program analyses at the request of the Common Council, its committees and individual members; analyze fiscal notes for the Common Council; monitor state and federal aids and analyze county, state, and federal legislation having a fiscal impact on the City.
- 15% Legislative Support: Provide support such as evaluating capital improvements financial requests, fiscal notes, funding requests, and other fiscal matters which come before the Common Council and its committees; provide technical assistance to task forces and ad hoc bodies established by the Common Council by conducting background research, gathering pertinent data, preparing reports, and serving as a resource person.

- 20% Research: Draft and conduct surveys; prepare analyses on a variety of urban topics; conduct data gathering in the preparation, interpretation, and analysis of reports; and perform research on municipal government functions, operations, and organizations.
- 5% Department Support: Advise and assist City department personnel in the preparation of reports, documents, legislative drafting, and other matters related to Common Council actions.
- 15% Mapping: Provide GIS (Geographic Information System—computer mapping) services to Common Council members and city departments.

Minimum requirements include a bachelor’s degree in business, public administration, economics, political science, urban affairs, urban planning, information science, or related field; and three years of related experience in conducting research, evaluating budgets, performing fiscal review, and/or doing management analysis. A master’s degree in business administration, public administration, urban affairs, economics, political science, information science, or related field is desirable.

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with five other positions currently in the requested classification, we recommend repurposing one vacant position of Legislative Research Supervisor in Pay Range 1HX (\$75,162 - \$105,223) with a minimum rate of \$82,677 to Legislative Fiscal Analyst – Lead in Pay Range 2KX (\$70,501 - \$98,704) with a minimum rate of \$77,551.

Action Required –

Effective Pay Period 1, 2024 for new position of Administrative Services Coordinator

Effective Pay Period 15, 2024 for repurposed position of Legislative Fiscal Analyst – Lead

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

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