



**Department of Employee Relations**

September 11, 2002

**John O. Norquist**  
Mayor

**Jeffrey Hansen**  
Director

**Florence Dukes**  
Deputy Director

**Frank Forbes**  
Labor Negotiator

**Michael Brady**  
Employee Benefits Manager

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

Dear Committee Members:                      Re: Common Council File Number 020516

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on September 17, 2002. We recommend these changes, subject to approval by the City Service Commission:

In the Department of Neighborhood Services, one position of Deputy Commissioner-Building Inspection, Salary Grade 015, is recommended for reclassification to Chief Operations Officer, Salary Grade 011.

In the Health Department, Northwest Health Center, one vacant position of Public Health Nurse Supervisor, Salary Grade 007, is recommended for a title change to Clinic Operations Manager, Salary Grade 007.

In the Department of Public Works-Water Works, Plants Section, one position of Office Assistant III, Pay Range 425, and one position of Clerk Stenographer III, Pay Range 435, are recommended for reclassification to Office Assistant IV, Pay Range 445.

In the Department of Public Works-Water Works, various positions (95) in the Water Distribution series were studied as a result of an Agreement between the City of Milwaukee and District Council 48, AFSCME, AFL-CIO. The classifications studied were Distribution Repair Worker I/II, Pay Range 235/252; Water Distribution Laborer, Pay Range 230; Field Investigator, Pay Range 250; Tapper, Pay Range 252; and Hydrant Service Worker, Pay Range 230. Various title changes (58) and reallocations (11) are recommended, as specified in the attached report.

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

Sincerely,

Jeffrey S. Hansen  
Employee Relations Director

JSH:pb

Attachments: 4 Job Evaluation Reports; Fiscal Note

c: Frank Forbes, Laura Engan, Martin Collins, Schuyler Seager, Jeffrey Crouse, Dr. Seth Foldy, Maria Monteagudo, Dan Thomas, Carrie Lewis, Dale Mejaki, Karen Panowitz, Sandra Miller, Richard Abelson, John English, John Garland and Robert Klaus

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: September 17, 2002

Incumbent: Schuyler Seager

Department: Neighborhood Services

<b>Present</b>	<b>Request</b>
Title: Deputy Commissioner–Building Inspection	Title: Chief Operations Officer
Pay Range: S.G. 015 (\$77,943-109,118)	Salary: S.G. 011 (\$60,397-84,553)
Current Rate: N/A	Source: Department
<b>Recommendation:</b> Title: Chief Operations Officer Salary: S.G. 011 (\$60,397-84,553)	
<b>Rationale:</b> Effective as of the retirement of the incumbent in November, 2002, this position will no longer perform the full range of duties as Deputy to the Commissioner, therefore, the title and salary grade should be indicative of the new duties and level of responsibility. While the new position will retain a high level of authority, second only to that of the Commissioner, and will perform all acts required by law in the absence of the Commissioner, the scope of the duties will not be as broad. The title of Chief Operations Officer reflects both the nature of the position and scope of its authority. The new salary grade was determined after an analysis of comparable positions within the City Service.	
<b>History of Position:</b> The current title and salary grade for this position were established effective Pay Period one, 1988, as a result of the Management Pay Plan study.	

**Action Required** (Effective Pay Period 24 – November 10, 2002)

In the Salary Ordinance under Salary Grade 015, delete the title “Deputy Commissioner – Building Inspection” and under Salary Grade 011, add the title “Chief Operations Officer”.

In the Positions Ordinance, under Department of Neighborhood Services, delete one position “Deputy Commissioner-Bldg. Insp. (X) (Y)” and add one position “Chief Operations Officer (X) (Y)”.

**Schuyler Seager, Deputy Commissioner – Bldg Insp.    2    September 17, 2002**

### **Background**

On August 5, 2002 the Department of Employee Relations (DER) received a request to study this position from Martin Collins, Commissioner of the Department of Neighborhood Services (DNS). A revised job description for the position was received on August 23, 2002. Mr. Martin Collins, Commissioner – Building Inspection, also supplied additional information.

### **Duties and Responsibilities**

This position will provide assistance to the Commissioner in the performance of his duties and will perform all acts required by law in the absence of the Commissioner. The specific duties and responsibilities are as follows:

- Assist the Commissioner in the performance of his duties and during his absence, perform all acts required by law.
- Consult regularly with supervisors in charge of various sections of the department for the purpose of resolving problems that may arise in the performance of departmental functions.
- Maintain an effective working relationship with legislative committees, administrators of other departments, communications media and other organizations interested in the policies and activities of the department. Develop methods of informing and gaining cooperation from the public for departmental programs.
- Assist the Commissioner in planning and directing staff services and supervising staff involved with personnel, fiscal management, budget preparation and public relations.
- Have primary responsibility for matters relating to personnel and disciplinary actions.
- Assist the Commissioner in planning and directing the implementation of departmental administrative programs, policies and regulations and the City's Housing Strategy.

This position reports to the Commissioner and as second in authority after the Commissioner, may exercise supervision and administration over departmental staff that currently consists of one hundred seventy three (173) employees.

### **Major Knowledge, Skills and Abilities Required**

The principal component of this position is the capacity to administer and supervise a code enforcement agency that has various technical and legal responsibilities, including housing, sanitation, plumbing, electrical, building, heating, ventilation, elevator and environmental health codes. The multiplicity of the code provisions enforced also requires the incumbent to possess the analytical capacity to grasp the technical advice supplied by the various code specialists of the department. This individual must also make decisions based on equitable and legal principals, which in the day-to-day operations of the department, result in effective code enforcement without injury to the

legal rights of property owners.

This position requires a Bachelor's Degree in science, law, architecture or engineering and demonstrated administrative and supervisory experience preferably in the area of code enforcement. The incumbent will be expected to effectively represent the department in public appearances before legislative committees, public bodies, civic or other organizations and must successfully deal with the general public, the media, architects, engineers and contractors.

### **Standards Used in Determining Reclassification for Management Positions**

The first part of the analysis focuses on the changes that have taken place in terms of nature and level of work of the position. If this "significant changes test" is met, then an analysis of the level of work performed is conducted using the job evaluation factors listed below.

The City uses a formal qualitative factor comparison system to evaluate management positions. This system, requires that each management position be compared to all other positions in each of these four job evaluation factors:

- Impact & Accountability Weighted 45%
- Knowledge & Skill Weighted 35%
- Relationships Responsibility Weighted 15%
- Working Conditions Weighted 5%

The actual process used to evaluate positions is one of careful comparison and contrast of the position under study and related positions on a "factor-by-factor" basis. The other positions used as a basis for comparison usually include those slightly higher and lower in salary grade, those in the same occupational group and those in the same department as the position under study.

### **Analysis According to Job Evaluation Factors**

The following job classifications were selected for comparison based upon the similar nature of work performed in the area of administration and operations.

This position's present profile is as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability (IA)	16	366
Knowledge and Skills (KS)	14	296
Relationship Responsibilities (RR)	13	140
Working Conditions (WC)	1	5

Total Points: 807

Salary Grade: 015 (708 – 813 points)

This position was compared to a sampling of positions in Salary Grades 010, 011, and 012 involved in administrative/operations related functions.

TITLE	SG	IA	KS	RR	WC
Assistant Court Administrator	10	11	09	09	01
Personnel Administrator DPW	11	13	08	09	01
Housing Operations Manager	12	12	10	12	03

**Assistant Court Administrator, S.G. 010)**

This position is responsible for managing courtroom operations, scheduling, workload distribution, supervising the day-to-day operations of the Municipal Court and acting on behalf of the Chief Court Administrator in her absence.

This position reports to the Chief Court Administrator and supervises a staff of twelve.

The position requires a Bachelor's degree in Business, Public or Judicial Administration or a closely related field and three years of managerial experience.

**Personnel Administrator (DPW), S.G. 011**

This position is under the general direction of the Commissioner of Public Works to represent the Department of Public Works on employee relations' matters (labor relations, personnel, equal employment, benefits and safety).

The position reports to the Commissioner of Public Works and does not directly supervise staff.

The position requires a Bachelor's Degree (Master's Degree is desirable) in Labor/Industrial Relations, Human Resources Management, Public Administration, Business Administration, or related field from an accredited college or university. Eight years of professional employee relations experience including labor relations experience as a management representative with at least three years at or above Salary Grade 006 is also required.

**Housing Operations Manager, S.G. 012**

This position is responsible for managing staff and resources required for the day-to-day operation of the City's public housing developments. The incumbent ensures the implementation of all mandated and/or adopted policies, procedures, HUD guidelines and regulations pertaining to the housing developments. The position provides daily

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support, direction and supervision to Senior Housing Managers and the Maintenance Operations Manager, coordinates and reviews the development of the annual operating budget requests from the housing managers, reviews cost reports and operating statements and initiates actions to control costs. On a regular basis the incumbent recommends staff assessment needs and personnel assignments of all housing managers to the Housing Management Director.

The position has general direction over Housing Management operations and maintenance staff and reports to the Housing Management Director.

The position requires a Bachelor's Degree with a major in Public or Business Administration, or a closely related field, plus four years of progressively responsible administrative management experience in a public agency or private industry. Knowledge of federally funded housing programs is desirable.

**Impact and Accountability (IA)**

As previously stated, the position under study functions to provide assistance to the Commissioner in the performance of the Commissioner's duties and is second to the Commissioner in authority. The position also has the primary responsibility for personnel and disciplinary matters.

The IA recommendation for the position under study is level 11, which is the same level as the Assistant Court Administrator. It does not ascend to that of the Housing Operations Manager (level 12), responsible for the day-to-day operation of the City's housing developments and the Personnel Administrator DPW (level 13) which functions in a department consisting of over two thousand employees.

**Knowledge and Skills (KS)**

The minimum level of education required for the position under study is a Bachelor's degree in science, law, architecture or engineering and demonstrated administrative and supervisory experience preferably in the area of code enforcement and is similar to the educational requirements of the comparable positions. However, the position under study requires a very broad knowledge of various local, state and federal codes pertaining to housing, sanitation, plumbing, electrical, building, heating, ventilation, elevator and environmental issues and the analytical ability to make decisions based on technical information supplied by code enforcement managers and staff. These requirements compare quite favorably to those of the Housing Operations Manager position, which is also requires the greater breadth of knowledge than the other comparable positions.

The recommended Knowledge and Skills rating for this position is level 10.

**Relationships Responsibility (RR)**

The position requires ongoing and frequent contacts with managers and officials in City

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government, legislative committees, public bodies and civic organizations. Once again, the ranking for this position closely matches the Housing Operations Manager position (level 12) and exceeds the levels of the remaining comparable positions.

The recommended Relationships Responsibility rating for this position is level 12.

**Working Conditions (WC)**

The position under study works primarily in an office setting; therefore, working conditions are not a significant factor in determining the classification.

The recommended Working Conditions rating continues to be level 01.

**Recommendation**

Based on the analysis above we recommend that the position of Deputy Commissioner – Building Inspection in Salary Grade 015 be reclassified to Chief Operations Officer, Salary Grade 011.

The new rating for the position is shown below:

	<u>Recommended Level</u>
Impact and Accountability	11 (182)
Knowledge and Skills	10 (154)
Relationships Responsibilities	12 (116)
Working Conditions	01 (05)
<b>Total Points</b>	<b>457</b>
<b>Salary Grade</b>	<b>011</b>
<b>Salary Grade 011: 405-465</b>	

Prepared by: M. Abdallah  
Muhammad I. Abdallah, Human Resources Representative

Reviewed by: Jeffrey Hansen  
Jeffrey Hansen, Employee Relations Director

## JOB EVALUATION REPORT

City Service Commission Meeting Date: September 17, 2002

Incumbent: Vacant

Department: Health

Present	Request
Title: Public Health Nurse Supervisor	Title: Clinic Operations Manager
Pay Range: 007 (\$46,785 - \$65,496)	Salary: No Change
Step: N/A	Source: Department
<b>Recommendation:</b>	
Title :	Clinic Operations Manager
Salary:	Salary Grade 007 (\$46,785 - \$65,496) Title Change Only
<b>Rationale:</b> This report recommends re-titling the position under study from Public Health Nurse Supervisor to the new title of Clinic Operations Manager. The purpose of this position is to provide leadership in the development and implementation of uniform clinic operations; ensure the effective utilization of resources and the adequate delivery of quality and culturally responsive services. This position is also responsible for the administration and management of operational activities within the immunization, family health, walk-in, Women's, Infant's & Children's Nutrition Program (WIC), Sexually Transmitted Disease Program (STD), and Tuberculosis clinics. The new title remains descriptive of the basic function of the position.	
<b>History of Position:</b> This position was last studied in October 1993 when it was reallocated from Salary Grade 005 to 007.	

### Action Required:

In the Salary Ordinance, under Salary Grade 007, add the title "Clinic Operations Manager."

In the Positions Ordinance, under the Health Department ; Northwest Health Center, delete one position of Public Health Nurse Supervisor (X), and, under Administration Division, add one position of Clinic Operations Manager (X).

**Background:** On June 14, 2002, Seth Foldy, M.D., Commissioner of the Milwaukee Health Department requested a title change for a vacant Public Health Nurse Supervisor position and provided a revised job description. Discussions were also held with Yvette Rowe, Business Operations Manager.



**Duties and Responsibilities:**

The basic function of this position is to administer and manage all clinical operations activities within the immunization, family health, walk-in, Women's, Infant's & Children's Nutrition Program (WIC), Sexually Transmitted Disease Program (STD), and Tuberculosis (TB) clinics. This position will provide leadership in the development and implementation of uniform clinic operations; ensuring the effective utilization of resources and the adequate delivery of quality and culturally responsive services.

- 20% Provide direction and oversight in the creation and maintenance of uniform and consistent clinical activities in the Milwaukee Health Department. Clinical activities include but are not limited to, patient registration, client tracking, patient flow, medical records administration, and billing systems.
- 20% Ensure that administrative policies and procedures that support clinical operations are followed and that the appropriate and required documentation is created and maintained.
- 20% Oversee the timely and accurate processing of billing and the creation and maintenance of systems to ensure compliance with state and federal regulations.
- 15% Evaluate, plan and develop standards for clinical activities measurement and make recommendations for improvement as necessary.
- 15% Participate in the development and implementation of a client/medical information system, monitor the quality of the data, and oversee the preparation of internal audit and required reports.
- 10% Perform other related duties as necessary.

The minimum requirements for this position are a Master's Degree in Health Service Administration, Public Health, Nursing Administration, Public Administration or related field and minimum of five years full-time progressively responsible experience in health care administration, clinical operations or health care delivery systems.

**Changes in Duties and Responsibilities:**

Currently there are four Public Health Nurse Supervisors who provide "general oversight" of health care center activities at three general Health Care Centers. Despite these four positions there is little uniform policy or implementation related to patient registration and client tracking system, medical record administration or billing for services. The focus of work performed by this position is to provide leadership in the development and implementation of uniform clinic operations; ensuring the effective utilization of resources and the adequate delivery of quality

Vacant Position  
Public Health Nurse Supervisor . . . #3

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and culturally responsive services. This position is responsible for the administration and management of operational activities within the immunization, family health, walk-in, Women's, Infant's & Children's Nutrition Program (WIC), Sexually Transmitted Disease Program (STD), and Tuberculosis (TB) clinics.

We believe these changes, although resulting in different duties, that the level of responsibility, knowledge and skill required for the position should remain allocated to Salary Grade 007 consistent with other Public Health Nurse Supervisors. The recommended Job Factor Profile is as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	7	104
Knowledge and Skill	7	94
Relationships Responsibility	7	46
Working Conditions	2	<u>7</u>
Total points		251 (SG 007) (231-265)

The title of this position should accurately reflect its role within the department. The newly created title of "Clinic Operations Manager" reflects this position's nature of work and scope of responsibility.

We, therefore, recommend re-titling this Public Health Nurse Supervisor position to the newly created title of "Clinic Operations Manager," Salary Grade 007.

Prepared by: Sandra R. Wilson  
Sandra R. Wilson, Human Resource Analyst, Sr.

Reviewed by: Jeffrey Hansen  
Jeffrey Hansen, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: September 17, 2002

Incumbents: Karen Panowitz; Sandra Miller Department: DPW-Water Works

Present	Request
Titles: a) Office Assistant III b) Clerk Stenographer III	Title: Office Assistant IV
Pay Range: a) 425 (\$28,348 - \$31,360) b) 435 (\$29,601- \$32,615)	Pay Range: 445 (\$30,890 – \$34,183)
Current Rate: a) \$31,360 b) \$32,615	Source: Department
<p><b>Recommendation</b></p> <p>Title : Office Assistant IV Salary: Pay Range 445 (\$30,890 – \$34,183) New Rate: a) \$32,307 b) \$33,075</p>	
<p><b>Rationale</b></p> <p>This report recommends the reclassification of two positions in the Plants Section of the Water Works (Office Assistant III, Pay Range 425, and Clerk Stenographer III, Pay Range 435) to an Office Assistant IV, Pay Range 445. These positions perform a wide range of duties, have sole responsibility for many critical functions, and have no office support assistance from other City employees at their respective Water Plant field locations.</p>	
<p><b>History of Positions</b></p> <p>These positions were last evaluated in conjunction with the study of "Office Support and Related Job Classifications in City Government," June 30, 1996. The Office Assistant III had been titled Clerk Typist III. The Clerk Stenographer III incumbent was allowed to retain that title until she vacates the position. The positions were funded at the level of Office Assistant IV in the 2001 Budget. This report recommends the initial classification and grading of the positions.</p>	

**Action Required**

In the Positions Ordinance, under Department of Public Works-Water Works, Plants-North Organization, Linnwood and North Production, one position of Office Assistant IV is listed and, therefore, no changes are needed; under Plants – South Organization, Howard and South Water Production, one position of Office assistant IV is listed, and no changes are needed.

In the Salary Ordinance, under Pay Range 435, footnote 2/, delete reference to Sandra Miller (DPW-Water).

## **Background**

On July 24, 2002, Water Works Superintendent Carrie Lewis requested a classification study of two positions in the Plants Section. Ms. Lewis and the incumbents, Karen Panowitz and Sandra Miller, provided information about the positions. The incumbents of these positions perform a wide range of duties, have sole responsibility for many critical functions, and have little or no other office support assistance from other City employees. Both positions were funded at the level of Office Assistant IV in the 2001 Budget. The incumbents are currently underfilling the Office Assistant IV classification title.

## **Duties and Responsibilities of the Positions**

### **a) Office Assistant III**

20% Organize and report data. Prepare various plant reports and summaries for state, federal, local, and plant uses from various laboratory and operations data sheets and databases, including monthly reports to the Department of Natural Resources, safety inspection summaries, quarterly training, chemicals received, injury and sick leave, recognizing and reporting anomalies. Prepare and update forms for plant operations and maintenance, and for other users as requested. Keep areas supplied with routine forms, modifying when changes occur.

20% Payroll and Timekeeping. Record payroll and overtime and make timekeeping entries and adjustments for multiple areas, shifts and bargaining units using the Financial Management Information System (FMIS). Notice and resolve inquiries and payroll problems, noting anomalies for management attention. Complete injury and sick leave reports. Maintain Trade of Shift and Time Owed and Allowed records.

15% Purchasing and Financial. Responsible for maintaining appropriate levels of supplies for office and plant chemicals on blanket orders. Inventory and initiate orders when appropriate, using FMIS system. Acknowledge receipt of items to initiate payment cycle. Order various supplies for laboratory and maintenance groups upon request. Track open purchase orders and process all accounts payable bills.

15% Plant Security. Maintain security entry at both Howard and Linnwood. Program cards as requested and process report as requested. Data entry and maintenance of both plants. Contact vendor when necessary. Also maintain security camera and tapes at Howard Control Center.

20% General office work. Create maintenance and other forms as needed. Take minutes at meetings. Perform typing and copying work assigned by managers. Answer phones for managers. Sort and distribute incoming and outgoing interdepartmental and first class mail. Distribute faxes.

5% Coordinate office machine needs. Maintain or schedule outside repair for office machines, including copiers, fax machines and computer equipment. Change and maintain rotation of tapes for security camera taping system.

5% Other duties as assigned. These positions perform routine work with minimal supervision and confer with superiors regarding unusual assignments.

### **b) Clerk Stenographer III**

20% Organize and report data. Prepare various plant reports and summaries for state, federal, local, and plant uses from various laboratory and operations data sheets and databases, including monthly reports to the Department of Natural Resources, safety inspection summaries, quarterly training, chemicals received, injury and sick leave, recognizing and reporting anomalies. Prepare and update forms for plant operations and maintenance, and for other users as requested. Keep areas supplied with routine forms, modifying when changes occur.

20% Payroll and Timekeeping. Record payroll and overtime and make timekeeping entries and adjustments for multiple areas, shifts and bargaining units. Notice and resolve inquiries and payroll problems, noting anomalies for management attention. Complete injury and sick leave reports. Maintain Trade of Shift and Time Owed and Allowed records. Record sickness, vacations, doctor appointments, overtime, etc. on the "Absence Analysis Sheet" for each employee for the current year. Maintain "Time Off Slips". Ensure that employees have completed Sick Leave applications properly. Send appropriate application to the main payroll office downtown.

15% Purchasing. Responsible for maintaining appropriate levels of supplies for office and plant chemicals on blanket orders. Inventory and initiate orders when appropriate. Acknowledge receipt of items to initiate payment cycle. Order various supplies for laboratory and maintenance groups upon request. Code invoices from vendors with proper codes; using these codes initiate payment vouchers via computer so payment can be made to vendors using the FMIS system. Code invoices from vendors with proper codes; using these codes initiate payment vouchers via computer so payment can be made to vendors using the FMIS system.

15% Plant Security. Inform outside vendors and contractors that they must contact office assistant a day prior to visitation to the site. Arrange mandatory orientation by plant manager if the visit/work will last more than one day. Maintain names of visitors in DAILY log. Provide copies of log to control room and security guard at the end of each day. Provide appropriate identification cards to the visitors at sign in. Review security guard's daily check-in/out list for accuracy and report any discrepancies to Assistant Manager.

20% General office work. Create maintenance and other forms as needed. Upon request, take minutes at meetings. Perform typing and copying work assigned by managers. Answer phones. Sort and distribute incoming and outgoing interdepartmental and first class mail. Distribute faxes.

5% Coordinate office machine needs. Maintain or schedule outside repair for office machines, including copiers, fax machines and computer equipment. Take monthly count of copies made from rented copier and call in to Gordon Flesch Company.

5% Other duties as assigned. These positions perform routine work with minimal supervision and confer with superiors regarding unusual assignments.

### **Minimum Requirements**

The minimum requirements for the Office Assistant III position are four years of office experience, including at least one year at the Office Assistant II level or above; experience with various computer software applications, and good communications skills. Clerk Stenographer III is a classification title that is being phased out as positions become vacant. The minimum requirements for Clerk Stenographer III were four years of office experience that included substantial stenography, including one year of experience at the Clerk Stenographer II level.

### **Changes in Duties and Responsibilities**

Office Assistants IV exercise responsibility for a specific function or service area requiring extensive knowledge of technical and/or complex procedures and processes having a significant consequence of error. This requires responsibility for monitoring and improving procedures on a continuous basis. The two positions under study are the only City positions available to provide office support at their respective Water Plant locations. They perform very independently and there is a considerable consequence of errors. They process and maintain personnel records and perform complex payroll duties for a variety of classifications represented by different bargaining units. The Water Plants have been substantially upgraded. The equipment, maintenance and associated support processes have become more technical and complex. These positions have responsibility for the office support of diverse activities at the Water Plants and must have wide-ranging knowledge of increasingly technical processes and procedures.

### **Factors Used in Determining Reclassification of Non-Management Positions**

In order to justify a change in position classification, fundamental changes must have occurred in the nature and the level of work performed. The following factors are considered when making a determination for a change in position classification: knowledge, level of responsibility, effort and working conditions.

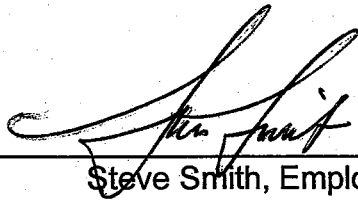
## Analysis of Job Classification Factors

These positions require a high degree of knowledge to perform complex and confidential office support functions including payroll and personnel processes for multiple classifications represented by different bargaining units, inventory control, purchasing, and processing data and records regarding safety, security, training, chemicals and maintenance. The level and scope of responsibility and degree of independent effort are high for positions functioning at remote field locations. The working conditions entail working in a Water Plant office without the support of other clerical and administrative staff that would be available at the City Hall complex.

## Recommendation

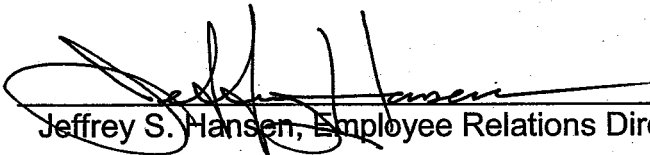
This report recommends the reclassification of one position of Office Assistant III (Pay Range 425) to Office Assistant IV (Pay Range 445) and the reclassification of one position of Clerk Stenographer III (Pay Range 435) to Office Assistant IV (Pay Range 445).

Prepared by:



Steve Smith, Employment Administrator

Reviewed by:



Jeffrey S. Hansen, Employee Relations Director

# JOB EVALUATION REPORT

City Service Commission Meeting Date: September 17, 2002

Incumbents: VARIOUS Department: Milwaukee Water Works

<b>Present</b>	<b>Request</b>
<p><b>Titles and number of authorized positions:</b></p> <ul style="list-style-type: none"> <li>a) Distribution Repair Worker II (28)</li> <li>b) Distribution Repair Worker I (28)</li> <li>c) Water Distribution Laborer (22)</li> <li>d) Field Investigator (11)</li> <li>e) Tapper (2)</li> <li>f) Hydrant Service Worker (4)</li> </ul>	<p><b>Title:</b></p> <ul style="list-style-type: none"> <li>a) Water Distribution Repair Worker II</li> <li>b) Water Distribution Repair Worker I</li> <li>c) Water Distribution Laborer</li> <li>d) Field Investigator</li> <li>e) Water Distribution Tapping Specialist</li> <li>f) Hydrant Service Worker</li> </ul>
<p><b>Pay Ranges:</b></p> <ul style="list-style-type: none"> <li>a) 252 (\$34,049 - \$38,024)</li> <li>b) 235 (\$31,314 - \$34,581)</li> <li>c) 230 (\$30,622 - \$33,723)</li> <li>d) 250 (\$33,576 - \$37,567)</li> <li>e) 252 (\$34,049 - \$38,024)</li> <li>f) 230 (\$30,622 - \$33,723)</li> </ul>	<p><b>Pay Ranges:</b> Not specified</p>
<p><b>Current Rates:</b> Various</p>	<p><b>Source:</b> Agreement between the City of Milwaukee and District Council 48 (D.C. 48), AFSCME, AFL-CIO, effective January 1, 1999, through December 31, 2000.</p>
<p><b>Recommendation:</b></p> <p><b>Titles and Pay:</b></p> <ul style="list-style-type: none"> <li>a) Water Distribution Repair Worker II, 252 (\$34,049 - \$38,024)</li> <li>b) Water Distribution Repair Worker I, 235 (\$31,314 - \$34,581)</li> <li>c) Water Distribution Laborer, 230 (\$30,622 - \$33,723)</li> <li>d) Field Investigator, 254 (\$33,184 - \$38,440)</li> <li>e) Water Distribution Tapping Specialist, 252 (\$34,049 - \$38,024)</li> <li>f) Hydrant Service Worker, 230 (\$30,622 - \$33,723)</li> </ul>	



**Rationale:**

This report recommends no change in classification or pay allocation for the **Distribution Repair Worker II, Distribution Repair Worker I, Water Distribution Laborer, Tapper and Hydrant Service Worker** positions. DER's job analyses indicate that the fundamental nature of work performed, scope of duties, and level of responsibility have not changed to the extent that a reclassification is warranted at this time for any of these positions. However, DER is recommending that three of these positions be re-titled to more accurately reflect the nature of work being performed. The following titles are recommended: **Water Distribution Repair Worker II, Water Distribution Repair Worker I and Water Distribution Tapping Specialist.**

This report does recommend that the **Field Investigator** position be reallocated to a higher pay range. DER's analysis indicates that this position is not properly classified in relation to the other positions in the Water Distribution Division. The independent manner in which this position operates which includes contact with others warrants reallocation to a higher level. It is recommended that this position be reallocated as follows: **Field Investigator, Pay Range 254.**

**History of Positions:**

- a) **Distribution Repair Worker II:** This position was re-titled from Distribution Repairman II to Distribution Repair Worker II in 1976. It was reallocated through collective bargaining from Pay Range 245 to Pay Range 249 in 1977. A classification study conducted in 1980 resulted in the creation of task rate pay when performing the duties of Water Distribution Chief Repair Worker. This position was then again studied in 1982, which yielded no reclassification. Reallocation from Pay Range 249 to Pay Range 252 through collective bargaining occurred in 1991.
- b) **Distribution Repair Worker I:** This position was re-titled from Distribution Repairman I to Distribution Repair Worker I in 1975 and has since retained the same title and Pay Range.
- c) **Water Distribution Laborer:** This position has retained the same title and Pay Range since it was created in 1975.
- d) **Field Investigator:** This position has retained the same title and Pay Range since it was created in 1975.
- e) **Tapper:** DER's records indicate that this position was last evaluated in 1999, as a request from the Department, resulting in a reclassification from Pay Range 240 to Pay Range 252.
- f) **Hydrant Service Worker:** DER's records indicate that this position was re-titled from Hydrant Serviceman to Hydrant Service Worker in 1976.

**Action Required:**

In the Salary Ordinance:

- 1) Under Pay Range 235, delete the title "Distribution Repair Worker I 5/" and add the title "Water Distribution Repair Worker I 5".
- 2) Under Pay Range 250, delete the title "Field Investigator."
- 3) Under Pay Range 252, delete the titles "Distribution Repair Worker II 1/" and "Tapper" and add the titles "Water Distribution Repair Worker II 1/" and "Water Distribution Tapping Specialist."
- 4) Under Pay Range 254, add the title "Field Investigator."

In the Positions Ordinance:

Under Department of Public Works-Water Works, Distribution Organization, Cameron, delete fourteen positions of Distribution Repair Worker I and fourteen positions of Distribution Repair Worker II, and add fourteen positions of Water Distribution Repair Worker I and fourteen positions of Water Distribution Repair Worker II, and under Lincoln, delete fourteen positions of Distribution Repair Worker I, fourteen positions of Distribution Repair Worker II, and two positions of Tapper, and add fourteen positions of Water Distribution Repair Worker I, fourteen positions of Water Distribution Repair Worker II, and two positions of Water Distribution Tapping Specialist.

**Background:**

Pursuant to Section 25.17.b of the Agreement between the City of Milwaukee and Milwaukee District Council 48, (D.C. 48), AFSCME, AFL-CIO, effective January 1, 1999 through December 31, 2000, the City agreed to complete a study of the Chief Distribution Repair Worker, which resulted in a reclassification from Chief Distribution Repair Worker, Pay Range 260, to Water Distribution Chief Repair Worker, Pay Range 282. Since this position is part of the Water Distribution series, the Union had requested that the other positions listed in the series, which are in this report, be studied to maintain fairness and equity and to ensure that each position is appropriately classified.

The Department of Employee Relations received completed job analysis questionnaires and current job descriptions from Milwaukee Water Works. Interviews and job audits were subsequently conducted with Water Distribution incumbents and supervisors.

**Duties and Responsibilities and Minimum Requirements**

**DISTRIBUTION REPAIR WORKER II**  
**Pay Range 252**

This position conducts repair and maintenance activities to maintain the quality of the Water Distribution system piping and appurtenances as a member of a repair crew. In addition, this position may act as a lead worker with a small crew or in the absence of the Water Distribution Chief Repair Worker act as the crew leader.

**Distribution Repair Workers II** perform the following essential functions:

- ◆ Conduct emergency water leak repairs on water mains, services, and valves to reduce water interruptions and provide safe transmission of water to customers.
- ◆ Operate drill rigs to drill through the street pavement, use probing rods to accurately locate leaks.
- ◆ Operate large dump trucks, backhoes and other construction equipment.
- ◆ Serve notices to customers in advance of water service interruptions.
- ◆ Perform hydrant repairs and conduct hydrant replacement as assigned.
- ◆ Assist contractors with water main relay projects by serving notices, operating valves and testing shut off in advance of contractor's work.
- ◆ Perform preventive maintenance activities on the Water Distribution system in conjunction with system improvements and street paving.
- ◆ Act as crew leader in the absence of Chief Repair Worker.

**QUALIFICATIONS REQUIRED**

1. Current status as a regularly appointed City employee.
2. At least six months of experience as a Water Distribution Repair Worker I with Milwaukee Water Works.
3. Valid Wisconsin Commercial Driver's License at time of appointment.

**SUPERVISION RECEIVED**

This position is under the direction of the Chief Repair Worker and Water Distribution Supervision.

**SUPERVISION EXERCISED**

When assigned as Chief Repair Worker, this position will direct the work activities of the work crew to ensure proper procedures are followed.

*Note: The Distribution Repair Worker II receives a task rate while acting as Chief Distribution Repair Worker. The task rate is the difference in the hourly maximum salary of the Distribution Repair Worker II and Chief Distribution Repair Worker.*

## **DISTRIBUTION REPAIR WORKER I**

### **Pay Range 235**

This position, as a member of a repair crew, conducts repair and maintenance activities to maintain the quality of the Water Distribution system piping and appurtenances.

**Distribution Repair Workers I** perform the following essential functions:

- ◆ Conduct emergency water leak repairs on water mains, services, and valves to reduce water interruptions and provide safe transmission of water to customers.
- ◆ Operate drill rigs to drill through the street pavement, use probing rods to accurately locate leaks.
- ◆ Operate large dump trucks, backhoes and other construction equipment.
- ◆ Serve notices to customers in advance of water service interruptions.
- ◆ Perform hydrant repairs and conduct hydrant replacement as assigned.
- ◆ Assist contractors with water main relay projects by serving notices, operating valves and testing shut off in advance of contractor's work.
- ◆ Perform preventive maintenance activities on the Water Distribution system in conjunction with system improvements and street paving.
- ◆ Manage and maintain the utility van. Ensure van, generator and pumps are fueled, propane tank is fueled, air compressor is operable, lights work properly, etc.

#### **QUALIFICATIONS REQUIRED**

1. Current status and at least six months of experience as a regularly appointed employee of the City of Milwaukee.
2. At least six months of service in the Water Distribution Section at the level of Water Distribution Laborer.

#### **SUPERVISION RECEIVED**

This position is under the direction of the Water Distribution Chief Repair Worker and Water Distribution Supervision.

#### **SUPERVISION EXERCISED**

May act as lead worker of two-person crew, in the absence of the Water Distribution Chief Repair Worker and Repair Worker II.

## **WATER DISTRIBUTION LABORER**

### **Pay Range 230**

Water Distribution Laborers are divided into two groups: Field Investigator Assistants and Dry Crew Laborers. Laborers who assist Field Investigators in conducting routine and emergency investigations. Laborers who are on the Dry Crews locate and make operable access boxes for valve services in the water distribution system for routine maintenance, upon request and for emergencies.

**Water Distribution Laborers** perform the following essential functions:

- ◆ Perform maintenance on access boxes to ensure their proper operation.
- ◆ Assists Field Investigators in operating curb stops, valves and air vents.
- ◆ Locate valves and service access boxes and air vents.
- ◆ Review plat page information, tap numbers, identify box types and applicable locating systems.
- ◆ Expose boxes using a variety of methods including digging, breaking pavement, etc.
- ◆ Respond to emergencies such building flooding, water main breaks and variety of water related leaks.
- ◆ Provide assistance to plumbers, Meter and Services personnel and repair crews.

#### **QUALIFICATIONS REQUIRED**

1. Skill in basic math and measuring.
2. Ability to work in all types of weather conditions for extended periods of time.
3. Ability to perform manual laborer tasks.
4. Ability to read plat books and understand symbols.
5. Valid driver's license at time of appointment.

#### **SUPERVISION RECEIVED**

This position is supervised by the Water Distribution Supervisor in rotating shift assignments under the direction of a Field Investigator.

#### **SUPERVISION EXERCISED**

None.

## **FIELD INVESTIGATOR**

### **Pay Range 250**

This position provides first line emergency response to investigate and control water leaks to reduce damage potential and maintain water quality. It is responsible for responding promptly to customer concerns and other requests as a representative of the Milwaukee Water Works.

**Field Investigators** perform the following essential functions:

- ◆ Investigate water leaks on site to control and limit water loss property damage such as flooded buildings and reduce hazards such as street icing and undermining of roadways.
- ◆ Operate valves and curb stops to determine types of water leaks.
- ◆ Conduct detailed investigations of water entering buildings, tunnels, and sewers, pressure losses in sprinkler systems, and other reports or complaints related to commercial, industrial or residential buildings.
- ◆ Respond to customer requests for assistance in the following situations: low water pressure, no water, dirty water, leaking meters or service piping, noise in plumbing, air in the lines, etc.
- ◆ Communicate promptly and completely with office staff, Control Center, and supervision regarding investigation results, action taken, action required and other information needed to determine subsequent action.

#### **QUALIFICATIONS REQUIRED**

1. Current status as a regularly appointed employee of the City of Milwaukee and six months as a Distribution Repair Worker I or higher.

OR

Five years experience as a Water Distribution Laborer (Field Investigator Assistant) or higher with the Milwaukee Water Works' Distribution Section.

2. Valid Commercial Driver's License at time of appointment.

#### **SUPERVISION RECEIVED**

This position works under the supervision of Water Distribution District managers or supervisors on duty.

#### **SUPERVISION EXERCISED**

Directs the work of Water Distribution Laborer.

## **TAPPER** **Pay Range 252**

This position conducts tapping of various sized water mains for the connection of ¾" up to and including 2" water service laterals for Plumbers installing additional service connections and for Contractors in conjunction with water main relay projects. This position also conducts Hydrant Anti-Vandalism device installation, inspection and maintenance.

**Tappers** perform the following essential functions:

- ◆ Drill and tap water main using tapping machines for ¾"-2" corporation stops to provide water service connection during water main relay projects or for the improvement of the Water Distribution System.
- ◆ Drill and tap water main at the requests of plumbers in conjunction with construction activities for the installation of new and additional service connections to the water distribution system.
- ◆ Maintain various power tools and equipment.
- ◆ Manage workload by coordinating schedules with District Supervisor and contractors to ensure taps are completed in a timely manner to provide quality customer service to the contractors, plumbers and other customers.
- ◆ Provide accurate data of tap measurements, size of corporation, service and curb stop, date of installation, etc. to the Technical Services Section for completion of the Milwaukee Water Works Permit information and historical data files including Plat book records used in the field by Distribution and Engineering Sections.
- ◆ Check permits issued to contractor to insure conformance with the Milwaukee Water Works Rules and Regulations regarding Water Service piping.
- ◆ Ensure job site is safely secured for performance of duties including utilizing sheeting and shoring equipment as needed; maintaining safety equipment in good condition and report any defects to the District Supervisor.
- ◆ Assist in the coordinated effort to reduce Hydrant Vandalism by installing Hydrant Anti-Vandal devices as assigned and determining in the field additional installation locations. Maintain records of installation activities. Provide feedback regarding installation practices, maintenance required, inventory needs, and design improvements.
- ◆ Conduct minor hydrant repairs.
- ◆ Perform other duties as assigned.

### **QUALIFICATIONS REQUIRED**

1. Knowledge of tapping procedures, specialized equipment operation, Milwaukee Water Works Rules and regulations as they relate to tapping and service connections.
2. Knowledge of the Milwaukee Water Works Distribution system construction, maintenance and repair.
3. Ability to lift, operate and maneuver three types of tapping/drilling machines and other various power tools and equipment.
4. Ability to maintain and trouble shoot problems with mechanical equipment.
5. Ability to read and decipher plat books and construction prints.
6. Ability to maintain detailed records of tap information.
7. Ability to prioritize and work independently.
8. Ability to work directly with contractors.
9. Ability to work outdoors in all types of weather conditions.
10. Valid Wisconsin Commercial Driver's License.

### **SUPERVISION RECEIVED**

This position works independently with work assigned by the Distribution District Supervisor and/or the System and Special Projects Manager.

### **SUPERVISION EXERCISED**

May act as a lead worker of small crews, which may include one or two Repair Workers II, Repair Worker and/or Hydrant Service Worker.

## **HYDRANT SERVICE WORKER**

### **Pay Range 230**

This position ensures proper operation of Milwaukee Water Works' hydrants for public fire protection by performing inspections, preventive maintenance and diagnosing operational problems.

**Hydrant Service Repair Workers** perform the following essential functions:

- ◆ Conduct inspections and perform maintenance of each hydrant in the service area to determine proper operation.
- ◆ Perform record keeping by entering hydrant data into computer or palm pilot.
- ◆ Label and barcode all hydrants in the Milwaukee Water Works and update periodically.
- ◆ Manage one-quarter of the Milwaukee Water Works service area, which encompasses approximately 5,000 hydrants.
- ◆ Conduct regular hydrant flushing of specific locations.
- ◆ Perform other duties as assigned.

### **QUALIFICATIONS REQUIRED**

1. Knowledge of operation and maintenance of hydrants.
2. Ability to physically operate hydrants and walk distances.
3. Ability to read and prepare reports.
4. Valid Wisconsin Driver's License.

### **SUPERVISION RECEIVED**

General supervision is provided by Water Distribution Supervisor I.

### **SUPERVISION EXERCISED**

None.



### Significant Changes "Test"

Under the Rules of the City Service Commission, a presumption exists that positions are appropriately classified at the present time. For this reason, except in very rare circumstances, positions must undergo significant changes in the level of work performed, in terms of responsibility, knowledge, and skill required to be eligible for a reclassification to a different title and correspondingly higher level of pay. If a position passes the significant changes "test", we must then determine whether a reclassification is warranted. This is determined through an extensive process of comparison and contrast between the position under study and all others in City government, using job evaluation factors listed below.

### Job Evaluation Factors

DER considers the following job evaluation factors in determining the nature and extent of all changes:

1. Knowledge and skill required
2. Responsibility exercised
3. Effort required
4. Conditions under which the work is performed

These factors, articulated in the Equal Pay Act of 1963, are considered universal job evaluation factors, and are used by virtually all employers in the United States who have formal job evaluation programs.

For all positions, the knowledge and skill factor is given the most weight followed by responsibility exercised, with effort expended and working conditions trailing significantly behind. Consideration is given to the title and level of positions with similar duties and responsibilities. Titles should be descriptive of the general duties and responsibilities and indicative of level. These are widely accepted principles the Department of Employee Relations has followed in the past.

### ANALYSIS

1. The basic function of the **Distribution Repair Worker II** is to conduct emergency water leak repairs on water mains, services, and valves to reduce water interruptions and provide for the safe transmission of water to customers. The incumbents assert that due to the aging infrastructure of the water system, the complexity of repairs on the pipes has increased and there is now a greater emphasis on maintaining water quality. Even though the infrastructure is resulting in more complex repairs, it does not suggest that this position has changed significantly for the following reasons: First, Milwaukee Water Works is replacing old water mains, in some areas, with new ones making repairs less complex in nature. Second, the aging water mains that do result in more complex repairs, the Water Distribution Chief Repair Worker, which supervises the Distribution Repair Worker II, is responsible for direct decision making in regards to these types of repairs. Therefore, the knowledge and skill that is required to address these repairs are not significantly different to say that the position has changed.

In addition, the Distribution Repair Worker II has assumed the duties and responsibilities for the newer paving related preventive maintenance program, implemented by the Department, requiring that all valves, hydrants, taps, curb stops, and related boxes are sufficiently maintained before a street is paved. There is little question that this is an important function, but this task only comprises approximately 15% of this position's duties and responsibilities. Moreover, the level of work performed is comparable to the work being done currently. It is therefore very problematic to suggest that the addition of this assignment constitutes a significant change in the fundamental nature of this position's work.

2. Like the Distribution Repair Worker II, the **Distribution Repair Worker I** is primarily responsible for conducting repairs to water pipes and appurtenances. In addition, this position is responsible for organizing and maintaining the utility van used by the Water Distribution repair crews. The incumbents assert that this position has changed in the same ways that the "II" position has changed. This classification also works with an aging infrastructure and is involved in the paving related preventive maintenance program. However, for the same reasons stated for the Distribution Repair Worker II position, this position has not fundamentally changed.
3. **Water Distribution Laborers** are divided into two groups: Laborers who are assigned to the dry crews and laborers who function as assistants to the Field Investigators. Laborers on the dry crew are primarily responsible for performing phases of repair and maintenance to the water distribution system. Laborers assigned to Field Investigators assist in responding to water-related emergencies.

Laborers assigned to the dry crews assert that this position has changed significantly because they are required to work independently and manage their daily assignments while possibly being interrupted by the District Office throughout the day. However, Water Distribution supervisors assign and oversee the daily assignments of this position. The only difference is that these laborers no longer work side by side with another Water Distribution Laborer. The duties and responsibilities remain the same, therefore, there is no significant change in this position.

Laborers who function as assistants assert that they are doing the same work as Field Investigators, however interviews with management indicated that this is not accurate. Laborers assigned to Field Investigators are there to function as assistants, but the final decisions are determined by the Field Investigator. Therefore, skill and knowledge has not been increased significantly and the duties and the responsibilities remain the same.

4. The basic purpose of the **Tapper** position is to install taps of various sizes to connect water mains to laterals, thereby providing water service during the construction of new systems and for other purposes. As would be expected, the majority of time is spent performing water taps. This requires using tapping machines to install corporations ranging from ¾" to 2" in diameter.

A close comparison of the 1999 job description and job evaluation with the current duties and responsibilities indicates that, in essence, this position has not been altered or changed significantly. In other words, this is, essentially, the same job today that it was three years ago.

5. The basic function of the **Hydrant Service Worker** is to ensure that Milwaukee Water Works' water hydrants are operating properly. The position has changed in that it is now using Leak Locator devices to assist in detecting the source of hydrant leaks and that this position is performing data entry and using palm pilots as part of the effort to number and bar code each hydrant. However, many City of Milwaukee employees are learning and mastering new technologies for reasons of efficiency and enhanced productivity. Since the basic function of the position has not changed, the Department of Employee Relations is satisfied that this position is appropriately classified.

As with the Hydrant Service Worker, each of the above listed positions has a changed level of technical competence. Distribution Repair Worker I & II have undergone training in areas such as Excavation Safety, Confined Space Entry Procedures and Water Quality issues. In addition, they, along with Water Distribution Laborer and Tapper, are learning new technologies associated with newer and more sophisticated tools and equipment. However, many employees throughout City service continue to undergo training and/or master new technologies for reasons of efficiency, safety, and changes in regulations and laws while the fundamental nature of the work and the rate of compensation remains unchanged.

In conclusion, the Department of Employee Relations is satisfied that all of the aforementioned positions are appropriately classified relative to other similar positions throughout the City and to each other. Therefore, no changes are warranted at this time.

Conversely, a thorough analysis of the **Field Investigator** position indicates that a reclassification for this title is warranted. However, DER is recommending a reclassification based on this position's relativity to the other positions in the Water Distribution series, not because of significant changes in the job.

The **Field Investigator** is essentially the "diagnostician" of the Water Distribution Division. This position is responsible for investigating complaints received regarding leaks or broken water mains, service lateral leaks, and problems with fire hydrants, gate valves and other distribution system appurtenances. The Field Investigator determines the nature or the leak or break in service lines and determines responsibility for the nature of repairs needed to remedy the problem. This position supervises a Field Investigator Assistant, also known as a Water Distribution Laborer, and works with a striking degree of independence. The incumbents filling these positions independently determine their own work schedule each day. This requires prioritizing jobs and responding to emergencies as required. This type of "self-management" carries an inherently higher level of impact and accountability.

Considering the higher level of knowledge and skill required, in addition to the highly independent and responsible manner in which this position operates, reclassification to a higher level of compensation is appropriate.

Where should this job be placed? The current compensation level of Field Investigator, in comparison with other positions in the Distribution Division, is illustrated in the following chart.

Field Investigator Job in Comparison with Selected Water Distribution Repair Positions

Title	Pay Range	Annual Rates (2002 Rates)
Water Distribution Chief Repair Worker	282	\$39,485 - \$45,299
Distribution Repair Worker II	252	\$34,049 - \$38,023
Field Investigator	250	\$33,575 - \$37,567
Distribution Repair Worker I	235	\$31,314 - \$34,580
Water Distribution Laborer	230	\$30,622 - \$33,723

Water Distribution Laborers work together in crews consisting of a Water Distribution Chief Repair Worker, Distribution Repair Worker II, Distribution Repair Worker I, and sometimes a Water Distribution Laborer.

As the title implies, the Chief is in charge of a water distribution crew responsible for the maintenance, repair and construction of the water distribution system. Typical work includes the repair and installation of water mains, valves, hydrants, and service lines.

The Distribution Repair Worker II performs a variety of work and operates a variety of equipment needed to maintain the water distribution system. When the "II" is not filling in for the crew chief, the position generally takes direction from and is supervised by this position.

Distribution Repair Workers I likewise perform a variety of work on a crew and also take direction from and are supervised by the Chief Repair Worker.

Water Department Laborers assist the crew by performing manual labor and operating small tools.

DER's records indicate that the Field Investigator, when originally classified, was compensated at a slightly higher level than the Distribution Repair Worker II. Throughout the years and the collective bargaining process, the Repair Worker II was reallocated to higher pay ranges, eventually exceeding the Field Investigator pay range.

The level of skill and responsibility exercised by the Field Investigator outweighs that of the Distribution Repair Worker II and therefore warrants a reallocation to a slightly higher pay range.

For that purpose, we recommend reallocating the job of Field Investigator to Pay Range 254 (\$33,184 - \$38,440). The following job classification is allocated to a similar pay range:

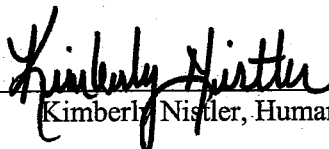
- ◆ Water Meter Investigator, Pay Range 360 (\$33,875 - \$38,152)

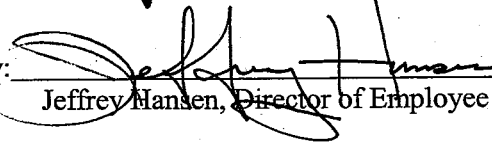
This classification's primary function is to investigate problems related to water meters and to report the findings for appropriate action. As such, this position requires frequent public contact and the knowledge and ability to analyze problems and determine proper solutions. In addition, this classification works independently and analyzes situations as they occur. In our estimation, the amount of responsibility exercised and knowledge/skill required for the Field Investigator job is approximately equivalent to this job classification.

**Recommendation**

After an evaluation of the changes in the duties and responsibilities and the relationship between the positions in this series, the following recommendations are made for appropriate classifications and pay ranges for the six classifications under study:

<i>Current Title &amp; Pay Range</i>	<i>Recommended Title &amp; Pay Range</i>
Distribution Repair Worker II, 252 (\$34,049-\$38,023)	Water Distribution Repair Worker II, 252 (\$34,049-\$38,023)
Distribution Repair Worker I, 235 (\$31,314-\$34,580)	Water Distribution Repair Worker I, 235 (\$31,314-\$34,580)
Water Distribution Laborer, 230 (\$30,622-\$33,723)	Water Distribution Laborer, 230 (\$30,622-\$33,723)
Field Investigator, 250 (\$33,575-\$37,567)	Field Investigator, 254 (\$33,184-\$38,440)
Tapper, 252 (\$34,049-\$38,023)	Water Distribution Tapping Specialist, 252 (\$34,049-\$38,023)
Hydrant Service Worker, 230 (\$30,622-\$33,723)	Hydrant Service Worker, 230 (\$30,622-\$33,723)

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