



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: May 7, 2024

#### Department of Administration - ITMD

Current	Recommended
<b>New Position</b>	<b>Systems Analyst - Senior</b> PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$97,064 (One Position)

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

#### Department of Administration - Purchasing

Current	Recommended
<b>New Position</b>	<b>Business Analyst - Senior</b> PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)
<b>New Position</b>	<b>Purchasing Agent – Senior</b> PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

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

#### Department of Public Works - Operations

Current	Recommended
<b>New Position</b>	<b>Systems Integration – Project Leader</b> PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$106,771 (One Position)

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and HR personnel.

Current	New Position		One Position
Recommended	Systems Analyst - Senior	PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$97,064	One Position

This position serves as a senior level systems analyst and programmer for the City's enterprise IT department and has the responsibility of requirements gathering, systems design, development, testing, implementation,

and maintenance on applications that span the enterprise. Applications supported include vendor provided as well as in house developed JAVA based applications. Duties and responsibilities include:

- 50% Performs application programming, adhering to industry best practices; improves code when possible; executes unit and system testing prior to implementation; integrates components with in-house and third-party systems; troubleshoots and resolves problems that occur.
- 10% Leads all technical aspects of the software development lifecycle including planning, design, deployment, ongoing system maintenance and evaluation of user feedback.
- 10% Conducts system and business analysis; leads meetings and discussions with users and managers to define their needs and requirements; makes recommendations, establishes deliverables, and sets timelines; collaborates with all stakeholders in the software development process.
- 10% Develops functional and technical specification documents that describe a proposed system modification, define the programming changes required, and translates those changes to the specific additions and modifications to the application.
- 5% Stays current with industry best practices.
- 5% Mentors less experienced staff.
- 5% Communicates and works closely with customers, follows up on issues and concerns as assigned, and identified by analysis, and keeps customers informed. Fully informs manager about time, activities, and status, and provides feedback and presentations as required. Writes in a professional, clear manner for use by a variety of end users.
- 5% Other duties as assigned.

Minimum requirements include a bachelor's degree in information systems management, computer science, or a related field from an accredited college or university, and three years of progressively responsible systems analysis and/or computer programming experience. Equivalent combinations of education and experience may be considered.

As the responsibilities, functions, and minimum qualifications of this position align with existing System Analyst - Senior positions in the City, we recommend classifying this position as Systems Analyst - Senior in pay range 2MX (\$80,098 - \$112,137) with recruitment at \$97,064.

Current	New Position		One Position
Recommended	Business Analyst - Senior	PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768	One Position

This position plans, organizes, and leads the Procurement Card Program and all major procurement-related initiatives consistent with the Purchasing Division's mission; and assists in the supervision and prioritizing of the workflow of all incoming requisitions and overall office operations. This position will backfill the Procurement Manager for the next two years as the City of Milwaukee undergoes the Enterprise Resource Planning (ERP) implementation. Duties and responsibilities include:

- 40% Review various contract amendments, bids, and exceptions to bids for compliance with procurement procedures and state and local laws; serve as the department webmaster and ensure both internal and external websites are maintained and up to date; assist with the Citywide petty cash program; work with City departments on creating, modifying, or dissolving accounts and annual reconciliations; and perform duties of the Administrative Specialist Senior and Program Assistant II on a backup basis.

- 20% Assist with the management of the daily workflow of Purchasing Agents, which includes prioritizing, assigning, and approving requisitions through contract execution; update and maintain internal and external procurement procedures and keep the Purchasing Internal Procedures and Purchasing Liaison Manuals current; and manage all master contract data to include the coordination and statistical reporting of the City's various socio-economical bid incentive programs, such as Local Business Enterprise (LEB), Buy American, and Small Business Enterprise (SBE) and the ethical purchasing requirements.
- 20% Assist with the coordination and developing Citywide Financial Management Information System (FMIS) training and annual purchase order/budgetary rollover duties.
- 15% Assist with the management of the Citywide procurement card program; make recommendations on procurement card issues at all levels of City government; and conduct post audits of procurement-related documents for compliance with procedures for internal and external users.
- 5% Perform payroll and reporting functions, including involvement with confidential personnel matters for the Purchasing Division; process adjustments to CityTime; create job requisitions in JobApps and prepare related reports as needed.

Minimum requirements include a bachelor's degree in business administration, finance, or a related area and two years of experience related to the duties and responsibilities listed above. Equivalent combinations of education and experience may be considered.

As the level of responsibilities, functions, and minimum qualifications of this position align with existing Business Analyst - Senior positions in the City, we recommend classifying this position as Business Analyst - Senior in pay range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

Current	New Position		One Position
Recommended	Purchasing Agent – Senior	PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768	One Position

This position is independently responsible for the procurement of a large volume of a diverse group of complex commodities and services valued at approximately \$22 million on an annual basis. This position ensures that all purchases comply with specifications, City government by-laws, and policies and procedures. Duties and responsibilities include:

- 20% Develops and reviews bid specifications/requests for proposals for compliance with City procedures to maximize competition and cost savings.
- 20% Manages and facilitates the RFP purchasing process, provides guidance to the committee to ensure fair, transparent, and competitive processes; reviews committee award recommendations to the highest ranked proposer and leads the contract negotiation process.
- 15% Negotiates the best price for the City with vendors on exception to bid acquisitions.
- 10% Conducts industry and market research on best practices related to contract negotiations; cooperative purchasing; vendor sourcing and management consistent with city procurement procedures and regulations.
- 10% Analyzes data to identify most often used services and goods to standardize and set forth in citywide contracts.
- 10% Issues purchase orders and contracts. Inputs completed contracts in the City's Fiscal Management Information System (FMIS).

- 10% Analyzes data to identify most often used services and goods to standardize and set forth in citywide contracts.
- 5% Serve as technical advisor at pre-bid conferences to ensure compliance with City procurement procedures.

Minimum requirements include a bachelor's degree in business administration, public administration, legal studies, accounting or a closely related field and two years of experience in purchasing or a closely related field.

As the level of responsibilities, functions, and minimum qualifications of this position align with existing Purchasing Agent - Senior positions in the City, we recommend classifying this position as Purchasing Agent - Senior in pay range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

Current	New Position		One Position
Recommended	Systems Analyst - Project Leader	PR 20X (\$91,006 - \$127,413) FN: Recruitment is at \$106,771	One Position

This position manages and guides teams of DPW employees who are subject matter experts in business processes that flow through the Enterprise Resource Program (ERP) to design and document workflows within the technical confines of the new ERP. Act as a liaison between DPW staff, Assetworks, ITMD, the ERP implementation vendor, and the ERP itself to ensure DPW field and administrative business processes take maximum advantage of the ERP. Track progress of the project by creating and maintaining project documentation, keeping DPW subject matter expert teams on task, working through technical problems with systems such as DPW apps, Assetworks, Acella and other systems that interface with the ERP. Leading communication efforts to DPW staff regarding progress of the project. Representing DPW in meetings and technical discovery and development sessions with ITMD, Assetworks, and the ERP vendor and implementation team. Directly report and communicate to DPW Leadership regarding progress of the project, potential problems for DPW and making recommendations to leadership on how to best utilize the system. Act as DPW's keeper of record for all project documentation, technical documentation, workflow design documentation, training materials and other documents, media, data and materials associated with the project. Duties and responsibilities include:

- 35% Project management – Build teams of SMEs to work with developers, the implementation team and trainers. Manage and guide SME teams in documenting work processes and fitting work processes into the framework of the new system. Manage time-lines of all aspects of DPW's design work, development of the system, implementation of the system and training responsibilities.
- 35% AssetWorks Integration – Act as liaison between Assetworks staff, DPW staff, the implementation team, the ERP vendor and ITMD to ensure successful integration of Assetworks with the new system. Work with inventory staff across DPW to create and document inventory related workflows in accordance with the ERP. Work with Fleet management to create and document repair activity workflows in accordance with the ERP. Work with DPW leadership and staff to implement AssetWorks in DPW departments that are not currently using it; this may include Water, Infrastructure, Sewers and Buildings and Bridges.
- 15% Project Documentation - Be the keeper of records for DPW as it pertains to design, implementation and training on the ERP. Use project management tools to create charts, reports and other documentation to keep track of tasks, deadlines, staff responsibilities and other related functions to ensure DPWs responsibilities are on task and communicated to staff and other stakeholders. Be the repository of

technical documentation, data, media and any other material associated with the ERP. Be the keeper of record for training material, media and other material associated with the ERP.

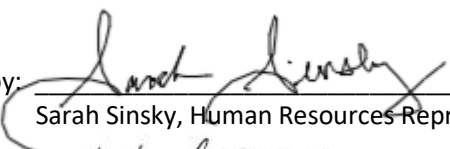
- 10% Communication – Act as liaison between DPW leadership, the implementation team, system developers, Assetworks staff, DPW staff, the project Executive Committee, ITMD and other City stakeholders. Keep DPW Leadership apprised of projects status and progress. Use various communication tools to keep DPW staff and employees apprised of project progress and implications. Represent DPW's interests in meetings with ITMD, developers, vendors and other city departments regarding the project.
- 5% Other duties as assigned.

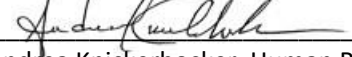
Minimum requirements include a bachelor's degree in information systems management, computer science, or a related field from an accredited college or university, and five years of experience with project management or implementation of an enterprise-wide application comparable to the same size and scope of the City of Milwaukee's ERP. Equivalent combinations of education and experience may be considered.

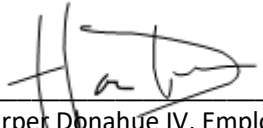
Based off the comparable levels of duties and skills needed in comparison with the classifications of Functional Applications Administrator and Systems Analyst – Project Leader, DER Compensation recommends classifying this new position as a Systems Integration - Project Leader in Pay Range 20X (\$91,006 - \$127,413) with a recruitment rate of \$106,771.

**Action Required – Effective Pay Period 12, 2024 (June 26, 2024)**

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

Prepared by:   
Sarah Sinsky, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director