



Department of Employee Relations

October 3, 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 020343

Attached are current lists of pending classification studies. One list covers positions in Public Works and the Police Department and the other list covers positions in all other City departments. Both lists include studies in progress and those that are on hold due to the classification study freeze.

Sincerely,



Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachments: 2 lists of pending classification studies.

c: Marianne Walsh
 Laura Engan

CURRENT CLASSIFICATION STUDIES PENDING AS OF 10/2/02
General City Departments - See separate list for DPW and Police

Dept. of Employee Relations
Team B

REASON FOR REQUEST	DEPARTMENT	TITLE(S)	NO. OF POSITIONS	DATE RECEIVED
STUDIES IN PROGRESS				
NEW POSITION/2003 BUDGET	City Attorney	Parking Citation Review Manager	1	6/17/2002
EXPANDED SCOPE OF RESPONSIBILITY (DER will proceed with study)	City Attorney	Legal Office Assistant IV, PR 475	1	10/2/2002
NEW POSITION/2003 BUDGET	City Treasurer	2003 Reorganization Plan--2 new positions	2	7/23/2002
CHANGES IN SCOPE OF RESPONSIBILITIES SINCE POSITIONS ARE PART OF NEW PERMIT CENTER. (DER removed from Freeze List 9/02)	DCD	3-Program Assistant II, PR 530; 1-Drafting Tech II, PR 602	4	7/24/2000
NEW POSITION/2003 BUDGET	DNS	Building Code Enforcement Inspector, PR 553	1	8/16/2002
NEW POSITION/2003 BUDGET	DNS	Housing Rehabilitation Inspector, PR 553	1	8/20/2002
REQUIRED BY COLLECTIVE BARGAINING	Health	Environmental Hygienist, PR 555	9	8/2001 (Execution date of Agreement)
NEW POSITION/ GRANT FUNDED	Health	New Position (2002 budget) (Tobacco Control Project Mgr)	1	11/6/2001
NEW POSITION/GRANT FUNDED	Health	Health Project Coordinator (Asthma), SG 004	1	7/29/2002
NEW POSITIONS/GRANT FUNDED	Health	3 New grant-funded positions (Health Project Coord (READII) (SG 004), Public Health Nurse (Coord) (PR 666), and Office Assistant II (.5 FTE), PR 410.	3	9/5/2002
GRANT FUNDED/CHANGE IN SCOPE OF RESPONSIBILITIES	Health	Public Health Aide, PR 305 (Positions assigned to Home Environmental Health Div.)	8	9/30/2002
INCREASED SCOPE OF RESPONSIBILITY (DER removed from Freeze list 8/02.)	Health	Research Analyst-Senior, SG 004	1	5/29/2001

CURRENT CLASSIFICATION STUDIES PENDING AS OF 10/2/02
General City Departments - See separate list for DPW and Police

Dept. of Employee Relations
Team B

REASON FOR REQUEST	DEPARTMENT	TITLE(S)	NO. OF POSITIONS	DATE RECEIVED
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STUDIES IN PROGRESS (CONTINUED)

REQUIRED BY COLLECTIVE BARGAINING/ MARKET PRESSURE	Library	Librarian I, II, III, IV (PR 528, 545, 557, 565)	96	8/2001 (Execution date of Agreement)
DER RECOMMENDS STUDY PROCEED	Library	Library Services Assistant, PR 504	9	8/26/2002
REORGANIZATION	Municipal Court	Reorganization of Positions	TBD	8/26/2002

STUDIES ON HOLD DUE TO CLASSIFICATION STUDY FREEZE

Market pressures	City Attorney	Study of Support Staff (Paralegal, Legal Office Assistant I-IV, Docket Clerk)	19	10/17/2001
a) Create Librarian I/II career path. b) Expanded supervisory/ management responsibilities.	CC/LRB	a) Librarian I, PR 528 b) Librarian III, PR 557	2	1/25/2001
Additional supervisory responsibilities.	DCD	Administrative Services Specialist, SG 001	1	12/28/1998
Expanded scope of responsibility.	DCD	Geographic Information Technician II, PR 602	2	10/16/2000
Change in scope of responsibility.	DER	Administrative Assistant II, PR 445	1	12/24/2000
Change in scope of responsibility.	DER	Clerk Stenographer III, PR 435	1	12/24/2000
Change in scope of responsibility.	DER	Computer Training Coordinator, PR 005	1	12/24/2000
Change in scope of responsibility.	DER	Office Assistant IV, PR 445	1	12/24/2000
Change in scope of responsibility.	DER	Personnel Payroll Assistant III, PR 460	1	12/24/2000
Change in scope of responsibility.	DER	Program Assistant I, PR 460	1	12/24/2000
Change in scope of responsibility.	DER	Office Assistant IV, PR 445	1	12/24/2000

CURRENT CLASSIFICATION STUDIES PENDING AS OF 10/2/02
General City Departments - See separate list for DPW and Police

Dept. of Employee Relations
Team B

REASON FOR REQUEST	DEPARTMENT	TITLE(S)	NO. OF POSITIONS	DATE RECEIVED
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STUDIES ON HOLD DUE TO CLASSIFICATION FREEZE (CONTINUED)

Change in duties.	DER	New Position (Customer Servs. Rep. in Worker's Comp)	1	12/24/2000
Department request	DNS	Building Construction Supervisor, SG 008	1	5/25/1999
Department request	DNS	Code Enforcement Insp. Supvr, SG 008 (Commercial)	1	5/25/1999
Department request	DNS	Code Enforcement Insp. Supvr, SG 008 (Residential)	1	5/25/1999
Department request	DNS	Housing Production Mgr NIDC, SG 007	1	5/25/1999
Department request	DNS	Business Operations Manager, SG 008	1	5/25/1999
Department request	DNS	Administrative Assitant II, PR 445	1	5/25/1999
Comparable to DNS position.	Health	Network Administrator, SG 008	1	3/10/2000
Increased scope of responsibility.	Library	Building Maintenance Manager, SG 007	1	11/17/98 & 4/4/00
All positions performing same level of responsibility.	Library & DCD	Heating & Ventilating Mechanic II, PR 252; Heating & Ventilating Mechanic III, PR 262.	9 pos (Library-5; DCD - 4)	Library - 11/17/98 & 4/4/00; DCD 8/20/02 (Note: Study on hold as of 9/23/02 until further notice.)
Increased scope of responsibility.	Library	Inventory Control Assistant III, PR 340	1	Received JD dated 2/12/02. Waiting for request letter from Dept.

**CURRENT CLASSIFICATION STUDIES
PENDING AS OF 10/2/02
DPW and Police Departments**

	DEPARTMENT	TITLE(S)	NO. OF POSITIONS	DATE RECEIVED
NEW POSITION	DPW—Operations—Bldgs & Fleet	Vehicle and Equipment Repairs Manager, SG 11	1	10/2/02
REQUIRED BY COLLECTIVE BARGAINING	Police	Heating & Ventilating Mechanic II, PR 252	7	8/2/01
TITLE CHANGE ONLY REQUESTED	Fire	First Assistant Chief Engineer, PR 867	1	8/20/02
REORGANIZATION OR CHANGE WITH SAVINGS	DPW—Water	Water Plant Maint. Skilled Services Study	31	12/19/01
NO SAVINGS RECOMMEND IT BE COMPLETED	DPW--Water	Water Systems Analyst, SG 007	1	7/1/00

OTHER—HOLD	DPW—Administration (Office of Commissioner)	DPW Personnel Administrator	1	7/5/02
	DPW—Administration (Finance & Planning)	Finance & Planning Manager, SG 011	1	1/10/01
		Public Works Accounting Manager, SG 008	1	1/10/01
		Business Operations Manager, SG 008	2	1/10/01
		Mgmt. & Accounting Officer, SG 006	2	1/10/01
		Management Accountant-Sr., SG 004	2	1/10/01
		Program Assistant II, PR 530	2	7/5/02
		Accounting Assistant II, PR 445	5	1/10/01
		Accounting Assistant I, PR 435	4	1/10/01
		Office Assistant III, PR 425	1	1/10/01
		Personnel Payroll Assistant II, PR 445	10	1/10/01
	DPW—Administration (Parking, Towing & Enforcement Section)	Parking Financial Manager, SG 007	1	7/5/02
		Parking Operations Coordinator, PR 627	1	2/12/01
		Parking Operations Assistant, PR 621	1	7/5/02
		Office Assistant IV, PR 445	1	1/10/01
		Tow Lot Assistant Manager, SG 004	1	7/5/02
		Vehicle Salvage Supervisor, SG 002	1	7/5/02
		Communications Assistant IV, PR 455	5	1/30/01
		Communications Assistant III, PR 445	11	1/30/01
		Parking Checker, PR 490	60	1/30/01
	DPW—Administration (Technology Support)	Systems Analyst-Associate, SG 006	1	1/18/00
	DPW—Buildings & Fleet Architectural Designers)	Architectural Designer II, PR 626	3	9/18/00
		Architectural Designer III, PR 628	2	9/18/00
	DPW—Forestry	Administrative Assistant II, PR 445	1	1/17/01
	DPW—Infrastructure	Engineering Technician II, PR 602	1	9/27/00
		Engineering Technician VI, PR 628	1	2/28/00
	DPW—Water	Accounting Assistant III, PR 460	1	1/25/01
		Program Assistant I, PR 460	2	1/25/01
	Police	Audio Visual Specialist, PR 290	1	5/15/00
		Computer Operator, PR 505	9	12/12/00
		Payroll Supervisor, SG 006	1	11/20/98
		Office Assistant II, PR 410	1	12/7/98

CITY OF MILWAUKEE FISCAL NOTE

A) Date: October 3, 2002

File Number: 020343
Orig Fiscal Note ☒ Substitute ☐

Subject: Pending classification studies as of Octobert 2, 2002 (in progress or on hold due to the classification study freeze)

B) Submitted By (name/title/dept/ext.): Andrea Knickerbocker, Human Resources Manager/Dept. of Employee Relations/X3387

- C) Check One: ☐ Adoption of this file authorizes expenditures
☐ Adoption of this file does not authorize expenditures; further Common Council action needed. List anticipated costs in Section G below.
☒ Not applicable (See H below).

- D) Charge to: ☐ Departmental Account (DA) ☐ Contingent Fund (CF)
☐ Capital Projects Fund (CPF) ☐ Special Purpose Accounts (SPA)
☐ Perm. Improvement Funds (PIF) ☐ Grant & Aid Accounts (G & AA)
☐ Other (Specify)

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	Classification studies pending as of 10/2/02 .		Cost cannot be estimated until studies are completed.		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
Totals					

F) For expenditures and revenues which will occur on an **annual** basis over several years check the appropriate box below and then list each item and dollar amount **separately**.

☐ 1-3 Years	☐ 3-5 Years	
☐ 1-3 Years	☐ 3-5 Years	
☐ 1-3 Years	☐ 3-5 Years	

G) List any anticipated future costs this project will require for completion:

H) Computations used in arriving at fiscal estimate:

The cost of the pending classification studies listed cannot be estimated until the studies are completed.

Please list any comments on reverse side or attachment and check here ☐ (See attached)