



Department of Employee Relations

Tom Barrett
Mayor

Makda Fessahaye
Director

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Makda Fessahaye
Department of Employee Relations
City of Milwaukee
200 E Wells St, Room 706

September 10, 2021

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 210591 – Communication from the Department of Employee Relations relating to classification studies approved at the September 14, 2021 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on September 14, 2021.

Common Council – City Clerk

Current	Recommended
Librarian II PR 2EN (\$45,306 - \$63,426) Recruitment is at \$48,930 and may be up to \$52,554 with the approval of DER (One Position)	Librarian II PR 2FN (\$48,294 - \$67,616) Recruitment is at \$61,188 /any point DER approval. (One Position)

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

Milwaukee Public Library – Central Library

Current	Recommended
New Position	Library Now Program Specialist PR 2CN (\$39,880 - \$55,825) FN: Recruitment is at \$45,473/any point DER approval. (Three Positions)

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

Respectfully Submitted,

Makda Fessahaye
Employee Relations Director

Job Evaluation Report

City Service Commission Meeting: September 14, 2021

Common Council – City Clerk

Current	Recommended
Librarian II PR 2EN (\$45,306 - \$63,426) Recruitment is at \$48,930 and may be up to \$52,554 with the approval of DER (One Position)	Librarian II PR 2FN (\$48,294 - \$67,616) Recruitment is at \$61,188 /any point DER approval. (One Position)

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

The Department of Employee Relations (DER) held discussions with Jim Owczarski, City Clerk, and Eileen Lipinski, Library Manager, to study one position of Librarian II within the Common Council – City Clerk’s Office. A job description was provided by the department.

This report recommendation clarifies that the classification of Librarian II in the City Clerk’s Office is to be consistent with the classification for a Librarian II in the Milwaukee Public Library. It also provides for the same effective date as for the Milwaukee Public Library positions.

Duties and Responsibilities

This Librarian II provides library and information services in support of bureau services with respect to bureau staff, aldermen, city departments, researchers, students, reporters, other municipalities and the general public. Duties and responsibilities include:

- 50% Answer in-person and telephone requests by citizens and city employees for information on Milwaukee Code of Ordinances, and state and federal legislations; responds to questions pertaining to all areas of Milwaukee municipal government and urban affairs in general; retrieves library materials from the collection for patrons; checks materials in and out; assists patrons in using library materials and equipment, conducts research in commercial, web-based, and network databases as well as print sources in response to reference requests; reads and analyzes search results; edits and formats search results for use by city employees; selects and retrieves articles of interest from the Chicago Tribune, New York Times, Wall Street Journal, Milwaukee Business, and Daily Reporter; and every other month either publishes all selected headlines to the Daily Headlines, Intranet page on Mint, or sends out requested articles to E-Notify subscribers, and monitors IACP Net.
- 20% Creates ‘New and Noteworthy’ and “Focus” using Titan CMS and distributes to E-Notify subscribers; catalogs continuations and updates, e.g. annual reports, directories, dictionaries; updates EOS web records; and uploads documents available only electronically into Titan CMS and creates links to them in the EOS OPAC.
- 10% Participates in selection of materials for purchase; enters new book orders and standing orders into EOS web acquisitions module and processes orders; receives and processes new books and other materials; and reviews book/ document collection for discards and processes the withdrawals.
- 10% Creates and maintains MRL digital collections, accessible through Recollections Wisconsin and the library’s webpage; maintains library page on the city’s website and MINT using Titan CMS software; organizes and maintains City Clerk’s online City Attorney opinions collection (PDF) using Adobe Acrobat and index (Excel);

uploads updated version of each to City Clerk’s MINT page; maintains the Facebook page for the Milwaukee MRL Library; and maintains map collection.

5% Maintains physical condition of the collection, particularly the M Collection; and applies preventative maintenance to library materials using acid-free containers.

5% Selects articles for the clipping files from the Bay View Compass, Milwaukee Biz Times, Milwaukee Community Journal, Milwaukee Courier, Milwaukee Times, Sherman Park Today, and On Millwaukee.com (online); selects and retrieves articles from the Milwaukee Business Journal for the clippings collection every third month on a rotating basis; prints copies of articles from Newsbank (Milwaukee Journal Sentinel), and other online local news sources on the aldermen, one cop to the aldermen, and one copy for the clippings file; and prepares newspaper clippings for storage.

Minimum requirements include a master’s degree in library science from an accredited library school and at least two years of professional Librarian experience.

This report therefore recommends that this classification of Librarian II in the City Clerk’s Office is to be consistent with the classification for a Librarian II in the Milwaukee Public Library, and be allocated to Pay Range 2FN (\$48,294 - \$67,616) with a recruitment rate of \$61,188 and may be at any point in the range with DER approval. We further recommend that this report be effective on the same date as the Milwaukee Public Library.

Action Required – Effective Pay Period 12, 2021 (May 30, 2021)

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager



Reviewed by: _____
Makda Fessahaye, Employee Relations Director

Job Evaluation Report

City Service Commission Meeting: September 14, 2021

Milwaukee Public Library – Central Library

Current	Recommended
New Position	Library Now Program Specialist PR 2CN (\$39,880 - \$55,825) FN: Recruitment is at \$45,473/any point DER approval. (Three Positions)

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

The Department of Employee Relations has received a request from the Milwaukee Public Library to classify three new positions of Library Now Program Specialist in Pay Range 2CN (\$39,881 - \$55,825) with a recruitment rate of \$45,473 and the ability to appoint at any point in the range with DER approval. A job description was provided and discussions were held with Victoria Robertson – Human Resources Officer, and Kelly Wochinske – Library Public Services Area Manager.

Background

LibraryNow is a partnership between the Milwaukee Public Library and Milwaukee Public schools to provide all students from 1st – 12th grade with free digital access to all of the library’s online resources. Some of these resources include online tutoring help, book and music downloads, access to magazines, games, research databases and more by using student ID numbers.

The Library Foundation has secured a one year Serve Wisconsin AmeriCorps planning grant to fund three positions of Library Now Program Specialist from 09/01/2021 through 08/03/2022. The Library Now Program Specialist will be responsible for building on the success of the Library Now initiative which provides students with complete access to the Milwaukee Public Library’s digital resources via virtual library cards. This position will spend the planning grant year laying the foundation for Library Now expansion through AmeriCorps volunteer activities including providing Milwaukee students with engaging digital literacy workshops in classrooms, and creating homework hubs to provide academic hands-on learning activities in library branches and workshops.

Duties and Responsibilities

Under the supervision of the Library Education Outreach Specialist, the Library Now Program Specialist will coordinate a new LibraryNow outreach program in which community youth outreach workers will support the academic achievement along with addressing the digital divide and digital literacy summer learning loss, and equitable access to library resources of Milwaukee students at both school and library locations. The Library Now Program Specialist focuses on developing and sustaining a successful program model and establishing relationships with schools and other library partners. This position collaborates with internal and external program advisory groups to maintain program success and continuous improvement. The Library Now Program Specialist supervises Library Corps team members from recruitment, selection, training and program implementation to ensure the provision of excellent customer service in outreach and in-library programming. Duties and responsibilities include:

- 40% Provides direct supervision. Directly supervises the activities and training of all Library Corps members assigned to the Library Now outreach program; recruits, interviews, provides orientation, training, and evaluation of Corps team; handles staff issues, including coaching and discipline. Supports the day-to-day youth programming activities of AmeriCorps members at their school and library branch work sites, including biweekly meetings with members, curriculum review, observations of programming, and work evaluation.
- 20% Provides ongoing support for youth program and curriculum development. Creates lesson plans for Library Corps members to carry out within school settings and after-school programming at library branch locations. Facilitates work flow; outlines methods and plans the project workflow.

- 15% Plans and executes training and weekly meetings for Library Corps members throughout the year including onboarding and orientation, and training on curriculum.
- 15% Identifies partners and maintains strong relationships with leadership at partner sites. Visits partner sites regularly and maintains regular contact with site contacts. Also maintains regular contact with MPL branch location staff. Helps to facilitate internal and external program advisory committees.
- 5% Engages in professional development opportunities including Service Wisconsin trainings with a focus on topics such as serving youth in Milwaukee and providing positive work and project experiences for Library Corps members.
- 5% Supports the gathering, assessment, and reporting of program data and outcomes in narrative and statistical formats. Performs other duties as assigned.

Minimum qualifications include a bachelor's degree in education, community organization, or a related field with three years of professional experience in youth development and implementation.

Analysis

In determining the proper classification for this position, comparisons were made to related City positions including the following:

Title:	Arts Project Coordinator	<u>Function:</u> Responsible for coordinating and managing Milwaukee Public Library's NEA Our Town Grant repertoire of events, programs, outreach activities, and exhibits that target residents of the south side neighborhood near Milwaukee Public Library's Mitchell Street Branch.
Pay Range:	2CN (\$39,881 - \$55,825) Recruitment rate of \$45,473	
Department:	Milwaukee Public Library	
Title:	Office Supervisor II	<u>Function:</u> Responsible for the supervision of the Milwaukee Police Department administrative support staff and the performance of administrative functions and duties associated with the North and South Investigations Divisions.
Pay Range:	2CN (\$39,881 - \$55,825)	
Department:	Milwaukee Police Department	

In conducting a cost of labor analysis, market rates of pay from the Economic Research Institute (ERI) a salary service to which the Department of Employee Relations subscribes were also analyzed. The below titles from ERI share functions similar to the scope of responsibility of the Library Now Program Specialist.

Library School Media Specialist

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$ 50,083	\$ 54,516	\$ 60,477	\$ 66,312	\$ 72,258
6	\$ 48,468	\$ 52,720	\$ 58,466	\$ 64,083	\$ 69,821
5	\$ 46,790	\$ 50,845	\$ 56,360	\$ 61,746	\$ 67,264
4	\$ 45,061	\$ 48,913	\$ 54,180	\$ 59,322	\$ 64,609
3	\$ 43,283	\$ 46,949	\$ 51,949	\$ 56,836	\$ 61,882
2	\$ 41,448	\$ 44,968	\$ 49,695	\$ 54,315	\$ 59,112
1	\$ 39,545	\$ 42,972	\$ 47,451	\$ 51,789	\$ 56,328

Source: ERI as of 07/01/2021

ERI defines 'Library School Media Specialist' as a position that identifies and meets needs of students and faculty for information, and develops programs to stimulate students' interests in reading and use of types of resources; Selects and organizes books, films, tapes, records, and other materials and equipment; Suggests appropriate books to students for classroom assignments and personal readings.

Program Specialist

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$ 49,666	\$ 53,643	\$ 58,991	\$ 64,104	\$ 69,362
6	\$ 48,187	\$ 52,031	\$ 57,211	\$ 62,150	\$ 67,235
5	\$ 46,637	\$ 50,342	\$ 55,346	\$ 60,102	\$ 65,007
4	\$ 45,032	\$ 48,600	\$ 53,420	\$ 57,988	\$ 62,707
3	\$ 43,371	\$ 46,815	\$ 51,445	\$ 55,818	\$ 60,347
2	\$ 41,652	\$ 44,994	\$ 49,437	\$ 53,611	\$ 57,947
1	\$ 39,878	\$ 43,144	\$ 47,418	\$ 51,391	\$ 55,531

Source: ERI as of 07/01/2021

ERI defines Program Specialist as a position that plans, directs, and coordinates activities associated with a program; Develops and manages assigned client relationships in a manner consistent with policies and procedures; Schedules and facilitates program support meetings.

Recommendation

Based upon the above analysis, the Department of Employee Relations recommends classifying three new positions as Library Now Program Specialists in Pay Range 2CN (\$39,881 - \$55,825) with recruitment at \$45,473.

Action Required – Effective Pay Period 21, 2021 (October 3, 2021)

In the Salary Ordinance

Under Pay Range 2CN:

- Add title of 'Library Now Program Specialist' with footnotes (5) and (15).

In the Positions Ordinance

Under Library – Central Library Decision Unit, Education & Outreach Services Section:

- Add three positions of 'Library Now Program Specialist'.

Prepared By: Arielle Ewing

Arielle Ewing, Human Resources Analyst – Senior

Reviewed By: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager



Reviewed By: _____

Makda Fessahaye, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>9/10/2021</u>	File Number	<u>210591</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations relating to classification studies scheduled for the September 14, 2021 City Service meeting.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	
		<u>_____</u>	

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		\$0.00	\$0.00
		\$0.00	\$0.00
Supplies/Materials		\$0.00	\$0.00
		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
		\$0.00	\$0.00
Services		\$0.00	\$0.00
		\$0.00	\$0.00
Other		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$ 0.00	\$ 0.00

F**Assumptions used in arriving at fiscal estimate.** Please see attached spreadsheet. _____**G****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

H**List any costs not included in Sections D and E above.** _____**I****Additional information.** _____**J****This Note** **Was requested by committee chair.**

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of September 14, 2021
Finance and Personnel Committee Meeting of September 15, 2021

NEW COSTS FOR 2021

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council/City Clerk	Librarian II	2EN	Librarian II*	2FN	\$61,353	\$65,647	\$2,477	\$432	\$2,910
3	Library	New Positions	N/A	Library Now Program Specialist**	2CN	N/A	N/A	N/A Grant Funded Positions		
4								\$2,477	\$432	\$2,910

*Assume effective date is Pay Period 12, 2021 (May 30, 2021).

**Assume effective date is Pay Period 21, 2021 (October 3, 2021)

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council/City Clerk	Librarian II	2EN	Librarian II	2FN	\$61,353	\$65,647	\$4,294	\$749	\$5,043
3	Library	New Position	N/A	Library Now Program Specialist	2CN	N/A	N/A	N/A Grant Funded Positions		
4								\$4,294	\$749	\$5,043