



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

July 22, 2010

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

Dear Committee Members:

Re: Common Council File Number 100255

The following classification and pay recommendations was approved by the City Service Commission on June 15, 2010.

In the Department of Administration, one new position is recommended for classification to Environmental Sustainability Program Manager, Salary Grade 11.

The job evaluation report covering the above position, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 1 Job Evaluation Report
1 Fiscal Note

C: Mark Nicolini, Renee Joos, James Carroll, Troy Hamblin, Nicole Fleck, Joe Alvarado, Sharon Robinson

JOB EVALUATION REPORT

City Service Commission: June 15, 2010

Department of Administration

Current	Request	Recommendation
New Position	Environmental Sustainability Program Coordinator SG 11 (\$69,090 - \$96,722)	Environmental Sustainability Program Manager SG 11 (\$69,090 - \$96,722)

Rationale:

Working with the Environmental Sustainability Director, this new grant-funded position will play a key role in creating and implementing environmental sustainability goals for the City of Milwaukee. The immediate goal of the position will be to implement a multifaceted \$12M grant to retrofit some 2,900 housing units annually. Considering the level of responsibility exercised and skill required to establish a program of this complexity, the Department's request to place this position in SG 11 appears appropriate.

Action Required

In the Salary Ordinance, under Salary Grade 011, add the title "Environmental Sustainability Program Manager."

In the Positions Ordinance, under the Department of Administration, Office of the Director, add one position of "Environmental Sustainability Program Manager."

Background

On June 7, 2010, Sharon Robinson, Director of the Department of Administration, requested that a new grant-funded position in the process of being established be studied for appropriate job classification and associated pay level. In studying this request, a job description prepared by the Department of Administration was reviewed and discussions were held with Ms. Robinson regarding the responsibilities of the job.

Duties and Responsibilities

This new position will be located in the Office of Environmental Sustainability whose mission is to promote environmental sustainability in the City of Milwaukee and City government. The goals of this office are to promote environmental sustainability in a number of areas, including air and water quality, energy efficiency and conservation, recycling, solid waste reduction, urban agriculture, and green sector job creation/business development. The staff of the Office currently consists of a newly hired Environmental Sustainability Director in Salary Grade 12; the manager of Milwaukee's solar energy program, Project Manager – Milwaukee Shines in Salary Grade 08, and a Grant Monitor in Salary Grade 06. It is anticipated that other staff, including College and/or Graduate Interns, will be added in the future as required.

The position that is the subject of this report will play a key role in creating and implementing environmental sustainability goals. In addition to working collaboratively with the Director in establishing strategic plans and initiatives and seeking/administering funding, this position will

have responsibility for specific programs such as the Milwaukee Energy Efficiency program (ME2) whose mission is to increase the energy efficiency of private residences and rental units by retrofitting much of the City's housing stock.

ME2 is a large and complex program funded by a \$12,000,000 grant. It is estimated that, over the course of the program, 2,900 units will be retrofitted annually, for a total of 7,240 units. Approximately 2,400 jobs will be created in the private sector over the course of the program to accomplish these goals. (Source: Common Council File 100007)

This position will also conduct community outreach and establish and maintain successful partnerships with other units of government, the private sector, non-profit organizations, and workforce development agencies. The employee filling this position will also research new grant opportunities and write grant proposals; conduct policy and legislative research across all levels of government; supervise a Grant Monitor and Interns; and represent the Office in the absence of the Director.

Knowledge, Skills, Abilities, and Attributes (KSAs)

Notable KSAs required for successful performance of the job include the following:

- Ability to build program vision and implement strategies to achieve environmental sustainability goals
- Ability to establish and maintain effective working relationships with diverse environmental stakeholders, including elected officials, City employees, citizens, the media, government agencies, community organizations, non-profit organizations, and businesses
- Knowledge a green building principles and techniques; green workforce development; storm water management; resource conservation; environmental policy; and other environmental issues
- Superior communications skills—written, oral, and presentation.
- Ability to analyze complex situations, diagnose problems, and formulate recommendations
- Strong interpersonal skills, particularly the ability to work with and influence others
- Ability to plan, carry out, and coordinate multiple projects and programs
- Ability to coach and supervise others
- Ability to maintain composure in stressful situations

Minimum requirements for the position include a bachelor's degree with a major in public administration, environmental science, or related field and five years of leadership experience in an area related to the duties and responsibilities of the position. The best qualified candidates for this position would be expected to possess a master's degree in an area related to environmental sustainability.

It should be noted that neither the KSAs nor the minimum requirements listed above have been validated for purposes of staffing.

Analysis

The employee filling this position will implement a new multifaceted program, ME2 that involves green workforce development, contractor development, neighborhood-based marketing, and private capitalization of loan funding and fiscal /program monitoring. It is a highly visible job and

will require the ability to establish and maintain working relationships with a large number of stakeholders. In addition, the position requires knowledge a new and emerging green technologies and related policies.

A review of the City's *Salary Ordinance* and *Visual Organizational Inventory* indicates that there are not, at the present time, any other positions that are truly comparable to the one under examination here in terms of nature of work, which is that of a manager of a highly visible start-up. In terms of job evaluation factors, the responsibility exercised for the position appears to be very high in regard to establishing and maintaining relationships. In addition, the position has responsibility for monitoring the funds for a \$12M grant over the course of three years in a project with a high degree of visibility and multiple stakeholders. Due to the fact that this is a start-up job, the level of skill required to create a multifaceted program is very high.

The Department of Administration's Community Development Grants Administration Office (CDGA) does provide somewhat of a comparison to the Office of Environmental Sustainability in that this Office is responsible for applying for, recommending the allocation of, and overseeing the effective use of local, State and Federal funds for programs targeted in central city neighborhoods. Staff members in this office work collaboratively with non-profit groups, government agencies and public/private coalitions to achieve CDGA goals.

The Community Development Grants Administration Office is comprised of:

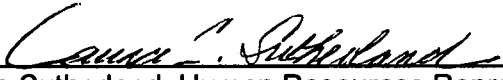
- Block Grant Director, SG 15
- Associate Director, SG 11
- Grant Compliance Managers, SG 09 – 2 positions
- Grant Monitors, SG 06 – 6 positions
- Business Services Specialist, PR 546 – 2 positions
- Program Assistant I, PR 460
- Office Assistant IV, PR 445
- Administrative Assistant I, PR 435

As may be seen, the Associate Director for this section is allocated to Salary Grade 11.

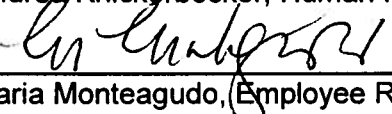
Considering the level of responsibility exercised and skill required to establish a program of this complexity, the Department's request to place this new position in Salary Grade 11 comparable to that of the Associate Director appears appropriate.

Recommendation

It is therefore recommended that this new position be established as Environmental Sustainability Program Manager in Salary Grade 11.

Prepared By: 
Laura Sutherland, Human Resources Representative

Reviewed By: 
Andrea Knickerbocker, Human Resources Manager

Reviewed By: 
Maria Monteagudo, Employee Relations Director