



Department of Employee Relations

August 22, 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 reclassification and title change was approved by the City Service Commission on August 20, 2002:

In the Department of Public Works-Operations Division, Forestry Section, one vacant position of Engineering Drafting Technician IV, Pay Range 604, was reclassified to a new title of Landscape Designer, Pay Range 604.

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

Sincerely,

Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: James Purko, Preston Cole, Richard Abelson, John Garland, Robert Klaus, and John English

JOB EVALUATION REPORT

City Service Commission Meeting Date: August 20, 2002

Incumbent: vacant

Department: DPW-Operations Division, Forestry Section

Present	Request
Title: Engineering Drafting Technician IV	Title: Landscape Designer
Pay Range: 604 (\$36,702 - \$43,189)	Pay Range: No change
Current Rate: Not Applicable	Source: Forestry
Recommendation: Title : Landscape Designer Pay Range: No Change	
Rationale: This report recommends a reclassification and title change for the Engineering Drafting Technician IV position in the DPW- Operations Division, Forestry Section to Landscape Designer. The job description provided by Forestry, reflects a shift to a greater percentage of time performing the entire Landscape Design function of the position. It has been the responsibility of this position to only draft the designs of the concealed irrigation systems installations. However, now the position will also be responsible for the selection and placement of trees, shrubs and plant life in order to complete the entire landscape design process. The position would continue to be in Pay Range 604.	
History of Position: This position was reclassified August 15, 1983, from a Engineering Drafting Technician II, Pay Range 602 to an Engineering Drafting Technician IV, Pay Range 604.	

ACTION REQUIRED:

In the Salary Ordinance, in Pay Range 604, add the position "Landscape Designer 1/" and add the following footnote: "1/ The Landscape Designer is not be eligible for "M" steps in Pay Range 604."

In the Positions Ordinance, under Department of Public Works-Operations Division, Forestry Section, Administration, delete one position of Engineering Drafting Technician IV and add one position of Landscape Designer.

BACKGROUND

The DPW- Operations Division, Forestry Section, submitted a request to the Department of Employee Relations for a reclassification and title change for the Engineering Drafting Technician IV, position. The position will now be accountable for the entire landscape design process. The position is vacant at this time.

THE DUTIES AND RESPONSIBILITIES OF THE POSITION ARE AS FOLLOWS:

The job description for this job study reflects a significant increase in the percentage of time (70%), performing the entire Landscape Design function of the position. The job duties and responsibilities for the Landscape Designer are as follows:

Draft and design concealed irrigation systems installations – 35%.

Above ground design in the field, inspection and renewal of existing landscape design, Permit distribution and retention – 35%

Prepare material estimates and calculate material costs for concealed irrigation designs – 10%

Assist in the development of Forestry's Boulevard and Tree Division Capital Budgets – 10%

Act as a liaison with other DPW Departments and track paving program – 5%

Coordinate administrative functions of the department's private Dutch Elm Disease Yard Tree program. Act as a liaison between field operations, Forestry Administration, and the state-testing laboratory – 5%.

PREVIOUS POSITION ENGINEERING DRAFTING TECHNICIAN IV

The general nature and scope of this position was 65% administrative. The duties included assisting, coordinating and implementing programs that were initiated and unique to Forestry's operation. This includes 20% of the time allocated to the Dutch Elm Disease Yard Tree program. The allocation of this amount of time to this program is no longer needed. This position also assisted with the preparation of information for Forestry's budgetary process.

The remaining 35% of the position's time was spent drafting and designing concealed irrigation system installations for boulevards, paving projects green spaces, streets etc. The draft was then sent to one of Forestry's District Field Offices. The Urban Forestry Technician would complete the above ground portion of the landscape design. This entire function would be performed by the position under study.

ANALYSIS AND COMPARISON WITH OTHER POSTIONS

The Landscape Designer will be a new position in the Urban Forestry series of positions. In studying this position, information from various sources was reviewed. The focus was on the knowledge, skills and abilities needed to qualify as a Landscape Designer. Also, on the job duties and responsibilities performed by a Landscape Designer.

The study also focused on what the average starting pay should be for this position. Over all the starting salaries appear to be comparable to Pay Range 604. This is the rationale for keeping the Landscape Designer position in the same Pay Range as the previous position.

Comparable Positions in Pay Range 604:

Property Records Drafting Technician IV maintains tax roll description and corresponding descriptions. Maintains tax roll parcel legal descriptions by adding and deleting changes as needed. Also, maintains the City-wide addressing system and the land portion of the City's quarter section maps.

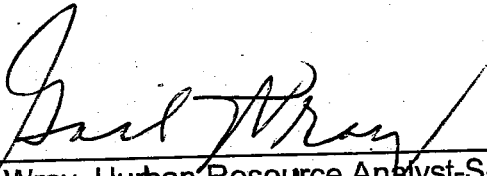
Field Construction Coordinator coordinates activities of various trade disciplines by working with DPW-Section supervisors to ensure timely completion of projects. Solicits bids for construction and assists with in the preparation of estimates, planning and scheduling of projects. This position also assists with determining partial payments and coordinates timely procurement of material by supervisors, contractors and vendors.

These positions are comparable to the Landscape Designer. These positions have administrative and technical responsibilities. The work performed requires the ability to work with minimum supervision. Also requires a level of decision making that would impact the accuracy and quality of the work performed by the City.

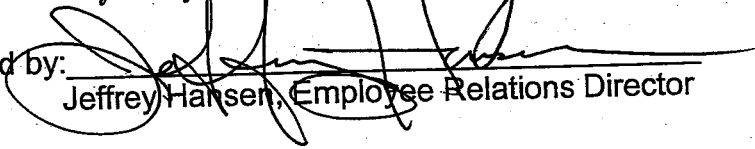
CONCLUSION

In light of all of the above-mentioned information, this study concurs with the DPW-Forestry Section request that the Engineering Drafting Technician IV position be reclassified to a Landscape Designer. In addition, the Landscape Designer position should remain in Pay Range 604.

Prepared by:


Gail Wray, Human Resource Analyst-Senior

Reviewed by:


Jeffrey Hansen, Employee Relations Director

8/20/2002