



Department of Employee Relations

Tom Barrett  
Mayor

Maria Monteagudo  
Director

Renee Joos  
Employee Benefits Director

Nicole Fleck  
Labor Negotiator

June 8, 2018

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

RE: Common Council File Number 180267

Dear Committee Members,

The following classifications and pay recommendations were submitted to the Fire & Police Commission meeting on June 7, 2018.

**Police Department**

Current	Recommendation
One New Position	Program Assistant III PR 5IN (\$47,779 - \$54,669) One Position

Sincerely,

Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Note

C: Alfonso Morales, Terrence Gordon, Arvis Williams, Pamela Roberts, Robert Malasuk, Bryan Rynders, Daniel Rotar, Dennis Yaccarino, Nicole Fleck



**JOB EVALUATION REPORT**

Fire & Police Commission Meeting: June 7, 2018

**Police Department**

Current	Recommendation
One New Position	Program Assistant III PR 5IN (\$47,779 - \$54,669) One Position

The Milwaukee Police Department (MPD) has requested the classification of a new position within its Safety Division. A job description was provided and discussions were held with Arvis Williams, Human Resources Administrator; and LiShunda Patterson, MPD Safety Division Manager.

Under the supervision of the MPD Safety Division Manager, this position is responsible for assisting the Milwaukee Safety and Civic Commission with targeted public education and public information regarding civic issues in the City of Milwaukee; facilitating the reporting of meetings; providing support to subcommittees; and assisting with educational and community programs, the development of educational materials, research of citywide data, and the preparation of reports. Additionally, the position will serve as back-up to the Office Assistant III position for preparing payroll as needed. Duties and responsibilities include the following.

- 50% Safety and Civic Commission: Assist the MPD Safety Division Manager in providing support to the Safety and Civic Commission and subcommittees on civic issues for the City of Milwaukee; attend commission meetings and provide administrative support including the reporting of meetings, preparing correspondence, and setting up meetings; and work with elected officials, appointed officials, other City departments and the public on civic and safety initiatives.
- 20% Community Leadership: Organize, attend, and speak at community meetings, and provide assistance with community and civic engagement programs associated with project implementation and commission initiatives.
- 10% Educational Promotional Initiatives: Assist with the preparation of Safety & Civic Commission educational safety pamphlets and brochures; and work with the MPD Safety Division Manager and Public Information Office to assist with media initiatives.
- 10% Research and Programming: Research and prepare comprehensive reports, spreadsheets, and program documents; and maintain files and project data regarding safety and civic community programs.
- 10% Office Support: Serve as back-up to the Office Assistant III for entering office staff and part-time employee hours into the online payroll system; provide general guidance to office staff; and perform other duties as assigned.

Requirements include a bachelor's degree in education, community education, business administration, management, public policy or related field or four years of office experience including experience with program development and civic engagement. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

In studying this position, comparisons were made to various City classifications including the requested classification of Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669). The Program Assistant Series has three levels and is defined as follows.

**Program Assistant Series**

Positions assigned to the Program Assistant series perform a variety of office support and administrative work in support of a program or distinct area of operations within a City department. As used here, the term "program" is intended to be broad in application, encompassing the work of a bureau, division, section or specific program within a department. The duties and responsibilities of each Program Assistant are specific to each job assignment.

The level of work performed by Program Assistants is characterized as semiprofessional. As such, the Program Assistant series serves as a "bridge" between a number of office support job series and bona fide professional occupations, such as Management Accountant and Administrative Specialist, requiring a bachelor's degree or equivalent.

The Program Assistant III level is defined as follows.

Program Assistant III Specification:

Performs a variety of duties and responsibilities to support a significantly complex program or area of operations within a City department. In addition to requiring the equivalent knowledge and skill normally obtained with a bachelor's degree, these positions require an extensive knowledge of technical and/or administrative information. Some Program Assistant III positions function as a group leader for other employees.

Like a Program Assistant II, the Program Assistant III analyzes information, draws conclusions, and makes recommendations. This position also has extensive relationship responsibility for the complex program or area of operation. Communications may be with other City personnel or the public.


**Analysis and Recommendation**

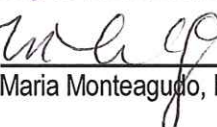
A review of the duties and responsibilities indicates that the requested level of Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669) is appropriate. This position will be responsible for providing support to the Safety and Civic Commission, the subcommittees, and to the Safety Division. This support will include assisting with the preparation of safety pamphlets and brochures, and media initiatives; and researching and preparing comprehensive reports, spreadsheets, and program documents. This new Program Assistant III has extensive relationship responsibility and will work with elected officials, appointed officials, other City departments, and the public; and will organize, attend, and speak at community meetings.

We therefore recommend that this new position be classified as Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669)

**No Ordinance Action Required – Changes listed above Effective Pay Period 1, 2018 (December 31, 2017).**

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

## A

**Date** 6/08/18 **File Number** 180267  
**Subject** Classification and pay recommendations submitted to the Fire & Police Commission for June 7, 2018 meeting.

## B

**Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter, Human Resources Representative  
Dept. of Employee Relations/X2398.

## C

- This File**
- Increases or decreases previously authorized expenditures.
  - Suspends expenditure authority.
  - Increases or decreases city services.
  - Authorizes a department to administer a program affecting the city's fiscal liability.
  - Increases or decreases revenue.
  - Requests an amendment to the salary or positions ordinance.
  - Authorizes borrowing and related debt service.
  - Authorizes contingent borrowing (authority only).
  - Authorizes the expenditure of funds not authorized in adopted City Budget.

## D

- This Note**  Was requested by committee chair.

## E

- Charge To**
- Department Account
  - Capital Projects Fund
  - Debt Service
  - Other (Specify) \_\_\_\_\_
  - Contingent Fund
  - Special Purpose Accounts
  - Grant & Aid Accounts

**F**

Assumptions used in arriving at fiscal estimate.

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**G**

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
<b>TOTALS</b>			

**H**

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    \_\_\_\_\_

**I**

List any costs not included in Sections E and F above.

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**J**

Additional information.

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**Department of Employee Relations  
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of June 13, 2018  
Fire and Police Commission June 7, 2018

<b>NEW COSTS FOR 2018</b>										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	New Position	N/A	Program Assistant III	5IN	N/A	N/A	N/A	Included in 2018 Budget	
1								\$0	\$0	\$0

Assume effective date is Pay Period 1, 2018 (December 31, 2017).

<b>NEW COSTS FOR FULL YEAR</b>										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	New Position	N/A	Program Assistant III	5IN	N/A	N/A	N/A	Included in 2018 Budget	
1								\$0	\$0	\$0