



**Department of Employee Relations**

April 3, 2009

**Tom Barrett**  
Mayor  
**Maria Monteagudo**  
Director  
**Michael Brady**  
Employee Benefits Director  
**Troy M. Hamblin**  
Labor Negotiator

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

Dear Committee Members:

Re: Common Council File Number 081669

The following classification and pay recommendations were approved by the City Service Commission on March 24, 2009 or will be submitted to the City Service Commission for consideration on April 7, 2009. We are recommending these changes, subject to approval by the City Service Commission:

From the March 24, 2009 meeting:

In the DPW-Water Works, one vacant position titled Water Quality Analyst, SG 07 was reclassified as a Water Quality Analyst, PR 598 and one position titled Water Research Chemist, SG 06 currently held by Patricia Klappa was reclassified to Water Quality Operations Manager, SG 07.

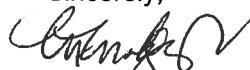
From the April 7, 2009 meeting:

In the Fire and Police Commission, one new position was classified as Office Assistant II, Pay Range 410.

In the Library Department, one position of Administrative Assistant III, Pay Range 530 currently held by Crystal Sura is recommended for reclassification to Administrative Assistant IV, Pay Range 550.

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

Sincerely,

  
Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachments: 3 Job Evaluation Reports  
2 Fiscal Notes

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Betty Schraith, Joe Alvarado, Jeffrey Mantes, James Purko, Carrie Lewis, Laura Daniels, Lon Couillard, Patricia Klappa, Paula Kiely, Judith Zemke, Toni Vanderboom, Crystal Sura, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, James Fields and Calvin Lee (DC 48)

## JOB EVALUATION REPORT

City Service Commission Meeting Date: March 24, 2009  
Department: DPW- Water Works

Current	Request	Recommendation
Water Quality Analyst SG 07 (\$53,519 - \$74,922) Vacant	Water Quality Analyst SG 06 (\$50,206 - \$70,295)	Water Quality Analyst PR 598 (\$52,170 - 63,366)*
Water Research Chemist SG 06 (\$50,206 - \$70,295) Incumbent: Patricia Klappa Current: \$70,295	Management Research Chemist, SG 07 (\$53,519 - \$74,922)	Water Quality Operations Manager, SG 07 (\$53,519 - \$74,922) New Rate: \$73,810

\*2006 rates

### Action Required

In the Salary Ordinance, under Salary Grade 07, delete the title "Water Quality Analyst" and add the title "Water Quality Operations Manager".

under Salary Grade 06, delete the title "Water Research Chemist".

under Pay Range 598, add the title "Water Quality Analyst".

In the Positions Ordinance, under Department of Public Works-Water Works, Water Quality Organization, delete one position of "Water Research Chemist (X)" and add one position of "Water Quality Operations Manager (X)".

### Background

On December 16, 2008, the Superintendent of the Milwaukee Water Works, Carrie Lewis, requested that one position of Water Quality Analyst, SG 07 be studied for proper classification. In her request, Ms. Lewis indicated that responsibilities associated with positions in the Water Quality Section had been changed and that the Water Quality Analyst no longer had full supervisory responsibilities.

After discussing this request with Laura Daniels, Administration and Projects Manager in the Water Works Milwaukee Water Works, it was agreed that it would be appropriate to also study the related position of Water Research Chemist, SG 06 at this time. Job descriptions for both positions were then revised and submitted to Employee Relations.

Current: **Water Quality Analyst SG 07**  
Request: **Water Quality Analyst SG 06**  
Recommendation: **Water Quality Analyst PR 598**

The Water Quality Section of the Milwaukee Water Works operates continuously on three shifts and is staffed by a Water Quality Manager, SG 13; a Water Research Chemist, SG 06, which functions as an assistant manager; 3 Lead Water Chemists; 2 Water Microbiologists; 10 Water Chemists; and 2 Water Laboratory Technicians.

The Water Quality Analyst functions as a high level project manager, reporting directly to the Water Quality Manager. Responsibilities for this position include:

- Planning, organizing, and coordinating research related to water quality
- Designing and implementing new monitoring programs for the Water Quality Section
- Determining and implementing essential research and pilot testing; and
- Responding to customer requests for information and concerns regarding water quality.

In addition, this position coordinates the work of approximately 15 Water Chemists and Laboratory Technicians in carrying out studies. Although the position does not have formal supervisory responsibilities associated with hiring and disciplining employees, the employee filling this position performs project leader duties such as assigning work, monitoring work in progress, establishing job performance standards, and training new employees.

As stated on the job description prepared by the department, the minimum requirements for entry into this job include a bachelor's degree in chemistry, microbiology, environmental science or closely related field and 5 years of experience the scientific and physical analysis of potable water quality or environmental chemistry. Although these requirements appear reasonable, it should be noted that they have not yet been validated for staffing purposes.

Due to the fact that this now functions as a project leader and no longer has supervisory authority related to hiring and discipline, it is recommended that it be reallocated to a pay range associated with represented positions that has a projected maximum rate of pay equivalent to the current maximum of Salary Grade 06. It should be noted that Pay Range 598 is a new pay range that was created to accommodate this position.

<b>Current:</b>	<b>Water Research Chemist</b>	<b>SG 06</b>
<b>Request:</b>	<b>Management Research Chemist</b>	<b>SG 07</b>
<b>Recommendation:</b>	<b>Water Quality Operations Manager</b>	<b>SG 07</b>

The basic function of this position is to supervise 19 employees on three different shifts in the Water Quality Section, including Water Chemists, Water Microbiologists, Lab Technicians, and others and ensure the laboratory's quality assurance and certification program.

Personnel related duties include scheduling employees; coaching, counseling, and training employees; implementing safety procedures; participating in the interview process for potential hires and making effective recommendations for hiring; and disciplining employees and making effective recommendations regarding discipline. Duties related to quality assurance include enforcing strict controls on all sampling and laboratory processes and procedures and developing scientifically sound approaches to validating the quality of data. Other duties include investigating complaints regarding water quality and assisting the Water Quality Manager in managing the Section.

#### **Analysis and Recommendation**

The position under study functions as a first-line supervisor of scientific personnel in a laboratory setting. The job analysis indicates that the position is functioning as an assistant manager in the Water Quality Section. As such its level of responsibility and knowledge/skill

required has also increased and is now more on a par with other managers such as the Women's Infants and Children's Program Manager, Lead Hazard Program Manager, and Healthcare Outreach Coordinator, all of which function in the Milwaukee Health Department and are allocated to Salary Grade 07. For these reasons, we recommend reclassifying this position to Water Quality Operations Manager, a title that is more descriptive of the work performed, in Salary Grade 07.

Prepared by: Laura Sutherland st  
Laura Sutherland, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo st  
Maria Monteagudo, Employee Relations Director

Department of Employee Relations

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: April 7, 2009  
Department: Fire and Police Commission

Current	Requested	Recommended
New Position	Office Assistant II PR 410 (\$28,057-\$33,014)	Office Assistant II PR 410 (\$28,057-\$33,014)

The basic function of this new position is to provide general office and administrative support to the administrators of the Fire and Police Commission (FPC). Duties and responsibilities include the following:

- 50% Basic Computer Entry – type correspondence and forms; perform data entry; and create reports using word processing, database and spreadsheet applications.
- 25% Receptionist – greet walk-in customers, direct them to the proper location, and provide correct information; and answer phone inquiries in a direct and efficient manner.
- 10% General Filing – file reports, files, and correspondence.
- 5% Mail - sort and distribute mail.
- 10% Special Projects and Other Duties as Assigned – assist in providing extra support to each area or section of the FPC when needed to meet demands.

Requirements include two years of office support experience with at least six months of experience as an Office Assistant I; ability to type 45 words per minute; and a high degree of accuracy in record maintenance and filing. Proficiency with word processing, database and spreadsheet software is desirable.

In studying this position we reviewed the specifications of various positions including Office Assistant II as shown below.

Office Assistant II

Performs varied office support duties in accordance with standard procedures; applies knowledge of departmental policies and procedures, and uses a general understanding of other departments' functions; screens telephone calls, answers questions, and provides information; may work with others on a team to complete special projects; accesses and inputs information via mainframe applications; and uses office equipment and microcomputer software to prepare standard and complex documents from various sources of input.

The Office Assistant job series includes positions that perform general office duties as distinguished from those working directly with one or a few managers, professionals, or elected officials in a secretarial capacity. There are four levels in the job series. The entry level classification is Office Assistant I in Pay Range 400 and the journey level classification is Office

Assistant II in Pay Range 410. The classifications of Office Assistant III in Pay Range 425 and Office Assistant IV in Pay Range 445 are reserved for positions with more complex and higher level duties. These positions may also have leadworker responsibilities.

Our review of the duties and responsibilities of this new position indicates that the requested classification of Office Assistant II is appropriate. We therefore recommend that this new position be classified as Office Assistant II in Pay Range 410.

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo  
Maria Monteagudo, Employee Relations Director

Department of Employee Relations

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: April 7, 2009  
Department: Library

Present	Request	Recommendation
Administrative Asst III PR 530 (\$39,094-\$44,257)* Incumbent: Crystal Sura Rate: \$44,257	Executive Administrative Asst. II SG 02 (\$38,902-\$54,455)	Administrative Assistant IV PR 550 (\$43,910-\$50,242)* New Rate: \$45,348

\*2006 Rates

**Action Required**

In the Positions Ordinance, under Library, Administrative Services Decision Unit, delete one position of "Administrative Assistant III" and add one position of "Administrative Assistant IV".

**Background**

We received a letter on September 6, 2007 from Paula Kiely, Library Director, requesting a classification study of one position of Administrative Assistant III in Pay Range 530. To study this position, job descriptions were reviewed and discussions were held with the incumbent; the position's supervisor, Paula Kiely, Library Director; and Judith Zemke, Library Personnel Officer.

**Duties & Responsibilities**

The basic function of this position is to serve as the executive assistant to the Library Director and to the Board of Trustees of the Milwaukee Public Library (MPL); and to provide assistance to the Deputy Library Director-Public Services. The duties and responsibilities include the following:

45% Supervise, coordinate, schedule and perform work related to the MPL Board of Trustees which has 13 members. This includes organizing and preparing agendas for regular and special Board and Committee meetings; assembling financial, statistical, and personnel reports for consideration by the Board; drafting necessary legal resolutions for approval; preparing research reports in response to the Board's requests; notifying personnel who must appear at Board and Committee meetings and follow up to ensure actions delegated by the Board to the MPL's executive team are undertaken and completed; preparing notices for public hearings, minutes of Board or Committee meetings, and resolutions for the Common Council on actions taken at Board meetings that require approval; and acting as custodian of the Board's records and ensuring the proper filing and record keeping of the proceedings of the Board of Trustees and its committees.

45% Serve as personal and confidential administrative assistant to the Library Director and provide assistance to the Deputy Library Director-Public Services. This includes transcribing and composing business correspondence; reviewing, proofreading, and editing documents; managing the Library Director's daily and annual calendar; coordinating and scheduling appointments, meetings, and conferences; handling all

travel and lodging arrangements; providing scheduling assistance to the library's executive team; maintaining electronic calendars; reviewing upcoming deadlines, tasks, and projects; handling incoming mail and correspondence; accepting and directing telephone calls; maintaining files of the Library Director and the Deputy Library Director-Public Services; functioning as the liaison between management staff and the Library Director and the Deputy Library Director-Public Services; gathering information, organizing material, preparing reports, conducting research, and compiling and organizing background materials for complex correspondence, reports and projects; handling public complaints and recommendations and drafting responding correspondence on behalf of the Library Director; maintaining special project files for private foundations, and state and federal grants; working with project staff to ensure required progress reports for grants are completed on time; serving as a liaison with other City departments and Common Council Members and providing follow-up on library-related constituent complaints; taking minutes at meetings where the Library Director or Deputy Library Director-Public Services functions as chair or secretary or has responsibility for recording actions; assisting in the coordination of special events; and developing and implementing office improvements.

- 5% Take responsibility for special projects such as the semi-annual retiree's dinner; provide support for other events; and compile and organize background materials for reports and projects.
- 5% Direct the work of one position of Office Assistant IV.

Requirements for this position include six years of progressively responsible administrative assistant experience, or four years of experience with an Associate's Degree, or two years of experience with a Bachelor's Degree; demonstrated experience with Microsoft Word, Excel, and Power Point; an ability to manage multiple tasks and responsibilities in a fast paced environment; and excellent communication skills including a high degree of confidentiality and tact.

### **Changes to the Position**

Changes in this position include the following:

- Directing the work of one position of Office Assistant IV and one position of Summer Youth Intern
- Developing procedures to streamline operations and improve department efficiency
- Managing administrative electronic calendars and providing scheduling assistance to the library's executive team of ten
- Reviewing, proofreading, and editing documents prepared for the Library Director by the library's executive team
- Verifying online time entry record/analysis for Office Assistant IV and six senior staff
- Leading the effort to better distribute and disperse information regarding the activities of the MPL Board of Trustees
- Taking a larger role in planning, organizing, and controlling special projects and activities to support and assist the Library Director and her executive team.

## Comparison to Other Positions

This position was last studied in 1996 when it was reclassified from Administrative Assistant I in Pay Range 435 to Administrative Assistant III in Pay Range 530 as part of the city-wide Office Support Study. To study this position we made comparisons to numerous job classifications including the following:

The Administrative Assistant Job Series consists of office support positions performing secretarial duties directly supporting the work of one or more managers or high level professionals.

### Administrative Assistant III in Pay Range 530 (\$39,094 - \$44,257) (2006 Rates)

This is the current classification of the position under study. Positions in this classification perform advanced, diversified and confidential secretarial duties and administrative duties requiring broad and comprehensive experience, skill, and knowledge of organization policies and practices; track and monitor correspondence and projects assigned to others by Department Head; prepare correspondence, memoranda, and reports from various sources of written or dictated output; compose and may initiate routine correspondence and memoranda for the manager's signature; search records and data bases for information needed by the manager for reports, speeches, and other uses; follow up on correspondence, projects, and requests from the manager to others in the organization; screen telephone calls and visitors, and resolve routine and some complex inquiries; schedule and maintain calendar of appointments, meetings, and travel itineraries, and coordinate related arrangements; prepare agendas; take minutes at board meetings and other less formal meetings; prepare minutes and meeting summaries for distribution; act as a group leader for projects and may work with others on teams to complete special projects; and use mainframe applications and advanced features of microcomputer software.

### Administrative Assistant IV in Pay Range 550 (\$43,910 - \$50,242) (2006 Rates)

This is the highest level of the Administrative Assistant job series and is reserved for those positions that perform the duties listed above and serve as a secretary to the head of an extremely complex and multifaceted department such as the Police Department, Fire Department, or Health Department. The basic function of the position in the Health Department is to serve as an executive assistant to the Commissioner of Health and be responsible for maintaining and coordinating schedules and meetings; preparing sensitive and confidential communications including policies, procedures, reports, and presentations; screening and responding to telephone inquiries; compiling and summarizing data for the preparation of reports; and a wide range of operational and administrative tasks including oversight of Office Support Staff activities with an emphasis on efficient scheduling and overall work flow.

The Program Assistant Job Series consists of positions that perform a variety of office support and administrative work in support of a program or distinct area of operations within a city department. The term "program" is intended to be broad in application, encompassing the work of a bureau, division, section, or specific program in a department.

### Program Assistant II in Pay Range 530 (\$39,094 - \$44,257) (2006 Rates)

Positions in this classification require the equivalent knowledge and skill normally obtained with a bachelor's degree. Some positions function as group leaders for other employees. A hallmark of the Program Assistant II is the analysis of information, in

contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from the information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistants II are expected to independently initiate new work projects and improve processes on a continuous basis.

One position of Program Assistant II is located in the Communications and Marketing Section of the Library. This position serves as the Marketing and Public Relations Assistant. Duties include gathering, drafting, and editing written information about Library events for release to print, broadcast, and electronic media; assisting with updating the Library's web page; assisting with developing and implementing strategies to increase public awareness of library services and activities; assisting with marketing programs; designing signs using computer graphic programs; creating displays for special programs or projects; and designing fliers, brochures, booklists, posters, and other promotional materials using graphic design software.

**Program Assistant III in Pay Range 550 (\$43,910 - \$50,242) (2006 Rates)**

Positions in this classification are in the highest level of the Program Assistant Job Series. These positions perform 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 obtained with a bachelor's degree, these positions require in-depth knowledge of technical and/or administrative processes. They also have extensive responsibility for maintaining relationships with others inside and outside of their department regarding matters of significance. Other Program Assistant III positions are located in the Department of Public Works, Department of Administration and the Fire and Police Commission.

One position of Program Assistant III is located in the Fire and Police Commission. The basic function of this position is to serve as the confidential secretary to the Fire and Police Commission Executive Director and the Board of Fire and Police Commissioners; prepare for review and approval the annual department operating budget; oversee department accounts and records; direct and ensure the monitoring of Police and Fire Departments payrolls and personnel activities; and oversee the general operations of the office.

**Executive Administrative Asst II in Salary Grade 02 (\$38,902 - \$54,455) (2008 Rates)**

The specification for the Executive Administrative Assistant job series indicates that this classification is reserved only for those positions that perform secretarial and administrative duties directly for elected officials. There are two levels, Executive Administrative Assistant I in Salary grade 01 and Executive Administrative Assistant II in Salary Grade 02. The "I" level is intended to be an underfill for the II level. After two years of successfully performing the job at the "I" level an individual would have the opportunity to be promoted to the "II" level.

The specification also indicates that the duties and responsibilities performed generally conform to that of the Administrative Assistant IV classification. The reasoning for allocating the classifications of Executive Administrative Assistant I and II in Salary Grades 01 and 02 is that the negative effects of poor performance, poor judgment, and consequence of error has a serious, direct, immediate, and personal impact upon the elected official to a degree that is not experienced by other top managers in City government.

**Administrative Specialist in Salary Grade 02 (\$38,902 - \$54,455) (2008 Rates)**

There are several positions of Administrative Specialist in the City Service. Generally, these positions perform a wide variety of administrative, technical and supervisory duties. For example, one position in the Intergovernmental Relations Division of the Department of Administration serves as an office manager and performs administrative duties related to state legislation, administrative rules, and fiscal policy. Duties include processing state legislative bills with accompanying amendments, fiscal notes, and annotated responses by elected officials and city departments; following up on legislative issues and maintaining a legislative database; working on the Division accounting, budget preparation and development and maintenance of records on funds and expenditures, payroll, and personnel matters.

**Administrative Specialist-Senior in Salary Grade 04 (\$44,194 - \$61,871) (2008 Rates)**

There are also several positions of Administrative Specialist – Senior in the City. One of the positions is also located in the Communications and Marketing Section of the Library. The basic function of this position is to promote the library's services and resources by editing and writing library publications, developing and maintaining electronic media; and assisting with developing and coordinating public relations, marketing programs, and special events.

Another position is located in the Circulation Division of the Library. The basic function of this position is, under the general direction of the Librarian V, to oversee the daily operation of the Circulation Bureau. This includes supervision and decision making, evaluating and handling all disciplinary activities, serving as departmental liaison for scheduling and billing with the contracted security guard program, and overseeing the free flier distribution program. A position located in the Administrative Services Division of the Library is responsible for the supervision of Secretarial Support Services, Procurement and Supply Department, and the primary support of the use of office software. This position is also responsible for various Business Office administrative activities, and assists administrative staff in a wide variety of special projects and services. Both of these positions have extensive supervisory responsibility.

**Analysis and Recommendation**

When a position is studied the standard for reclassification is not only whether there have been changes in the duties and responsibilities but whether the changes increase the level of responsibility. Some of the changes listed above, such as developing procedures to streamline operations or managing administrative electronic calendars are consistent with the current classification of Administrative Assistant III. Other changes, such as reviewing, proofreading, and editing documents prepared for the Library Director or taking a larger role in planning, organizing, and controlling special projects are indications of a higher level. The Library Director indicated that she is utilizing the position in new ways by having the position review, proofread and edit documents for her review; take on assignments such as working with others to get the Library Board records on the web page; and overseeing the implementation of adding two new offices to the floor. This work requires the ability to work more independently and use of judgment.

A review of the different classifications indicates that the Administrative Assistant Job Series is the best fit since the position under study spends a significant percentage of time performing secretarial duties directly supporting the work of a Department Head and the formal Library Board. A change to the classification of Administrative Assistant IV is warranted, though, since this position is being utilized at a higher level that involves expanded administrative responsibilities in the department and is responsible for various functions including the review and editing of items such as letters, memorandums and reports that have a high consequence

of error. Similar to the Administrative Assistant IV position in the Health Department, this position works directly for the Department Head of a medium sized department that has significant public exposure.

The requested level of Executive Administrative Assistant II in Salary Grade 002 is not appropriate since the position does not work for an elected official. The classifications of Administrative Specialist in Salary Grade 002 and Administrative Specialist – Senior in Salary Grade 004 have some similarities to the positions under study, but there are significant differences in impact and accountability including significant supervisory responsibility. Overall, the Administrative Assistant IV classification provides a better match in terms of duties and responsibilities.

Based on our analysis we recommend reclassifying this position of Administrative Assistant III in Pay Range 530 to Administrative Assistant IV in Pay Range 550. The Administrative Assistant title reflects the administrative assistant type duties and the higher level reflects the increased administrative and functional responsibilities of the position.

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo  
Maria Monteagudo, Employee Relations Director

# CITY OF MILWAUKEE FISCAL NOTE

A) Date: 4/3/09

File Number: 081669  
Orig Fiscal Note  Substitute

Subject: Classification and pay recommendations approved by the City Service Commission on March 24, 2009 and April 7, 2009

B) Submitted By (name/title/dept/ext.): Sarah Trotter, Human Resources Representative/Dept. of Employee Relations/X2398

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 / no fiscal impact.

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 and pay recommendations for new or changed positions in the 2009 budget in the DPW-Water Works, Fire and Police Commission and Library.  <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
<b>Totals</b>					

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**.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	

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

H) Computations used in arriving at fiscal estimate:

*(See attached spreadsheet for details)*

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

**Department of Employee Relations  
Fiscal Note Spreadsheets**

Finance & Personnel Committee Meeting of April 9, 2009  
City Service Commission Meeting of March 24, 2009

NEW COST FOR 2009										
No.	Dept	From	PR/SG	To	PR/SG	Present	New	Total		
Pos.					Annual	Annual	New Cost	Rollup	Rollup+ Sal	
1	DPW - Water Works	Water Research Chemist	6	Water Quality Operations Mgr	7	\$70,295	\$73,810	\$2,298	\$391	\$2,689
1							\$2,298	\$391	\$2,689	

Assume changes are effective Pay Period 10 (May 3, 2009)

NEW SAVINGS FOR 2009										
No.	Dept	From	PR/SG	To	PR/SG	Present	New	Total		
Pos.					Annual	Annual	New Cost	Rollup	Rollup+ Sal	
1	DPW - Water Works	Water Quality Analyst	7	Water Quality Analyst*	598	\$53,519	\$52,170	\$882	\$80	\$1,062
1							\$882	\$80	\$1,062	

\*Rates for PR 598 are for 2006. Savings will be less after increases for 2007 and 2008 are implemented but there will still be significant savings in future years due to large differences in the maximum rates for SG 007 and PR 598.

NEW COST FOR FULL YEAR										
No.	Dept	From	PR/SG	To	PR/SG	Present	New	Total		
Pos.					Annual	Annual	New Cost	Rollup	Rollup+ Sal	
1	DPW - Water Works	Water Research Chemist	6	Water Quality Operations Mgr	7	\$70,295	\$73,810	\$3,515	\$598	\$4,113
1							\$3,515	\$598	\$4,113	

Assume changes are effective Pay Period 10 (May 3, 2009)

NEW SAVINGS FOR FULL YEAR										
No.	Dept	From	PR/SG	To	PR/SG	Present	New	Total		
Pos.					Annual	Annual	New Cost	Rollup	Rollup+ Sal	
1	DPW - Water Works	Water Quality Analyst	7	Water Quality Analyst	598	\$53,519	\$52,170	\$1,349	\$276	\$1,625
1							\$1,349	\$276	\$1,625	

Totals may not be to the exact dollar due to rounding.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

Finance & Personnel Committee Meeting of April 9, 2009  
City Service Commission Meeting of April 7, 2009

NEW COST FOR 2009							NEW COST FOR FULL YEAR										
No. Pos.	Dept	From	PR/SG	To	PR/SG	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Library	Administrative Assistant III New Position	530 N/A	Administrative Assistant IV* Office Assistant II**	550 410	Administrative Assistant IV* Office Assistant II**	550 N/A	Administrative Assistant IV* Office Assistant II**	550 410	\$44,257 N/A	\$45,348 N/A	\$713 N/A included in 2009 Budget	\$146 \$146	\$146 \$146	\$146 \$146	\$859 \$859	
2	Fire and Police Comm																

\*Assume change is effective Pay Period 10 (May 3, 2009)

\*\*Assume change is effective Pay Period 1 (December 28,2008)

NEW COST FOR 2009							NEW COST FOR FULL YEAR										
No. Pos.	Dept	From	PR/SG	To	PR/SG	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Library	Administrative Assistant III New Position	530 N/A	Administrative Assistant IV* Office Assistant II**	550 410	Administrative Assistant IV* Office Assistant II**	550 N/A	Administrative Assistant IV* Office Assistant II**	550 410	\$44,257 N/A	\$45,348 N/A	\$1,091 N/A included in 2009 Budget	\$223 \$223	\$223 \$223	\$223 \$223	\$223 \$223	\$1,314 \$1,314
2	Fire and Police Comm																

Totals may not be to the exact dollar due to rounding.