



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: November 7, 2023

#### Department of Public Works - Operations

Current	Recommended
New Position (One Position)	Sanitation Business Operations Manager PR 1JX (\$83,692 - \$117,177) FN: Recruitment is at \$103,826 FN: 4.8% Snow and Ice Control Footnote (One Position)

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

#### Department of Public Works - Infrastructure

Current	Recommended
Yard Attendant PR 8DN (\$50,800 - \$58,928) (Four Positions)	FHQ Yard Attendant PR 8DN (\$50,800 - \$58,928) (Four Positions)

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

#### Election Commission

Current	Recommendation
New Position	Early Voting Coordinator PR 2FX (\$50,636 - \$70,347) FN: Recruitment at \$65,004 (One Position)
New Position	Election Training Manager PR 1FX (\$64,857 - \$90,796) FN: Recruitment at \$72,917 (One Position)

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

#### Milwaukee Public Library

Current	Recommended
Custodial Worker 2 PR 8BN (\$46,181 - \$56,122) (Two Positions)	Custodial Worker 3 PR 8CN (\$48,490 - \$57,011) (Two Positions)

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department head's and HR personnel.

**DPW - Operations**

Current	New Position		One Position
Recommended	Sanitation Business Operations Manager	PR 1JX (\$83,692 - \$117,177) FN: Recruitment is at \$103,826 FN: 4.8% Snow and Ice Control Footnote	One Position

Under the direction of the Sanitation Services Manager, this position organizes, directs, and monitors the City's Sanitation Section's business operations to ensure cohesive delivery of services that align with public policy, strategic goals, and department standards. This incumbent supports sanitation's delivery of services by implementing operational enhancements and providing guidance and direction for internal teams to engage in continuous improvement opportunities. This position helps execute initiatives and design, test, and scale solutions. It is responsible for providing highly complex administrative support to the Sanitation Services Manager. This position is responsible for section wide alignment of the business operations for solid waste, recycling, street sweeping, leaf collection, bulky waste, inspections, the Drop-off Centers, snow and ice control, and other related services. Duties and responsibilities include:

- Assist the Sanitation Services Manager in the administration and coordination of the field operations and the evaluation and alignment of work practices, procedures, systems and policies for continual improvement and organization alignment.
- Plan, coordinate, implement and monitor compliance and success of initiatives.
- Plans, organizes, and coordinates organizational planning to improve the effective utilization of organizational resources and establish appropriate service and staffing levels.
- Identify service delivery breakdowns and direct the implementation of cohesive, city-wide solutions.
- Lead and collaborate with the Sanitation Area and District managers to design benchmarks, quantitative techniques to improve the productivity and quality of operations and build a more effective and dynamic workforce.
- Create, define, evaluate and improve productivity and quality of operations standards to maximize efficiency and effectiveness of service delivery and build an effective workforce. Oversee the preparation of management and productivity reports and studies.
- Communicate, present and influence change while engaging key stakeholders in the process.
- Oversee various business sections of Sanitation including the Drop-off Centers, Maintenance, and Inspection Services.
- Manage and direct staff in the execution of departmental goals and objectives.
- Inspect and evaluate business processes, rate structures, and service delivery methods for cost recovery and revenue enhancement.
- Research, develop strategies and direct implementation of work methods, new technologies, equipment and tools for improved work practices.
- Collaborate with Sanitation and Fleet staff on equipment procurement planning and decisions.
- Prepare and present staff reports and other necessary communications.
- Participate in the development and administration of the section budget.
- Assist and complete other projects and duties as assigned by the Sanitation Services Manager.

Minimum qualifications include a bachelor's degree in management, business or public administration, project management, logistics, or similar from an accredited college or university; five years of professional/managerial experience in public sector operations management, which is to include three years of increasing responsibility in supervisory or management experience.

This position is to provide assistance and support to the Sanitation Services Manager. This is to allow for increased support with operations and technology implementation in the Sanitation Section.

Other comparable positions were considered within the City of Milwaukee, and this position is in line with other structures throughout DPW, such as in Milwaukee Water Works. The Water Distribution Operations Manager in Pay Range 1JX (\$83,692 - \$117,177) with a recruitment rate of \$103,826. This position provides operational management for the Distribution section to ensure alignment of staff and that day-to-day operations meet the goals and objectives of the Section; direct the operations of the Distribution facilities including office, shops, garage, yard and other common areas; and coordinate Distribution inventory needs and procedures with DPW Infrastructures.

Based off the comparable levels of duties and skills needed, DER Compensation recommends classifying this new position as a Sanitation Business Operations Manager in Pay Range 1JX (\$83,692 - \$117,177) with a recruitment rate of \$103,826.

#### **DPW - Infrastructure**

Current	Yard Attendant	PR 8DN (\$50,800 - \$58,928)	Four Positions
Recommended	FHQ Yard Attendant	PR 8DN (\$50,800 - \$58,928)	Four Positions

In conversations with DER Staffing and DPW Infrastructure, the need to retitle this position came up in conversation due to the equipment used by these positions and the need for a CDL. The Yard Attendant classification does not inherently require a CDL so a different title is needed to allow for the slight difference in minimums for recruiting. DER Compensation agrees and is recommending retitling four positions of Yard Attendant to the title FHQ Yard Attendant.

#### **Election Commission**

Current	New Position		One Position
Recommended	Early Voting Coordinator	PR 2FX (\$50,636 - \$70,347) FN: Recruitment at \$65,004	One Position
Current	New Position		One Position
Recommended	Election Training Manager	PR 1FX (\$64,857 - \$90,796) FN: Recruitment at \$72,917	One Position

Election Commission Executive Director Claire Woodall has requested the classification of these two new positions added as a part of the 2024 budget. New job descriptions were provided and discussions were held with the Executive Director.

There are additional new and changed positions in the Elections Commission that will be reviewed by DER staff and recommended for classification at future City Service Commission and Finance and Personnel Committee meetings in early 2024.

### **Early Voting Coordinator**

The Early Voting Coordinator's basic function is to plan and perform all the activities associated with In-Person Absentee Voting (IPAV) for the City. Key functions involve tracking, coordinating and maintaining staffing, sites, and supplies. This includes recruiting, assigning and communicating with IPAV staff, coordinating and maintaining contact with IPAV site contacts, scheduling and coordinating IPAV trainings, assist in the process of payroll for IPAV election workers, and preparing IPAV materials, documents, and supplies for delivery and pick up to all sites for all elections.

- 60% Coordinate all aspects of In-Person Absentee Voting (IPAV) for every election, including:
  - recruiting, training and assigning workers
  - tracking, ordering, and maintaining supplies required for IPAV
  - establishing written policies and procedures
  - maintaining quality control procedures for accuracy and provide feedback to sites ensuring operations at each site are compliant with established rules and statutory requirements
- 15% Work closely with the Deputy Director on IPAV site selection, maintain effective communication with site contacts, and handle any issues that may arise in relation to the site during elections
- 10% Work closely with ITMD and DPW to ensure technical equipment, parking and signage is coordinated for delivery, and pick up and ready for all IPAV sites
- 10% Maintain inventory on all IPAV supplies, work closely with the Field Services Coordinator to ensure supplies and election equipment are stored properly and ready for delivery.
- 5% Track, compile, and post daily IPAV statistics to the city website; All other duties and special projects as assigned

Minimum requirements include a Bachelor's degree or equivalent professional experience; Minimum of five years project management or program coordination experience; Proven proficiency with data management software and systems. These requirements have not yet been assessed by DER Staffing.

This new position is comparable in level and nature of work to the current title of Voter Outreach and Education Coordinator. Therefore, this report recommends classifying this new position as Early Voting Coordinator in Pay Range 2FX.

### **Election Training Manager**

The basic function of the position is to develop, implement and coordinate the department's poll worker training program per Wisconsin Statute. The position ensures poll workers are well-prepared, knowledgeable and equipped to conduct fair, transparent, equitable and accessible elections.

- 70% Election Day Training & Performance Improvement
  - Create and update training curriculum, materials, and resources to be presented via varying platforms to include in-person, online live and pre-recorded video.
  - Design and update training manuals, multimedia visual aids and other training materials on a regular basis.

- Collaborate with department staff to ensure training content is up-to-date and complies with election law.
  - Conduct training sessions for over 2,000 poll workers, utilizing effective instructional techniques for diverse learning styles.
  - Manage scheduling, space reservations, technical support and other logistics for poll worker training sessions.
  - Monitor and evaluate the effectiveness of the training content through participant feedback, Chief Inspector feedback and common errors on election day.
  - Provide auditing, guidance, feedback, and support to all staff conducting trainings or educational speaking to ensure consistent and high-quality training.
  - Identify opportunities for continuous improvement in training materials, methods, and processes based on feedback and changes to election law.
- 20% Assist with post-election processes to identify training needs and polling place procedure improvements.
- Assists Operations Manager with coaching of Chief Inspectors.
  - Assists management in the identification of training needs for staff and temporary workers.
  - Assist Election staff with creating training materials for their areas of work.
  - Maintain a working knowledge of all aspects of election administration.
- 10% Collaborate with community organizations, schools, and other stakeholders to promote and expand poll worker recruitment and training initiatives. Assist with voter registration, absentee voting, and other office functions as needed.

Minimum requirements include a Bachelor's degree preferably in education, human resources, public administration, political science or another relevant field for the job duties described; Experience in developing training plans, training aids, handouts, exercises and assessment tools, preferably in an election or public service context; Experience in supervising and managing training staff is preferred; Prior experience working as a poll worker or Election Administration is advantageous. These requirements have not yet been assessed by DER Staffing.

This new position is comparable in level and nature of work to the current title of Election Operations and Training Manager. Therefore, this report recommends classifying this new position as Elections Training Manager in Pay Range 1FX.

#### **Milwaukee Public Library**

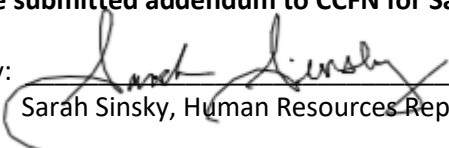
Current	Custodial Worker 2	PR 8BN (\$46,181 - \$56,122)	Two Positions
Recommended	Custodial Worker 3	PR 8CN (\$48,490 - \$57,011)	Two Positions


The Milwaukee Public Library has requested to repurpose two vacant positions of Custodial Worker 2 to two positions of Custodial Worker 3. This is to fulfill and expand operational needs to their outlying libraries as currently they only have one Custodial Worker 3 assigned to Central Library.


#### **Action Required – Effective Pay Period 25, 2023 (November 26, 2023)**

**\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by:

  
Sarah Sinsky, Human Resources Representative

Prepared by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director