



Department of Employee Relations  
April 28, 2010

**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

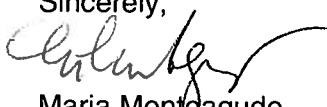
Dear Committee Members:                      Re: Common Council File Number 091655

The following classification and pay recommendations were approved by the City Service Commission on April 13, 2010.

In the Health Department, one new position was recommended for classification to Health Project Coordinator – Violence Prevention, SG 04.

In Municipal Court, two positions of Administrative Specialist, SG 02, were recommended for reclassification to Administrative Services Supervisor, SG 05 and Administrative Assistant III, PR 530.

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

Sincerely,  
  
Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachments:    2 Job Evaluation Reports  
                          1 Fiscal Notes

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Bevan Baker, Ray Weitz, Terry Perry, Audrey Skwierawski, Raquel Filmanowicz, Kristine Hinrichs, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, James Fields, and Calvin Lee (DC 48).

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: April 13, 2010

**HEALTH DEPARTMENT**

Current	Requested	Recommended
New Position	Health Project Coordinator – Violence Prevention SG 04 (\$44,194 - \$61,871)	Health Project Coordinator – Violence Prevention SG 04 (\$44,194 - \$61,871)

**Action Required – Effective May 1, 2010 (Pay Period 9, 2010)**

In the Salary Ordinance, under Salary Grade 04, add the title “Health Project Coordinator – Violence Prevention.”

In the Positions Ordinance, under Health Department, Office of Violence Prevention, add one position of “Health Project Coordinator – Violence Prevention (X).”

**Background**

In a letter dated March 16, 2010 Raquel Filmanowicz, Health Operations Administrator, requested a classification study of a new position in the Office of Violence Prevention. Job descriptions were reviewed and discussions were held with Audrey Skwierawski, Injury and Violence Prevention Program Coordinator, and Ray Weitz, Health Personnel Officer. A position with the same classification was eliminated at the end of 2009. With the award of a new grant from the State of Wisconsin – Office of Justice Assistance the Health Department wishes to create a new position with the same classification. The grant funding will be from May 1, 2010 to April 30, 2011 and be renewable for one year.

**Duties and Responsibilities**

The basic function of this new grant funded position is to be responsible for maintaining and facilitating the coordination of the Commission committees and various projects with the primary focus on sexual assault/abuse activities as delineated in the Office of Justice Assistance – Violence Against Women planning grant; meeting the goals and objectives outlined through a planning process for sexual assault crisis services in Milwaukee including the integration of identified needs and evaluating progress towards project goals; and for individual and collaborative projects to meet the needs of the Office of Violence Prevention in general. The position works under the direction of the Injury and Violence Prevention Program Coordinator who also serves as the Coordinator of the Milwaukee Commission on Domestic Violence and Sexual Assault. The duties and responsibilities include the following:

- 30% Staff and support the Commission’s committees and work groups, including the development and implementation action plans to meet the goals established by the Commission and the Sexual Assault Subcommittee; be responsible for scheduling, coordinating, and/or facilitating meetings, including the preparation and distribution of minutes as necessary; ensure adequate follow-up to committee decisions; and engage

partners to work towards the streamlined provision of crisis services to victims of sexual assault supported by policy and funding mechanisms.

- 25% Assist in preparing any required grants, budgets and reports; make public presentations and conduct training sessions for community groups and other agencies and entities on issues related to sexual assault; and assist in obtaining, interpreting, summarizing and reporting data related to sexual assault for program and initiative development.
- 20% Assist the Milwaukee Health Department in achieving violence prevention program goals as assigned by the Violence Reduction and Prevention Initiative Manager and the Injury and Violence Prevention Program Coordinator.
- 10% Assist in the development and implementation of a sexual assault community education and training curriculum in collaboration with domestic violence/sexual assault service providers and other entities; and attend seminars and continuing education programs in the areas of domestic violence and sexual assault.
- 10% Assist the Coordinator of the Milwaukee Commission on Domestic Violence and Sexual Assault in staffing monthly Commission meetings including reviewing minutes and ensuring proper follow-up on action steps as recommended by the Commission members.
- 5% Assist in staffing the Commission's community service and resources line which may include providing resources and referrals to the general public, responding to crisis calls, and ensuring proper follow-up.

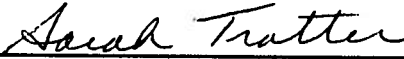
Requirements for this position include a bachelor's degree in health, science, or related field plus two years of professional level experience staffing a domestic violence, sexual assault, crisis response, or violence related program. Equivalent combinations of education and experience may also be considered.

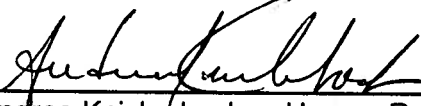
### **Analysis**


The duties and responsibilities of this new position are similar to those of the previous position except that, due to the grant, they will be more focused on the issue of sexual assault rather than domestic violence. A comparison to the duties and responsibilities of other Health Project Coordinator positions in Salary Grade 04 indicate that this classification would be appropriate. Generally, Health Project Coordinators are responsible for program management, coordination and administration and serving as a liaison with community organizations and the general public. The position under study will have these responsibilities and will also assist in staffing the Milwaukee Commission on Domestic Violence and Sexual Assault, and maintaining and facilitating the coordination of Commission committees and other Commission projects.

### **Recommendation**

Based on the above analysis we therefore recommend that this new position under study be classified as Health Project Coordinator – Violence Prevention in Salary Grade 04.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: April 13, 2010

**MUNICIPAL COURT**

<b>Current</b>	<b>Requested</b>	<b>Recommended</b>
Administrative Specialist SG 02 (\$38,902 - \$54,455)	Administrative Services Supervisor SG 05 (\$47,109 - \$65,957)	Administrative Services Supervisor SG 05 (\$47,109 - \$65,957)
Administrative Specialist SG 02 (\$38,902 - \$54,455)	Study of Position	Administrative Assistant III PR 530 (\$41,495 - \$46,975)

**Action Required**

In the Positions Ordinance, under Municipal Court, Management and Administration, delete two positions of "Administrative Specialist", add one position of "Administrative Services Supervisor" and add one position of "Administrative Assistant III."

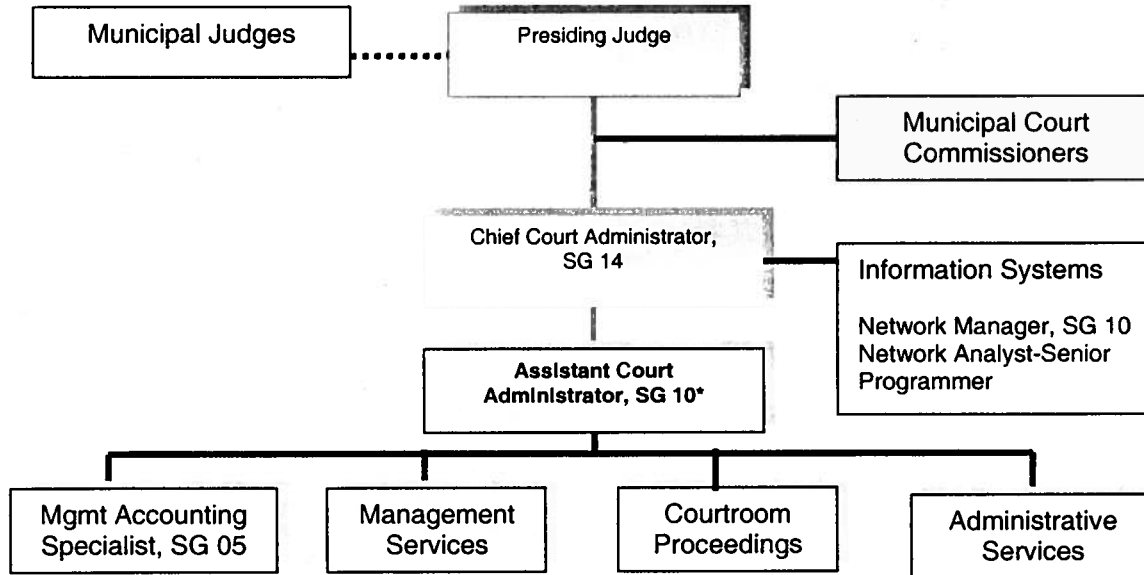
**Background**

On March 1, 2010, we received a request from the Chief Court Administrator, Kristine Hinrichs, to recommend appropriate job classifications and related rates of pay for two Administrative Specialists, SG 02, in the department's Court Management section. Both of these positions as well as the Court's "operations manager" are currently vacant. These vacancies afforded the Court's leadership with an opportunity to reexamine its organizational structure and revise the duties and responsibilities of these positions to better suit current challenges. The Municipal Court has consequently requested that two vacant Administrative Specialists, SG 02, be reclassified as indicated in the table above.

In studying this request written documentation submitted by the Municipal Court, including revised job descriptions, was examined and discussions were held with the Chief Court Administrator.

The Municipal Court is currently organized into the following functions, as shown on the following page.

**Current Municipal Court Structure**



6 Court Services Assistants  
 5 Accounting Assistants

**2 Administrative Specialists, SG 02**  
 1 Legal Office Asst IV

9 Municipal Court Clerks

8 Court Services Assistants

**\*Vacant**

Discussions with the Chief Court Administrator indicate that a primary consideration in the proposed reorganization is the span of control and overall responsibility of the currently vacant Assistant Court Administrator, SG 10. This position functions as the Court's "operations manager," managing all the day-to-day operations of the Municipal Court, with the exception of information technology services. Responsibilities include ensuring the smooth and complete processing of cases in the courtroom; monitoring the maintenance of the Court calendar; administering the Court's budgets and contracts; establishing work performance standards; performing human resources for all sections except information technology; and coordinating work and information flow among the various sections. All together, this position has responsibility for 20+ positions.

A reexamination of the span of control and overall scope of responsibilities exercised by this position concluded that the number of responsibilities, complexity of processes, and number of staff supervised decreased its effectiveness, particularly in regard to involvement with higher-level responsibilities such as planning, improving processes, and involvement with policy development. The Court's management has consequently proposed that a number of lower level administrative and supervisory functions be transferred to a "new" position "Administrative Services Supervisor" in SG 05. This "new" position will be created by reclassifying a currently vacant position of Administrative Services Specialist, SG 02, to that of an Administrative Services Supervisor, SG 05.

**Current: Administrative Specialist SG 02**  
**Recommendation: Administrative Services Supervisor SG 05**

As stated in the job description drafted by the Court, the "new" Administrative Services Supervisor, SG 05 will have the following responsibilities:

- Facilities management
- Contract administration
- Budget development and oversight
- Supervision of a staff of nine
- Safety coordination
- General office administration

Minimum requirements for this position, as indicated on the job description, include a bachelor's degree in public administration or related degree and supervisory experience, preferably in a unionized environment; experience developing and overseeing budgets; experience with payroll and benefits administration, and personnel processes; and experience with facilities management.

Noteworthy knowledge, skills, abilities, and attributes for the successful performance of the job, not necessarily what an individual would be expected to know or demonstrate on the day one of the job, include the following:

Knowledge of:

- Supervision, scheduling, coaching, training, and performance evaluation in the public sector
- Procedures associated with court processes
- English usage, spelling, grammar, and punctuation
- General principles and practices of budget preparation and ongoing administration
- Contract administration
- Contemporary office management technologies and processes
- Pertinent federal, state, and local laws, codes and regulations

Ability to:

- Coach, direct, organize, and review the work of subordinates
- Respond quickly to changing priorities
- Manage multiple priorities and functions
- Use standard office software and hardware
- Coordinate work processes of staff
- Interpret and apply pertinent federal, state, and local laws, codes and regulations
- Interpret and explain Municipal Court policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with Judges, staff members, and the public

It should be noted that neither the minimum qualifications listed by the Court on its job description nor the list of KSAs listed above have been validated for staffing purposes.

## Analysis

In determining an appropriate job classification and salary grade for this position, job classifications throughout the City service were reviewed.

### Related Job Classifications

The nature of work performed by this position could be characterized as general office administration and supervision that includes the ability to supervise staff and work processes. The job classifications most commonly associated with this type of work resides in the Administrative Specialist series.

<b>Job Classification</b>	<b>SG</b>	<b>Current Range of Pay</b>
Business Operations Manager	08	\$57,028 - \$79,836
Administrative Services Supervisor	05	\$47,109 - \$65,957
Administrative Specialist-Sr.	04	\$44,194 - \$61,871
Administrative Specialist	02	\$38,902 - \$54,455
Executive Administrative Assistant II	02	\$38,902 - \$54,455

As the title suggests Executive Administrative Assistants II function as executive secretaries, specifically for elected officials, and in one case, a department head.

Positions assigned to the Administrative Specialist series function as generalist professionals in an office environment or perform as lead workers or supervisors. The minimum requirements for Administrative Specialists at the Salary Grade 02 level are 4 years of responsible clerical experience. A bachelor's degree in a relevant area may be substituted for years of experience on a year-for-year basis. At the Senior level, Salary Grade 04, the minimum requirements are a bachelor's degree in business administration or other relevant area and two years of relevant job experience.

The Administrative Services Supervisor is a new job classification, created in 2008. Positions assigned to this job classification are expected to have a significant responsibility for direct staff supervision in all its facets, in addition to responsibility for a range of administrative functions such as budget preparation and oversight; facilities and equipment management; payroll and benefits oversight; and administrative work that is unique to the department in which they are assigned. The prototype for the Administrative Services Specialist may be found in the Office of the City Assessor. That position has responsibility for budget preparation and oversight; supervision of a staff of 10 employees; facilities and equipment management; and independently processing requests for exemptions from property taxation.

Supervisory duties for positions assigned to the Administrative Services Supervisor job classification must perform a full range of work associated with supervising and managing employees and work processes, including hiring, coaching, training, and disciplining employees; assigning work; checking work in progress; planning and scheduling work; scheduling employees; and ensuring that work performance standards are met.

The minimum requirements for the Administrative Services Supervisor, as stated in the job evaluation report that created the classification, are a bachelor's degree in business administration or the equivalent work experience and 3 years of supervisory experience. These minimum requirements have not been validated for purposes of staffing.



## Recommendation

The position under consideration in the Municipal Court appears to fit the job classification of Administrative Services Specialist in terms of nature of work, level of responsibility, and level of knowledge/skill required. It is therefore recommended that one position of Administrative Specialist, SG 02, which is currently vacant, be reclassified to Administrative Services Specialist, SG 05.

<b>Current:</b>	<b>Administrative Specialist</b>	<b>SG 02</b>
<b>Recommendation:</b>	<b>Administrative Assistant III</b>	<b>PR 530</b>

The Court has requested that the position of Administrative Specialist, SG 02, which is currently vacant, be reclassified to a high-level office support position to assist the Chief Court Administrator, Assistant Court Administrator and provide regular back-up to the Judges' secretary. As stated in the job description drafted by the Court, this position will have responsibility for the following duties and responsibilities:

- Provide clerical and administrative assistance to the Chief Court Administrator and Assistant Court Administrator, including access to confidential collective bargaining information.
- Perform personnel administration duties such as time entry, payroll administration, and report preparation.
- Process payments and purchases, and monitor budget expenditures using FMIS.
- In the absence of the Municipal Court Judges' secretary, provide clerical support to the Municipal Judges.
- Perform general office work such as scheduling Court interpreters; certifying Court documents; and providing Court transcripts and copies of Court proceedings.

The nature of work performed by this position is that of a high-level secretary who works in a specialized area—court administration—providing clerical and administrative support to a department head and top manager and substitutes for the Judges' secretary in her absence. Due to the fact that the position will function as the sole confidential office assistant to these individuals, the employee filling the position will have access to a good deal of confidential information, including documents related to collective bargaining strategy.

In addition to secretarial work, other duties will include submitting payments and purchasing transactions; monitoring the department's budget; administering payroll and benefits; and providing and certifying documents used in the Court.

Notable knowledge, skills, abilities, and attributes associated with this job are as follows:

- Ability to use tact, diplomacy, and discretion
- Ability to communicate effectively orally and in writing
- Ability to determine work priorities
- Ability to learn Municipal Court processes and procedures
- Knowledge of correct English usage and grammar.
- Knowledge of contemporary office practices, processes, and computer software programs
- Ability to create presentations, documents, and spreadsheets
- Ability to process payroll, performing mathematical calculations

- Knowledge of budget preparation
- Ability to process payments and transactions electronically
- Ability to meet schedules and deadlines of the work area
- Ability to independently organize and prioritize one's work

It should be noted that the above KSAs have not been validated for staffing purposes.

The classification series established for Administrative Assistants is shown in the table below.

**The Administrative Assistant Series**

<b>Job Classification</b>	<b>PR</b>	<b>Duties and Responsibilities</b>
Admin Asst IV	550	Provides administrative and secretarial services to the director of a very complex, multifaceted department, such as the Police Department
Admin Asst III	530	Provides administrative and secretarial services to a board or commission and the head of a major organizational function
Admin Asst II	445	Typically provides assistance to 1 high-level manager
Admin Asst I	435	Typically provides secretarial services to 1 or 2 managers or high-level professionals

It should be noted that the minimum qualifications for the first level of this series, in Pay Range 435, is four years of office experience performing work related to a specific operational area that includes one year of experience at the level of Office Assistant III or above. Higher level positions require correspondingly greater degrees of knowledge and skill.

Annual rates of pay associated with Administrative Assistants are illustrated in the table below.

**Annual Rates of Pay for Administrative Assistants**

	<b>PR</b>	<b>Min</b>	<b>Max</b>
Administrative Assistant IV	550	\$46,607.34	\$53,328.08
Administrative Assistant III	530	\$41,495.22	\$46,974.98
Administrative Assistant II	445	\$36,902.06	\$40,836.38
Administrative Assistant I	435	\$35,362.60	\$38,962.56


As previously stated, this position will work directly for the Chief Court Administrator and the Assistant Court Administrator and substitute for the Judges' secretary when necessary. The responsibility associated with creating and maintaining these relationships is quite high. Other duties and responsibilities, such as payroll administration, processing payments, and performing general office work, are typically associated with Personnel and Payroll Assistants in Pay Ranges 435 and 445 and Office Assistants at the II and III level. In considering the Administrative Assistant series, it appears that the most appropriate placement for this position is at the "III" level, in Pay Range 530.

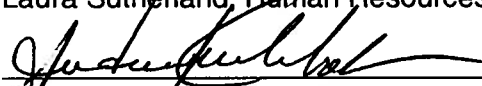
The maximum rate of pay for this position will consequently almost equal that of the maximum amount paid to the Judges' secretary, classified as a Legal Office Assistant IV, in the amount of \$48,721 annually. Although the position under consideration has a high level of responsibility

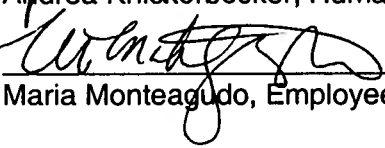
associated with creating and maintaining relationships with elected officials and two high-level managers, the education and experience required for the job is not equal to the specialized education and training required of a Legal Office Assistant.

**Recommendation**

In light of the foregoing, we recommend that one vacant position of Administrative Specialist, SG 02, be reclassified to an Administrative Assistant III, Pay Range 530.

Prepared By:   
Laura Sutherland, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Montegudo, Employee Relations Director