



Department of Employee Relations

June 14, 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 020343

Attached are current lists of pending classification studies. One list covers positions in Public Works and the Police Department and the other list covers positions in all other City departments. Both lists include studies in progress and those that are on hold due to the classification study freeze.

Sincerely,

Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachments: 2 lists of pending classification studies.

c: Marianne Walsh
Laura Engan

CURRENT CLASSIFICATION STUDIES PENDING AS OF 6/13/02
General City Departments - See separate list for DPW and Police

Dept. of Employee Relations
Team B

REASON FOR REQUEST	DEPARTMENT	TITLE(S)	NO. OF POSITIONS	DATE RECEIVED
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STUDIES IN PROGRESS

REQUIRED BY COLLECTIVE BARGAINING/ MARKET PRESSURE	Library	Librarian I, II, III, IV (PR 528, 545, 557, 565)	96	8/2001 (Execution date of Agreement)
REQUIRED BY COLLECTIVE BARGAINING	Health	Environmental Hygienist, PR 555	9	8/2001 (Execution date of Agreement)
NEW POSITION/ GRANT FUNDED	Health	New Position (2002 budget)	1	11/6/2001

STUDIES ON HOLD DUE TO CLASSIFICATION STUDY FREEZE

Incumbent performing same duties as	Assessor	Office Assistant II, PR 410	1	10/11/2000
Market pressures	City Attorney	Study of Support Staff (Paralegal, Legal Office Assistant I-IV, Docket Clerk)	19	10/17/2001
a) Create Librarian I/II career path. b) Expanded supervisory/ management responsibilities.	CC/LRB	a) Librarian I, PR 528 b) Librarian III, PR 557	2	1/25/2001
Changes in Scope of responsibilities since positions are part of new Permit Center.	DCD	3 Program Assistant II, PR 530; Drafting Tech II, PR 602	1 4	7/24/2000
Additional supervisory responsibilities.	DCD	Administrative Services Specialist, SG 001	1	12/28/1998
Expanded scope of responsibility.	DCD	Geographic Information Technician II, PR 602	2	10/16/2000
Change in scope of responsibility.	DER	Administrative Assitant II, PR 445	1	12/24/2000
Change in scope of responsibility.	DER	Clerk Stenographer III, PR 435	1	12/24/2000

CURRENT CLASSIFICATION STUDIES PENDING AS OF 6/13/02
General City Departments - See separate list for DPW and Police

Dept. of Employee Relations
Team B

REASON FOR REQUEST	DEPARTMENT	TITLE(S)	NO. OF POSITIONS	DATE RECEIVED
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STUDIES ON HOLD DUE TO CLASSIFICATION FREEZE (CONTINUED)

change in scope of responsibility.	DER	Computer Training Coordinator, PR 005	1	12/24/2000
Change in scope of responsibility.	DER	Office Assistant IV, PR 445	1	12/24/2000
Change in scope of responsibility.	DER	Personnel Payroll Assistant III, PR 460	1	12/24/2000
Change in scope of responsibility.	DER	Program Assistant I, PR 460	1	12/24/2000
Change in scope of responsibility.	DER	Office Assistant IV, PR 445		12/24/2000
Change in duties.	DER	New Position	1	12/24/2000
Increase in scope of responsibility.	Health	Health Project Coordinator-TUPP, SG 004	1	10/26/2000
Comparable to DNS position.	Health	Network Administrator, SG 008	1	3/10/2000
Increased scope of responsibility.	Health	Office Assistant III, PR 425	1	3/20/2000
Increased scope of responsibility.	Health	Research Analyst-Senior, SG 004	1	5/29/2001
Increased scope of responsibility.	Library	Building Maintenance Manager, SG 007	1	11/17/98 & 4/4/00
All positions performing same level of responsibility.	Library	Heating & Ventilating Mechanic II (3 pos), PR 252; Heating & Ventilating Mechanic III (2 pos), PR 262	5	11/17/98 & 4/4/00

**CURRENT CLASSIFICATION STUDIES
PENDING AS OF 6/13/02
DPW and Police Departments**

	DEPARTMENT	TITLE(S)	NO. OF POSITIONS	DATE RECEIVED
NEW POSITIONS	DPW – Water	Water Security Manager	1	5/8/02
		Water Maintenance Supervisor, SG 006	1	6/7/02
REQUIRED BY COLLECTIVE BARGAINING	DPW – Water	Distribution Repair Worker I, PR 235	28	2/13/01
		Distribution Repair Worker II, PR 252	28	2/13/01
		Field Investigator, PR 250	11	2/13/01
		Tapper, PR 252	2	2/13/01
	Water Distribution Laborer, PR 230	22	2/13/01	
	Police	Heating & Ventilating Mechanic II, PR 252	7	8/2/01
TITLE CHANGE ONLY REQUESTED	Police	Asst. Cust. Prop. & Stores, PR 801	1	11/7/01
	DPW – Admin. Services Division	Accounting Assistant I, Office Asst. IV	2	5/13/02
	DPW – Forestry	Engineering Drafting Tech. IV, PR 604	1	1/17/01
	DPW – Water	Water Plant Maint. Asst. Supervisor, SG 006	1	6/7/02
REORGANIZATION OR CHANGE WITH SAVINGS	Police	Captain of Police, PR 839	1	4/14/00
	DPW – Water	Water Plant Maint. Skilled Services Study	31	12/19/01
NO SAVINGS RECOMMEND IT BE COMPLETED	DPW--Water	Water Systems Analyst, SG 007	1	7/1/00
OTHER – HOLD	DPW – Administration (Administrative Support)	Office Supervisor II, SG 002	1	1/10/01
		Admin. Assistant II, PR 445	1	1/10/01
		Admin. Assistant I, PR 435	1	1/10/01

OTHER – HOLD	DPW – Administration (Finance & Planning)	Finance & Planning Manager, SG 011	1	1/10/01
		Public Works Accounting Manager, SG 008	1	1/10/01
		Business Operations Manager, SG 008	2	1/10/01
		Mgmt. & Accounting Officer, SG 006	2	1/10/01
		Administrative Specialist-Sr., SG 004	1	1/10/01
		Management Accountant-Sr., SG 004	2	1/10/01
		DPW Customer Service Supervisor, SG 005	1	1/10/01
		Customer Service Representative III, PR 445	1	1/10/01
		Customer Service Representative II, PR 435	3	1/10/01
		Accounting Assistant II, PR 445	5	1/10/01
		Accounting Assistant I, PR 435	4	1/10/01
		Office Assistant III, PR 425	1	1/10/01
		Personnel Payroll Assistant II, PR 445	10	1/10/01
		DPW – Administration (Parking, Towing & Enforcement Section)	Office Assistant IV, PR 445	1
	DPW – Administration (Communications Assistants/ Parking Checkers)	Communications Assistant IV, PR 455	5	1/30/01
		Communications Assistant III, PR 445	11	1/30/01
		Parking Checker, PR 490	60	1/30/01
		Systems Analyst-Associate, SG 006	1	1/18/00
		Parking Operations Coordinator, PR 627	1	2/12/01
	DPW – Buildings & Fleet Architectural Designers)	Architectural Designer II, PR 626	3	9/18/00
		Architectural Designer III, PR 628	2	9/18/00
	DPW – Forestry	Administrative Assistant II, PR 445	1	1/17/01
	DPW – Infrastructure	Engineering Technician II, PR 602	1	9/27/00
		Engineering Technician VI, PR 628	1	2/28/00
		Engineering Systems Specialist, PR 595	1	2/14/00
	DPW – Sanitation	Sanitation Shop Supervisor, SG 006	1	1999
	DPW – Water	Accounting Assistant III, PR 460	1	1/25/01
		Program Assistant I, PR 460	2	1/25/01
	Police	Audio Visual Specialist, PR 290	1	5/15/00
		Computer Operator, PR 505	9	12/12/00
		Payroll Supervisor, SG 006	1	11/20/98
		Office Assistant II, PR 410	1	12/7/98