



Department of Employee Relations

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February 18, 2016

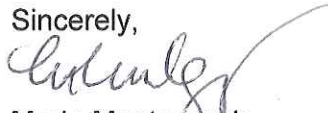
To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number **151529**

The following classification and pay recommendations were approved by the City Service Commission on **February 9, 2016**.

In the Department of Public Works - Infrastructure Services, one position of Accounting Assistant II, PR 6HN was recommended for reclassification to Accountant III, PR 2GX and one position of Traffic Control Assistant, PR 9NN was recommended for reallocation to PR 9PN.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw
Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Deborah Ford, Nicole Fleck, Ghassan Korban, Preston Cole, Dan Thomas, Jeffrey Polenske, Rollin Bertran, Dawn Crowbridge, and Kenneth Wischer (AFSCME32)



JOB EVALUATION REPORT

City Service Commission Meeting Date: February 9, 2016

DPW-INFRASTRUCTURE SERVICES

Current	Request	Recommendation
Accounting Assistant II PR 6HN (\$37,830 - \$41,863)	Accountant III PR 2GX (\$51,469 - \$72,063)	Accountant III PR 2GX (\$51,469 - \$72,063)
Traffic Control Assistant PR 9NN (\$13.15 - \$15.63 Hourly) FN that provides \$13.15 for Freshmen and up to \$15.63 for Sophomores, Juniors and Seniors. (Four Positions)	To Be Studied	Traffic Operations Assistant PR 9PN (\$14.28 - \$17.96 Hourly) FN that provides up to \$15.81 for Sophomores and Juniors and up to \$17.96 for Seniors. (Four Positions)

Current: Accountant Assistant II PR 6HN
Recommendation: Accountant III PR 2GX

The City Engineer, Jeffrey Polenske, has requested that one vacant position of Accounting Assistant II in Pay Range 6HN be reclassified to Accountant III in Pay Range 2GX due to a change in duties and responsibilities. A new job description was provided and discussions were held with the supervisor of this position, Cynthia Wisneski, Business Operations Manager.

The basic function of this position is to manage accounting for paving and bridge projects funded by local, state and federal funds; prepare grant reimbursement requests and analyze State Progress Reports; manage the paving and bridge contracts; prepare reports on special studies as requested; provide general office supervision over filing, interdepartmental requisitions and invoices, and record retention; and review the work of an Administrative Specialist – Senior and Office Assistant II as needed. The duties and responsibilities of this position include the following:

- Monitor local and grant-related accounts to ensure that projects are fully funded for work orders, contracts and change orders for both City contracts and State and Federal Aid Projects
- Review and verify funding information on resolutions prepared by project engineers prior to submitting the resolution to the Legislative Reference Center
- Analyze and process monthly State Progress Invoices for payment to the State
- Prepare City invoices, reimbursement requests, and LFA Cost Summary Reports to be in compliance with grant requirements to guarantee full reimbursement of eligible costs from the grantor
- Process all necessary transfers required to closeout local and grant-related projects
- Complete retrievals and analysis of projects necessary to prepare monthly status reports on local and grant-related projects for the engineers
- Analyze and process contract payments, change orders, and close outs
- Assist in completing the annual Lift Bridge report, the annual Highway Aid report, and the LRIP (Local Road Improvement Program) Resource Management Report
- Monitor Work Order status for grant-related projects
- Jointly oversee the work of the Administrative Specialist-Senior and the Office Assistant II

Minimum requirements include a bachelor's degree in Accounting and two years of related experience. Other requirements include the ability to work independently, accurately and efficiently; and to extract data and create timely financial reports and documents when required.

The Infrastructure Services Division of the Department of Public Works (DPW) currently has two Accountant III positions and one Accounting Assistant II position to perform accounting related functions. All three positions report to the Business Operations Manager. The Accounting Assistant II position is now vacant and the Department has indicated that there is more work at the Accountant III level and they would like to reclassify the Accounting Assistant II position in Pay Range 6HN to Accountant III in Pay Range 2GX. This additional higher-level work is due to the greater demands from the state for detailed information for City, Federal and State grants. The Wisconsin Department of Transportation (WISDOT) is in the process of automating their accounting processes and these three positions will be trained on the new system. The Department noted that the State and Federally funded projects are complex and proper accounting practices must be followed in setting up funding, managing regular invoicing and closing out projects or reimbursement of funds may be delayed and funds could be lost.

As this position will be performing the same general duties and responsibilities as the two other Accountant III positions we recommend that this one position of Accounting Assistant II in Pay Range 6HN be reclassified to Accountant III in Pay Range 2GX.

Current :	Traffic Control Assistant	PR 9NN
Recommendation:	Traffic Operations Assistant	PR 9PN

The Department has requested a study of the four student intern positions of Traffic Control Assistant. A new job description was provided and discussions were held with Rollin Bertran, Engineer in Charge. Under the direction of the Transportation Operations Engineer, these positions perform traffic studies and compile and analyze data related to transportation facilities. Specific duties and responsibilities include:

- Assist staff in preparing project documents, forms, drawings, and public-facing content that include plans, specifications, grant applications, cost estimates, public meeting materials, web content, and field layouts of traffic control devices.
- Collect transportation data and perform field observations at assigned locations
- Compile and analyze data on traffic conditions including data on vehicular, pedestrian, and bicycle volumes, vehicle speeds, signal phase length and other operational elements, and parking availability and usage
- Assist with field layouts for new projects or revisions to existing layouts of signs markings, etc.
- Input and/or edit data in existing databases, spreadsheets, CADD drawings, GIS, and geodatabases
- Enter data into function specific software in order to prepare graphic illustrations, simulations, and conceptual plans for transportation projects.
- Compile data to support the development of grant applications and capital funding requests.

Minimum requirements include enrollment as at least the level of a college sophomore in a civil engineering, urban planning, transportation planning, architecture or closely related field.

The Department has indicated that the responsibilities of these positions have changed. Previously, the position was focused on field traffic data collection and analysis. Additional responsibilities now include work with preparing project documents, forms, drawings, and public-facing content, entering data into software to prepare graphic illustrations, simulations, and conceptual plans, and compiling data to support grant applications and capital funding requests.

These changes have strengthened the position. This report recommends the title be changed to Traffic Operations Assistant due to the broader focus of the position and that it be classified in 9PN (\$14.28 - \$17.96 Hourly). Other titles in this pay range include Accounting Intern, Engineering Intern, and Graduate Intern. Also recommended is the creation of a footnote that reads as follows: "Sophomores and Juniors may be appointed up to \$15.81. Students with senior status may be appointed up to \$17.96".


We therefore recommend that four positions of Traffic Control Assistant in Pay Range 9NN be reclassified to the title of Traffic Operations Assistant in Pay Range 9PN with a footnote that provides "Sophomores and Juniors may be appointed up to \$15.81. Students with senior status may be appointed up to \$17.96."


Action Required

In the Salary Ordinance, under Pay Range 9NN, delete the title "Traffic Control Assistant" and under Pay Range 9PN, add the title "Traffic Operations Assistant (4)" with footnote to read as follows: "(4) Sophomores and Juniors may be appointed up to \$15.81. Students with senior status may be appointed up to \$17.96."

In the Positions Ordinance, under the Department of Public Works – Infrastructure Services Division, Administration & Central Services Decision Unit, Business Operations, delete one position of "Accounting Assistant II" and add one position of "Accountant III"; and under Transportation Operations Decision Unit, Traffic & Lighting Design, delete four positions of "Traffic Control Assistant " and add four positions of "Traffic Operations Assistant".

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director