



Department of Employee Relations

January 24, 2017

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

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

Dear Committee Members:                      Re: Common Council File Number **161328**

The following classification and pay recommendations were approved by the City Service Commission on **January 24, 2017**.

In Deferred Compensation, one new position was recommended for classification to Administrative Assistant II, Pay Range 6HN.

In the Library, one position of Personnel Analyst – Senior, Pay Range 2FX was recommended for reclassification to Human Resources Analyst – Senior, Pay Range 2FX; and ten new positions were recommended for classification to Teen Outreach Intern, Pay Range 9CN.

In the Mayor's Office, one new position was recommended for classification to Mayor's Office Communications Director, Pay Range 2LX.

In the Department of Public Works, various positions were recommended for classifications and pay recommendations for new positions in the 2017 budget.

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: 3 Job Evaluation Reports  
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Nicole Fleck, Molly King, Elizabeth Cleary, Bernard Allen, James Klajbor, Eric Pearson, Paula Kiely, Jennifer Meyer, Arvis Williams, Patrick Curley, Jodie Tabak, Patricia Doll, Bill Christianson, Ghassan Korban, Laura Daniels, Dan Thomas, Shannon Goodwin, Dawn Crowbridge, Grace Gates, Carrie Lewis, Mark Scheller



**JOB EVALUATION REPORT**

City Service Commission Meeting Date: January 24, 2017

**Deferred Compensation**

<b>Current</b>	<b>Requested</b>	<b>Recommended</b>
New Position	Office Assistant III PR 6FN (\$34,717 – \$38,406)	Administrative Assistant II PR 6HN(\$37,830 – \$41,863)

**Action Required**

In the Positions Ordinance, under Deferred Compensation Plan, delete one position of "Office Assistant III" and add one position of "Administrative Assistant II".

**Background**

The Chair and Vice Chair of the Deferred Compensation Board, Bernard Allen and James Klajbor, respectively, requested that a new position of Office Assistant III be studied for proper title and pay level. In studying this request, a job description created by the Board was reviewed and discussions were held with James Klajbor.

The City of Milwaukee's Deferred Compensation Plan is a Section 457 defined-contribution retirement plan with some 7,700 participants employed or formerly employed by four organizations: the City of Milwaukee, Milwaukee Housing Authority, Milwaukee Redevelopment Authority, and Wisconsin District Center. Assets of the plan total approximately \$850 Million. The Plan is overseen by a Board consisting of eleven members and staffed by an Executive Director, a Plan Coordinator, and the position under study.

The pay levels of staff members are as follows:

Executive Director	PR 2OX	\$85,757 - \$120,064
Plan Coordinator	PR 2EX	\$48,670 – \$63,426
Office Assistant III or	PR 6FN	\$34,717 – \$38,406
Administrative Assistant II	PR 6HN	\$37,830 – \$41,863

**Duties and Responsibilities**

Working under the direction of the Plan Coordinator, this position will have the following duties and responsibilities:

- Providing administrative and secretarial assistance to the Executive Director and Plan Coordinator by performing such duties as maintaining calendars; making travel arrangements; submitting expenses related to travel and educational education; receiving and screening visitors; responding to telephone calls, correspondence and email; and composing routine correspondence.
- Coordinating and performing all administrative and clerical work for all regular and special meetings of the Deferred Compensation Plan Board, Executive Finance

Committee, and other committees. This includes such duties as scheduling and arranging for meetings; preparing, publishing, and posting agendas and meeting notices; compiling and distributing all related materials; attending meetings; preparing meeting minutes; and following up on projects.

- Managing departmental and Plan records such as contracts, Plan documentation, participant files from the third-party administrator, and all correspondence. This will require developing and implementing filing, record retention, and other systems.
- Assisting with circulating Requests for Proposals and the circulation and final execution of service provider contracts.
- Administering supplies, equipment, and materials.
- Assisting with planning and scheduling participant educational sessions

### **Minimum Requirements, Knowledge, Skills, Abilities and Attributes**

The minimum requirements for the position, as stated on the job description drafted by the Deferred Compensation Board, are four years of office support experience performing duties requiring the exercise of independent judgment, handling confidential information, and interacting with a diverse set of stakeholders and customers. These qualifications were, however, written for an Office Assistant III as opposed to a slightly higher level of Administrative Assistant II recommended in this report. For that reason, they may be somewhat low in terms of education, training, and work experience required.

In terms of the knowledge, skills, abilities, and attributes required for successful job performance (something that differs from the minimum requirements for the job), this job analysis indicates that the most notable KSAs are as follows:


- Ability to establish and maintain business relationships with a variety of individuals including Board members, Plan vendors, and Plan participants.
- Ability to maintain official records of the Deferred Compensation Plan and its participants in a manner that ensures security and enables records to be easily retrieved.
- Ability to transcribe Board and committee proceedings and draft abbreviated minutes.
- Ability to plan and prioritize one's work.

The nature of work performed by this position is a combination of office management on a small scale, secretarial work for a high-level manager and Plan Coordinator, and administrative/clerical work for an independent board. In City government, administrative positions with responsibility for coordinating and implementing the work of a board or commission are assessed as having a higher degree of responsibility than those who work in a general office setting. Many of these positions are classified in the Administrative Assistant series, consisting of Administrative Assistant I, II, III, and IV. The administrative assistant to the Library Board, which has independent authority under state statutes, for example, is classified as an Administrative Assistant IV. Likewise, the position responsible that works with the Pension

and Annuity Board of the Employees' Retirement System is classified as an Administrative Assistant IV.

In addition to an Administrative Assistant IV, the Pension and Annuity Board and its Executive Director also has an Administrative Assistant II. Although the scale of the Pension and Annuity Board's operation is considerably larger, which is important, it seems that this staffing arrangement offers a basis of comparison for the Deferred Compensation Board. Unlike the Administrative Assistant II in the Pension and Annuity Board, the position under study will work directly with the Deferred Compensation Board, which enhances its responsibility. Additionally, it should be noted that the Deferred Compensation Plan has continued to grow steadily and its operations have become more sophisticated and complex during the last several years.

In light of the foregoing, it is recommended that the new position for the Deferred Compensation Plan be classified as an Administrative Assistant II, PR 6HN (\$37,830 - \$41,863).

Prepared By:   
Laura Sutherland, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Monteagudo, Employee Relations Director

**Job Evaluation Report**

City Service Commission Meeting: January 24, 2017

Consistent with past practice the Department of Employee Relations has prepared a report with classification recommendations for several new, changed and restructured positions. In reviewing these positions staff analyzed job descriptions and held discussions with management representatives. The following chart summarizes the recommended classifications.

**Library**

Current/Request	Recommendation
Personnel Analyst - Senior PR 2FX (\$48,670 - \$67,616) One Current Position	Human Resources Analyst - Senior PR 2FX (\$48,670 - \$67,616) One Current Position
Teen Zone Intern PR 9CN (\$7.95 - \$9.70)(Hourly Rate) (Ten New Positions created in the 2017 Budget)	Teen Outreach Intern PR 9CN (\$7.95 - \$9.70)(Hourly Rate) (Ten New Positions)

**Mayor's Office**

Current/Request	Recommendation
Director of Communications, Office of the Mayor PR 2LX (\$70,827 - \$99,154) One New Position created in 2017 Budget	Mayor's Office Communications Director PR 2LX (\$70,827 - \$99,154) One New Position

**Action Required**

In the Salary Ordinance, under Pay Range 2LX, add the title "Mayor's Office Communications Director"; and under Pay Range 9CN, add the title "Teen Outreach Intern".

In the Positions Ordinance,

Under Library, Administration Bureau, Personnel Section, delete one position of "Personnel Analyst – Senior (X)" and add one position of "Human Resources Analyst – Senior (X)"; under Branch Library Services Decision Unit, Branch Library Services Pool, delete 10 positions of "Student Intern" and add 10 positions of "Teen Outreach Intern".

Under Mayor's Office, Administration, add one position of "Mayor's Office Communications Director".

**LIBRARY**

Current	Personnel Analyst - Senior	PR 2FX (\$48,670 - \$67,616)	One Current Position
Recommendation	Human Resources Analyst - Senior	PR 2FX (\$48,670 - \$67,616)	One Current Position

The Milwaukee Public Library (MPL) has requested a title change for the position of Personnel Analyst – Senior. This position performs a full range of professional human resources functions in the Library system; and assists the Library Human Resources Officer and assumes the duties of that position in his or her absence. Duties include personnel administration such as managing attendance policies including the Sick Leave Incentive Program; assisting with interviewing, selection and placement of administrative support and paraprofessional positions and with New Employee Onboarding Orientation; providing counseling to staff related to employment, education, training, and advancement opportunities; and answering questions regarding rules, policies and procedures.

The requested title of Human Resources Analyst – Senior in Pay Range 2FX currently exists in the City Service. The work of these positions includes staffing, training, orientation, and administration and is consistent with the type of work performed by the position under study. The requested change in title will also make it more uniform with the position it reports to, Library Human Resources Officer. We therefore recommend one position of Personnel Analyst – Senior in Pay Range 2FX in the Library be reclassified to Human Resources Analyst – Senior in Pay Range 2FX. As with other positions of Human Resources Analyst – Senior the Department may use the underfill classification of Human Resources Analyst in Pay Range 2DN.

Request	Teen Zone Intern	PR 9CN (\$7.95 - \$9.70)(Hourly Rate)	Ten New Positions Created in 2017 Budget
Recommendation	Teen Outreach Intern	PR 9CN (\$7.95 - \$9.70)(Hourly Rate)	Ten New Positions

As part of the 2017 budget ten "Intern" positions were created in the Library to assist with implementing the "Connected learning for Teens" initiative. The individuals in these positions will work ten hours per week and serve as the faces and voices for the Library by spearheading teen outreach projects, assisting with developing new programs for teens in the Milwaukee community, consulting on space design and redesign, mentoring peers, and hosting engaging events. Duties and responsibilities include the following:

- 25% Lead Specialty Projects - develop and implement projects designed to engage teens in all that MPL has to offer including hosting events, designing and launching an App for teens, spearheading major teen outreach initiatives, and updating teen targeted social media on a regular basis.
- 25% Build Teen Zones – work in collaboration with community teens to design teen spaces and present recommendations to MPL staff; help with subsequent grant writing to curate technology and art for the teen spaces; and assist with purchasing, installation, training and launch parties, hosting Open Zone times, engaging educators in using teen space at MPL, and hiring College Mentors.
- 25% Spearhead Teen Promotion – help get out the word about MPL events and programs including programs for teens, serve as liaisons to peers, and use social media and other effective strategies to engage teens in MPL programs and resources.
- 25% Professional Development, Collaboration, Reflection and Other Duties – learn how to connect the dots between their internship at MPL and their plans for the future and help their peers to do the same by hosting college and career readiness programs; work closely with their colleagues in the internship program, MPL staff, and community members to achieve their mission and serve the community; advise on multiple MPL projects that relate to teens and target markets, document their activities, measure their progress, report on their work and perform other duties as assigned.

Requirements include being a high school student between the ages of 13 and 18 with a GPA of 2.75, and leadership experience in school.

These positions will report to the Library Education Outreach Specialist and other MPL staff as assigned. The requested level of Pay Range 9CN is the pay range for Library Circulation Aides. These positions perform general office duties on a part-time basis including shelving, shelf-reading, shifting library materials and assisting with opening and closing procedures. Requirements include current enrollment as a high school, college or technical school student.

Although the positions under study will be performing different functions that focus on the area of teen outreach they are also "student" positions that will be assisting MPL with providing the highest quality of service to internal and external customers. We therefore agree with the requested Pay Range 9CN. We recommend the title of "Teen Outreach Intern" which uses the more general term of "Outreach" to discuss the overall focus of the positions. We therefore recommend the ten new positions in the Library be classified as "Teen Outreach Intern" in Pay Range 9CN.

**MAYOR'S OFFICE**

Request	Director of Communications, Office of the Mayor	PR 2LX (\$70,827 - \$99,154)	1 New Position Created in 2017 Budget
Recommendation	Mayor's Office Communications Director	PR 2LX (\$70,827 - \$99,154)	1 New Position

This new position was created in the 2017 budget as part of a long-term budget strategy to eliminate certain RACM (Redevelopment Authority for the City of Milwaukee) positions and recreate them as City positions. The position of Special Assistant to Executive Director in RACM was eliminated and this new position was created in the Mayor's Office. The basic function is to serve as the Mayor's Communications Director and be responsible for identifying media opportunities and responding to inquiries from media representatives; conveying the Administration's positions regarding the key functions of City government to a wide variety of local and national media; and preparing the Mayor and cabinet departments to ensure accuracy and consistency of message. Duties and responsibilities include the following:

- 50% Serve as the Mayor's Communications Director and provide strategic communications counsel to the Mayor; direct media relations and media events with local, regional and national media; serve as the Administration's primary spokesperson on a wide range of municipal government issues; identify and implement media opportunities for the Mayor and his Administration; develop relationships with reporters, editors, and commentators; draft and deliver Mayoral statements and quotes to media representatives; write and place op-ed pieces (opinion papers); and prepare the Mayor and cabinet members for media appearances.
- 20% Write major policy speeches for delivery by Mayor including the annual State of the City and budget addresses; coordinate special events on behalf of the Office of the Mayor, direct publicity and identify venues, partners and preparations for special events; and manage the Mayor's social media accounts.
- 15% Oversee the activities of Public Information Officers (PIO) in cabinet-level departments and the Milwaukee Area Workforce Investment Board to ensure coordinated key messages and communications strategy; develop message platforms to be used by departments in their communications activities; vet and approve media outreach and responses to media inquiries; augment the work of departmental PIO's when required for special campaigns and activities; work with departments to ensure coverage when PIO positions are vacant; and convene and chair monthly meetings of departmental PIOs.
- 15% Provide staff support to the Mayor for public appearances; ensure that the Mayor is properly prepared for public appearances by arranging briefings, writing talking points, doing advance work, and accompanying the Mayor; and coordinate special projects for the Office of the Mayor.


Requirements include a Bachelor's Degree in Business, Public Administration, Journalism, Communications, Political Science or related field and five years of experience in journalism, public relations, and/or corporate communications. Equivalent combinations of education and experience may also be considered.


To review this position we looked at other communications and public relations positions within the City. Three of these positions are at the same pay level.

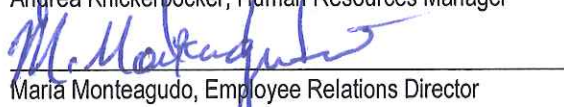
Title	Pay Range	Rates	Department
Community Relations and Engagement Director	1FX	\$62,338 - \$87,270	Library
Marketing and Communications Officer	2JX	\$62,338 - \$87,270	DPW – Administration
Public Information Manager	1FX	\$62,338 - \$87,270	Common Council – City Clerk

While these three positions may have more supervisory responsibility or work for a large department the position under study reports directly to the Mayor and the Mayor's Chief of Staff and is the primary spokesperson for the Mayor's Administration. This position prepares the Mayor and cabinet members for media appearances and oversees the activities of public information officers in cabinet-level departments and the Milwaukee Area Workforce Investment Board. This includes augmenting the work of departmental public information officers when required for special campaigns and activities. This position also convenes and chairs monthly meetings of departmental public information officers.

All of these duties require an extensive knowledge on a number of topics and the ability to quickly obtain the information needed to respond to media requests for information and/or to prepare for media appearances. In recognition of these lead responsibilities related to communications for the Mayor, cabinet-level departments and the Milwaukee Area Workforce Investment Board the level of Pay Range 2LX (\$70,827 - \$99,154) is appropriate. We recommend the title of Mayor's Office Communications Director as having the word "Director" at the end of the job title is more consistent with several other City positions including Environmental Sustainability Director, Housing Policy Director, and Employee Benefits Director. We therefore recommend this new position be classified as "Mayor's Office Communications Director" in Pay Range 2LX (\$70,827 - \$99,154).

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: January 24, 2017

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### New Positions in the Department of Public Works

The following positions in the Department of Public Works were created in conjunction with the adoption of the City's 2017 budget. A review of the job description for each position indicates that the duties and responsibilities and level of responsibility and knowledge/skill required for each position conforms to an existing job classification. We therefore recommend that these positions be classified as indicated below.

Seven other positions representing requested new job classifications in the Department of Public Works will be reported upon at a subsequent meeting.

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#### Infrastructure Services – Transportation Operations

<i>Plant and Equipment</i>			<i>Minimum</i>	<i>Maximum</i>
2 Positions	Equipment Mechanic IV	PR 7EN	\$40,640	\$47,077

<i>Traffic Engineering</i>				
1 Position	Traffic Control Engineer II	PR 2GN	\$58,373	\$72,063
1 Position	Engineering Technician VI	PR 2IN	\$66,324	\$81,844

<i>Sewer Maintenance Fund - Research, Planning and Stormwater</i>				
1 Position	Civil Engineer II	PR 2GN	\$58,373	\$72,063
1 Position	Engineering Intern	PR 9PN	\$14.28/hr.	\$17.96/hr.

#### Milwaukee Water Works

<i>Engineering</i>				
1 Position	Civil Engineer II	PR 2GN	\$58,373	\$72,063
1 Position	Engineering Drafting Technician IV	PR 3NN	\$44,949	\$61,296
1 Position	Graduate Intern 0.5 FTE	PR 9PN	\$14.28/hr.	\$17.96/hr.

<i>Water Works-Water Treatment Plants</i>				
1 Position	Graduate Intern 0.5 FTE	PR 9PN	\$14.28/hr.	\$17.96/hr.

<i>Water Quality</i>				
1 Position	Water Chemist II	PR 2CN	\$47,060	\$55,825

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Laura Sutherland, Human Resources Representative

Reviewed By: Andrea Knickerbocker *AK*  
Andrea Knickerbocker, Human Resources Manager

Reviewed By: Maria Monteagudo *MM*  
Maria Monteagudo, Employee Relations Director