



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

September 8, 2016

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

Dear Committee Members:                      Re: Common Council File Number **160498**

The following classification and pay recommendations were approved by the City Service Commission on **August 30, 2016**.

In the Department of Employee Relations, one position of Fiscal and Risk Manager, PR 2KX was recommended for reclassification to Benefits and Wellness Coordinator, PR 2HX.

In Employee Retirement System, one position of Office Supervisor II, PR 2CN was recommended for reclassification to Administrative Assistant IV, PR 5IN.

The job evaluation reports 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  
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Eric Pearson, Jackie Carter, Molly King, Nicole Fleck, Bernard Allen, Beth Conradson Cleary



**JOB EVALUATION REPORT**

City Service Commission Meeting: August 30, 2016

**EMPLOYEE RELATIONS**

<b>Current</b>	<b>Request</b>	<b>Recommendation</b>
Fiscal and Risk Manager PR 2KX (\$66,435 – \$93,010)	Benefits and Wellness Coordinator PR 2HX (\$54,865 – \$76,806)	Benefits and Wellness Coordinator PR 2HX (\$54,865 – \$76,806)

**Action Required – Effective Pay Period 21, 2016 (September 25, 2016)**

In the Salary Ordinance, under Pay Range 2HX, add the title “Benefits and Wellness Coordinator” and under Pay Range 2KX, delete the title “Fiscal and Risk Manager”.

In the Positions Ordinance, under Department of Employee Relations, Administration Division, Business Section, delete one position of “Fiscal and Risk Manager” and under Department of Employee Relations – Employee Benefits Division, add one position of “Benefits and Wellness Coordinator”.

**Background**

The vacant position of Fiscal and Risk Manager in the Department of Employee Relations has been reconceptualized to provide a greater depth of expertise in healthcare and wellness program design, implementation, and evaluation to build upon the success of the City's comprehensive health and wellness programs and thereby the City's goals of enhancing employee health and wellbeing and reducing long-term healthcare costs.

The position of Fiscal and Risk Manager had previously been responsible for working with the City's Risk Management Program to analyze safety utilization data and trends in order to develop strategies to manage risk and loss control in worker's compensation. The City is currently entering into a new contract with Gallagher Basset to provide third party administrator and risk management services to the City. With this new partnership, the Risk Management functions of this position will be transferred to Gallagher Bassett and the remaining staff in the City's Worker's Compensation section.

**Duties and Responsibilities**

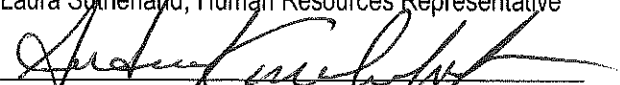
The basic function of this position will be to optimize the City's healthcare and wellness programs by analyzing data trends, identifying best practices, developing and recommending strategies to improve outcomes, implementing those strategies, and evaluating the effectiveness of programs and initiatives. The position will assist the Benefits Director in reviewing the design of benefit plans, strategic planning, and communication of the City's comprehensive wellness program and other benefit programs to employees. The position will also work with vendor partners to coordinate and implement healthcare and wellness programs, prepare reports and other documents as required, and make budget recommendations to the Benefits Director in these areas.

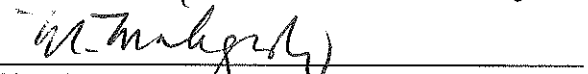
The minimum requirements for the position are a bachelor's degree in human resource management, public administration, health and wellness or related field and three years of progressively responsible experience in benefit plan design or benefit program administration, including one year in the design, implementation or evaluation of wellness programs.

Considering the degree of expertise that will be required to successfully perform the job and the demand for individuals with this knowledge, skill, and work experience, the department's request for placement in Pay Range 2HX appears reasonable. A somewhat comparable position of Employee Assistance and Resource Coordinator is also allocated to Pay Range 2HX.

It is therefore recommended that the position of Fiscal and Risk Manager in Pay Range 2KX be reclassified to Benefits and Wellness Coordinator in Pay Range 2HX.

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: August 30, 2016

**EMPLOYEES' RETIREMENT SYSTEM**

Current	Request	Recommendation
Office Supervisor II PR 2CN (\$39,881 - \$55,825)	Program Assistant III PR 5IN (\$47,779 - \$54,669)	Administrative Assistant IV PR 5IN (\$47,779 - \$54,669)
<p>This position no longer performs job performance reviews or makes hiring or disciplinary recommendations, indicating that the classification of Office Supervisor II is no longer appropriate. The nature of work performed, which is a combination of high-level administrative/secretarial work involving an independent board and general office management conforms more to the Administrative Assistant job series. It is recommended that the position be placed at the highest level of the Administrative Assistant series, as an Administrative Assistant IV, consistent with other positions in the City service that work with top management and/or independent boards.</p>		

**Action Required**

In the Positions Ordinance, under Employees' Retirement System, Management Support Services, delete one position of Office Supervisor II and add one position of Administrative Assistant IV.

**Background**

On July 29, 2016, the Executive Director of the Employee's Retirement System, Bernard J. Allen, requested that a current position of Office Supervisor II be reclassified to Program Assistant III. The revised job description for the position indicates that although the position performs lead worker duties and responsibilities such as assigning work and monitoring work in progress, it no longer performs supervisory duties such as conducting job performance appraisals, making hiring recommendations, and making disciplinary recommendations.

The position's responsibilities currently consist of the following:

- Recording Secretary of the Annuity and Pension Board
- Staff assistant to the Executive Director and Chief Investment Officer
- General office management , including functioning as a lead worker for four office employees
- Records management and vendor management database maintenance

The minimum qualifications for the job, as stated on the description prepared by the department include five years of increasingly responsible experience in secretarial/office administration work and specialized course work in office administration. These qualifications have not been assessed for purposes of staffing.

The nature of work performed combines high-level administrative assistant work for an independent board with general office management. As such, the nature of work is more consistent with position assigned to the Administrative Assistant series. Positions in that series support the work of one or more managers or high-level professionals. There are four levels in the series. Positions at the "IV" level perform advanced diversified and confidential administrative duties requiring broad and comprehensive experience, skill and knowledge of organization policies and practices and may work with a board or independent commission.

Examples of Administrative Assistants IV include a position that works with the Milwaukee Public Library Director and Board of Directors; a position that works with the Police Chief and his command staff; and another Administrative


Assistant IV who works with the Commissioner of Health. In contrast, Program Assistants are responsible for an identifiable program or area of responsibility within a department.

In light of critical duties and responsibilities relating to the Annuity and Pension Board and providing staff assistance for the support for the Executive Director of the ERS and Chief Investment Officer it appears that the position should be assigned to the Administrative Assistant series. It is therefore recommended that the Office Supervisor II, Pay Range PR 2CN (\$39,881 - \$55,825) in the Employees Retirement System be reclassified to Administrative Assistant IV, Pay Range 5IN (\$47,779 - \$54,669).

Prepared By:

  
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Laura Sutherland, Human Resources Representative

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Andrea Knickerbocker, Human Resources Manager

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Maria Monteagudo, Employee Relations Director