



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 26, 2012

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

Dear Committee Members:

Re: Common Council File Number 111267

The following classification and pay recommendations were approved by the City Service Commission on **January 24, 2012**.

In Employee Relations, one position of Management Services Adjuster, Pay Range 2FX was recommended for reallocation to Pay Range 1D.

In Administration-Business Operations Division, one new position was recommended for classification to Purchasing Agent-Senior, Pay Range 2EX.

The job evaluation report 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, Renee Joos, James Carroll, Troy Hamblin, Nicole Fleck, Maria Monteagudo, Michael Brady, Burma Hudson, Nilsa Rosado-Jurkiewicz, Sharon Robinson, and Rhonda Kelsey

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 24, 2012

This report recommends appropriate classifications and compensation levels for various positions created or changed in conjunction with the implementation of the 2012 City of Milwaukee budget. This report contains recommendations for positions in the Department of Employee Relations and the Department of Administration – Business Operations Division.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

EMPLOYEE RELATIONS

Current	Request	Recommendation
Management Services Adjuster PR 2FX (\$47,109 - \$65,957)	Management Services Adjuster PR 1D (\$53,519 - \$74,922)	Management Services Adjuster PR 1D (\$53,519 - \$74,922)

DOA-BUSINESS OPERATIONS DIVISION

Current	Request	Recommendation
New Position	Purchasing Agent-Senior PR 2EX (\$44,194 - \$61,871)	Purchasing Agent-Senior PR 2EX (\$44,194 - \$61,871)

ACTION REQUIRED – Effective Pay Period 1, 2012 (December 25, 2011)

In the Salary Ordinance, under Pay Range 2FX, delete the title “Management Services Adjuster”; and under Pay Range 1D, add the title “Management Services Adjuster”.

In the Positions Ordinance, under Department of Administration, Business Operations Division, Procurement Services, delete one position of “Purchasing Agent – DPW (Y)” and add one position of “Purchasing Agent-Senior (Y).”

DEPARTMENT OF EMPLOYEE RELATIONS

Current: Management Services Adjuster PR 2FX
Request: Management Services Adjuster PR 1D
Recommended: Management Services Adjuster PR 1D

This position is responsible for adjusting Workers’ Compensation claims at all levels of Adjusting as well as supervision and conducting claims quality review of the Worker’s Compensation Adjusting Staff under the direction of the Worker’s Compensation and Safety Manager. Duties, responsibilities and requirements are as follows.

- Responsible for supervising the Worker’s Compensation staff including conducting quality reviews of all adjusting staff work. Training Workers Compensation staff.
- Responsible for adjusting claims with a high degree of complexity to include serious injuries that usually result in long and chronic disabilities including stress claims, occupational hearing lost, litigation, and subrogation claims. Adjusts litigated claims up

to and including negotiating settlements. This requires the critical problem solving ability and expert negotiation skills.

- Responsible for the coordination, monitoring and coordination of all pending Workers Compensation claims and reports as required by the State of Wisconsin. This includes research with adjusting staff, Doctors' offices, and the State of WI to avoid any potential penalty situations. Also responsible for the final closure of all claims to ensure compliance.
- Responsible for make determinations on Subrogation claims, negotiating settlements, responding to confidential record requests, Federal Medicare reporting, and resolving outstanding issues with claims.
- Acts as a backup to the Workers Compensation & Safety Manager on claims matters and assists with Occupational/Safety matters when needed.
- Coordinates the Duty Disability application process.

The position requires a Bachelor's degree in Business Administration, Health Care Administration or closely related field and 3 years of professional experience adjusting Worker's Compensation Claims at the Senior Adjuster level.

The position functions as the assistant to the Workers Compensation and Safety Manager and in the absence of the Manager oversees staff and operations. This includes assisting the Manager in the day to day operations of staff including training adjusting staff, performing quality control checks of claims at all levels, providing guidance and direction to staff in relation to difficult cases, identifying performance issues, assisting in managing workflow processes and making recommendations to Manager.

In addition this position has taken on expanded responsibility for complex subrogation claims negotiations, settlements of litigated matters, confidential and sensitive requests under the open records law and federal Medicare reporting. Changes to the level of work of this position over the last several years have included a significant increase in the nature and volume of subrogation work as Health Insurance carriers are now aggressively acting to recover expenses. The knowledge and skill of the incumbent in this position has a direct impact on mitigating the cost of these recovery requests on the City of Milwaukee's Worker's Compensation fund.

Changes to this position's responsibility for negotiating complex subrogation claims and litigated settlements, as well as the change to functioning as a supervisor/adjuster have increased the impact and accountability as well as knowledge and skill of the position. We therefore recommend that the position be of Management Services Adjuster by reclassified from Pay Range 2FX (\$47,109-\$65,957) to PR 1D (\$53,519-\$74,922) to reflect an increased level of responsibility which includes supervision.

DOA-BUSINESS OPERATIONS DIVISION

Current:	New Position
Request:	Purchasing Agent Senior PR 2EX
Recommended:	Purchasing Agent Senior PR 2EX

In January of 2012, a vacant position of Inventory and Purchasing Coordinator was transferred from the Department of Public Works (DPW) to the Business Operations Division in the


Department of Administration. City Purchasing Director Rhonda Kelsey requested that this position be classified as a Purchasing Agent-Senior. In studying this request, a job description written by the department was reviewed.

The basic function of this job will be to procure a wide variety of commodities and services for the Department of Public Works. Specific duties will include:

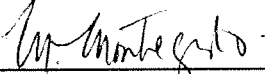
- Editing requisitions for proper commodity/service descriptions and other pertinent information
- Preparing specifications for bids and bid materials
- Preparing specifications with DPW managers
- Researching sources of suppliers
- Developing and implementing cooperative purchasing agreements
- Analyzing bids and recommending awards to bidders
- Inspecting complex or unusual purchases and deliveries
- Responding to inquiries and complaints from vendors and customer departments
- Obtaining information from trade shows, association meetings, seminars, trade magazines and journals regarding products and advises departments.
- Making substitutions as appropriate and seeking stock items from municipal warehouses in consultation with DPW staff.
- Monitoring the use of DPW ProCard purchases
- Creating new blanket purchase orders when required.
- Checking invoices that are complex and not in concurrence with purchase orders
- Communicating with DPW managers the on status of requested procurements, market trends and forecasts to determine if any increase in purchases, forward buying or the establishment of long-term contracts is required to avoid price increases and work stoppages.
- Making recommendations and/or changes in estimated dollar values for commodities and services when necessary

The City procures approximately 60,000 items covering a variety of industries. Each Purchasing Agent is responsible for a minimum of approximately \$33 million dollars' worth of annual purchases. For this reason, the individual performing this job must be extremely well organized, able to communicate effectively with a variety of internal and external customers, and able to produce a high volume of work under changing circumstances.

The job analysis indicates that the nature of work and level of work performed by this position will be the same as that of other Purchasing Agents in the Procurement Services Division. It is therefore recommended that this position be classified as a Purchasing Agent - Senior in PR 2EX (\$44,194 - \$61,871).

Prepared by: 
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Reviewed by: 
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Reviewed by: 
Maria Monteagudo, Employee Relations Director