



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

January 31st, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 231515 – Communication from the Department of Employee Relations relating to classification studies approved at the January 23rd, 2023 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on January 23rd, 2024.

Department of Administration – Office of the Director

Current	Recommended
One New Position	Administrative Services Manager PR 1IX \$80,098 - \$112,137 FN: Recruitment Rate: \$98,272 (One Position)

Note: Residents receive a rate that is 3% higher.

DPW - Water Works

Current		Recommended	
Water Systems Analyst-Senior Water Works - One Position	2KX: \$70,501 - \$98,704 Recruit Rate: \$77,551	N/A	2MX: \$80,098 - \$112,137 Recruit Rate: \$88,240
Water Information Technology Supervisor Water Works - Two Positions	1IX: \$80,098 - \$112,137 Recruit Rate: \$88,591	N/A	1JX: \$85,366-\$119,521 Recruit Rate: \$97,064

Note: Residents receive a rate that is 3% higher.

Respectfully Submitted,

Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Cavalier Johnson
Mayor

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Director

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Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Department of Employee Relations

Job Evaluation Report

City Services Commission Meeting: January 23, 2024

Department of Administration

Current	Recommended
One New Position	Administrative Services Manager PR 1IX \$80,098 - \$112,137 FN: Recruitment Rate: \$98,272 (One Position)

Note: Residents receive a rate that is 3% higher.

The Department of Administration Director Preston Cole has requested the classification of a new position created as a part of the 2024 budget. This position will manage administrative services for the Department of Administration, including accounting, budgeting, contract management, human resources management, facilities management, purchasing, records management, supplies and equipment purchases. Duties and responsibilities include:

- 30% Management of department funds. Accounts payable, accounts receivable, coordinate the Department’s annual budget and carryover requests, monitor accounts, process all contracts, fund transfers, invoices and requisitions. Advise Department of Administration Director on financial management of the department accounts.
- 30% General office management: maintain equipment, furniture, supplies and equipment purchases. Oversee upkeep of facilities, manage departmental records. Maintain IT equipment including desktops, laptops, and cell phones. Supervision of the administrative staff pool so that the BOM may adjust for absences, vacations and vacancies across Departmental lines.
- 25% Provide general support to all Department of Administration Divisions as needed. Including assistance with payroll, fund transfers, vacancy requests, job postings, and updating position management and employee information in HRMS.
- 10% Supervision: Provide supervision for the Department of Administration Office of the Executive Director administrative staff.
- 5% Travel/Convention attendance: Coordinate all staff travel, including all travel arrangements, preparation and processing of travel requests and all associated travel forms. Advise staff on travel guidelines and submit information for travel requests.

Minimum requirements include a bachelor’s degree in business administration, accounting, public administration, human resources or related field from an accredited college or university; and three years of management experience in budgeting, accounting, financial management, human resources or a closely related field.


The level of responsibilities and requirements for this this new position are comparable to other positions classified in Pay Range 1IX including the Administrative Services Manager with DPW-Administrative Services, the various departmental Human Resources Administrators, and the Business Finance Managers within the Department of Employee Relations, City Attorney's Office, Fire Department, and Library.

Based upon the level of these comparable positions, this report recommends classifying this position as an Administrative Services Manager in PR 1IX with a recruitment rate of \$98,272.

Action Required – Effective Pay Period 3, 2024 (January 21, 2024)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Reviewed by:  _____
Andrea Knickerbocker, Human Resources Manager


Reviewed by: _____
Harper Donahue IV, Employee Relations Director



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Revised 1/22/2024

Job Evaluation Report

City Service Commission Meeting: January 23rd, 2024

DPW - Water Works

Current		Recommended	
Water Systems Analyst-Senior Water Works - One Position	2KX: \$70,501 - \$98,704 Recruit Rate: \$77,551	N/A	2MX: \$80,098 - \$112,137 Recruit Rate: \$88,240
Water Information Technology Supervisor Water Works - Two Positions	1IX: \$80,098 - \$112,137 Recruit Rate: \$88,591	N/A	1JX: \$85,366-\$119,521 Recruit Rate: \$97,064

Note: Residents receive a rate that is 3% higher.

Background

The Department of Employee Relations has conducted a citywide pay study to evaluate rates of pay for Information Technology and other occupations that focus on data analysis and its functional applications throughout the City. This report covers a follow up position recommendation after further conversations with the department.

Responsibilities and Minimum Requirements

This position is responsible for the analysis, design, development, configuration, testing, implementation and documentation of computer application and security solutions for Milwaukee Water Works (MWW).

Project Management

- Develop detailed designs for IT projects, application programs, and interfaces from which future development will take place, and test scenarios and acceptance criteria for computer-based applications, to include the source and format of data input, processing methods, means for output and use, and user inputs or interfaces.
- Manage modifications to the system to accommodate additional requirements not known or not considered during the original review and contracting process.
- Meet and coordinate with management and staff in areas affected by proposed systems or system changes in order to define required functionality and human and machine interfaces.
- Analyze management and staff requests, problems and application requirements and determine appropriate solutions.
- Test and implement computer software solutions using advanced methods, scripting, and tools to include coordination with users, technical coworkers, vendors, and consultants.
- Serve as technical project manager for network and system security projects, to include system upgrades and software and hardware migration.
- Work with other managers and supervisors to design implementation plans that minimize system disruptions and downtime and include adequate testing of all internal and external processes and systems to be impacted.

Network and Security

- Analyze network and security concerns, and test and implement appropriate solutions.
- Participate in internal and external network and system security audits.

Documentation

- Document and maintain IT procedures, best practices, testing, and training materials to maintain system operation without the support of experienced personnel, in the event of an emergency.
- Review finalized documentation to ensure efficient, proper system operation can be achieved by
- City personnel from all departments who will use the system.
- Contribute to required City reports involving MWW network and system security information and
- activities.

Research and Development

- Conduct research projects into new and developing security solutions.
- Monitor emerging technologies, processes and best practices to improve the security of MWW systems and networks.

Minimum qualifications include bachelor’s degree in information management, computer science, computer technology, mathematics, business or a closely related field from an accredited college or university. Two (2) years of professional experience in project management and program analysis, with network concepts and communications, Microsoft server and client operating systems, Microsoft Office suite, database management systems and concepts, Windows scripting, Unix/Linux, and advanced computer programming development and testing methods.

Internal Comparisons

DER Compensation staff made comparisons to internal positions:

Classification	Function
<p>Title: Systems Analyst - Senior Pay Range: 2MX: \$80,098 - \$112,137 FN: Recruit Rate: \$97,064 Department: DOA - ITMD Minimum Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Computer Science, Information Systems Management or closely related field from an accredited college or university and at least 2 years of professional experience as a programmer analyst or systems analyst. 	<ul style="list-style-type: none"> • Performs application programming, adhering to industry best practice; Improves code when possible; executes unit and system testing prior to implementation; integrates components with inhouse and third party systems; troubleshoots and resolves problems that occur. • Leads all technical aspects of the software development lifecycle including planning, design, deployment, ongoing system maintenance and evaluation of user feedback • Mentors less experience staff
<p>Title: ERS Server Administrator Pay Range: 2MX: \$80,098 - \$112,137 FN: Recruit Rate: \$88,171 Department: Employes Retirement System Minimum Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Business, Computer Science, Management Information Systems or a closely related field and at least three years of experience in IT, including experience working with advanced tools, software, and hardware in MS Windows and Linux environments. 	<ul style="list-style-type: none"> • Responsible for reviewing and keeping the ERS's IT server and systems infrastructure stable, up-to-date, and responsive to threats. • Report to the ERS Systems Manager and advise him/her of the server and system updates/changes that need to occur. • Responsible for maintaining all IT server and system related tools and services to provide stable computing environments for the ERS and prevent production outages. • Responsible for the documentation, training, end-user support, and production of IT business solutions along with subsequent maintenance and enhancements.

Analysis and Recommendation

Based upon the minimum qualifications and similarities to classifications in the same pay range, our recommendation is to classify the Water Systems Analyst-Senior in Pay Range 2MX: \$80,098 - \$112,137 with a minimum recruitment rate of \$88,240. To address compression in reporting relationships with this position we recommend classification of the Water Information Technology Supervisor in Pay Range 1JX: \$85,366 - \$119,521 with a minimum recruitment rate of \$97,064.

Action Required – Effective Pay Period 04, 2024 (February 4, 2024)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: Sarah Wangerin
Sarah Wangerin, Human Resources Representative

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>1/31/2024</u>	File Number	<u>231515</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on January 23rd, 2024.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u>
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input checked="" type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	
		<u></u>	

	Purpose	Specify Type/Use	Expenditure	Revenue
E	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
		TOTALS		\$ 0.00

F**Assumptions used in arriving at fiscal estimate.**

The total cost for 2024 is \$23,578. The total cost for a full year is \$26,654. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

H

List any costs not included in Sections D and E above.

I

Additional information.

J

This Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of January 23, 2024
Finance and Personnel Committee Meeting of January 31, 2024

NEW COSTS FOR 2024

Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
1	DOA	New Position	N/A	Administrative Services Manager	1IX	N/A	\$98,272	1	N/A	Included in 2024 budget		
1	MWW	Water Systems Analyst-Senior	2KX	Water Systems Analyst-Senior	2MX	\$82,289	\$91,797	4	\$8,410	\$1,177	\$9,588	11.55%
1	MWW	Water Information Technology Supervisor	1IX	Water Information Technology Supervisor	1JX	\$94,005	\$100,976	4	\$6,167	\$863	\$7,030	7.42%
1	MWW	Water Information Technology Supervisor	1IX	Water Information Technology Supervisor	1JX	\$93,074	\$99,976	4	\$6,106	\$855	\$6,961	7.42%
4									\$20,683	\$2,896	\$23,578	8.80%

Assume effective date is Pay Period 04, 2024 (February 4th, 2023) unless otherwise indicated.

Note: Totals may not be to the exact dollar due to rounding.

NEW COSTS FOR FULL YEAR

Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
1	DOA	New Position	N/A	Administrative Services Manager	1IX	N/A	\$98,272	1	N/A	Included in 2024 budget		
1	MWW	Water Systems Analyst-Senior	2KX	Water Systems Analyst-Senior	2MX	\$82,289	\$91,797	1	\$9,507	\$1,331	\$10,838	11.55%
1	MWW	Water Information Technology Supervisor	1IX	Water Information Technology Supervisor	1JX	\$94,005	\$100,976	1	\$6,971	\$976	\$7,947	7.42%
1	MWW	Water Information Technology Supervisor	1IX	Water Information Technology Supervisor	1JX	\$93,074	\$99,976	1	\$6,902	\$966	\$7,869	7.42%
4									\$23,381	\$3,273	\$26,654	7.42%

Note: Totals may not be to the exact dollar due to rounding.