



Department of Employee Relations

April 15, 2005

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

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

Dear Committee Members: Re: Common Council File Number 041553

The following classification and pay levels were approved by the City Service Commission on April 12, 2005:

In the Department of City Development, one position of Administrative Services Specialist, Salary Grade 001, held by Jean Laskowski, was reclassified to Administrative Specialist, SG 002.

In the Department of Neighborhood Services, three new positions were classified as follows:
Plumbing Inspection Assistant Supervisor, Salary Grade 006.
Plumbing Inspector II, Pay Range 788.
Office Assistant III, Pay Range 425

In the Health Department's Disease Control and Prevention Division, one new position was classified as Public Health Educator II, Pay Range 593.

A Salary Ordinance footnote was changed to allow Barbara Teipner Wargolet to transfer as a Paralegal from the City Attorney's Office to the Employees' Retirement System at the same rates of pay specified in the original footnote.

Job evaluation reports covering the above positions, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: 4 Reports
 1 Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, David Kwiatkowski, Richard Marcoux, Martha Brown, Bonnie Vaughn, Jean Laskowski, Martin Collins, Jeffrey Crouse, Bevan Baker, Vivian Chen, Michelle Stein, Paul Biedrzycki, Matthew Wolters, Anne Bahr, Grant Langley, Barbara Woidt, Michael Haley, Barbara Teipner Wargolet, Harry Kreuser, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 12, 2005

Incumbents: Jean Laskowski Department: Department of City Development (DCD)

Present	Request
Title: Administrative Services Specialist	Title: Administrative Specialist - Senior
Salary: Salary Grade 001 (\$34,368 - \$48,111)	Salary: Salary Grade 004 (\$41,604 - \$58,245)
Step: Step 12 (\$48,111)	Source: Department
Recommendation: Title: Administrative Specialist Salary: Salary Grade 002 (\$36,623 - \$51,264) New Rate: Step 11 (\$49,722)	
Rationale: New responsibilities for office coordination and supervision in the Office of the DCD Commissioner and as the Open Records Coordinator for the department have strengthened this position so that we recommend a reclassification to Administrative Specialist in Salary Grade 002. This reclassification will also help to alleviate a pay compression problem between this position and the two positions supervised.	
History of Positions: This position was last studied in 1995 when it was reclassified from Administrative Assistant I in Pay Range 530 to Administrative Services Specialist in Salary Grade 001.	

Action Required:

In the Salary Ordinance, under Salary Grade 001, delete the footnote designation "1/" after the title "Administrative Services Specialist" and delete footnote "1/" in its entirety.

In the Positions Ordinance, under Department of City Development, General Management and Policy Development Decision Unit, Office of the Commissioner, delete one position of "Administrative Services Specialist (N)" and delete footnote "(N)" in its entirety, and add one position of "Administrative Specialist".

Background:

The Department of Employee Relations (DER) received a letter, dated December 28, 1998, from the Department of City Development (DCD), requesting a classification study of this position. A job analysis questionnaire was received in September of 2000 and a study was begun. The classification freeze was implemented and this study was placed on hold. When the freeze was lifted DER requested a revised questionnaire and updated job description which the department sent in September of 2004. Discussions were held with the incumbent; Martha Brown, Deputy Commissioner of DCD; Bonnie Vaughn, DCD Personnel Officer; and James Owczarski, Council Records Manager.

Duties and Responsibilities:

Based on the job description and job analysis questionnaire, dated July 29, 2004, the basic function of this position is to serve as the DCD liaison that interfaces with the Common Council, the Mayor's Office, and the Intergovernmental Relations Division of the Department of Administration. The position also functions as the Office Coordinator for the Office of the Commissioner of DCD and serves as the department's Open Records Coordinator. The duties and responsibilities are as follows:

- 60% Coordinate all DCD related business with the Common Council which includes scheduling files with Council Committees; maintain and operate tracking systems for Mayoral and Aldermanic service requests, proposed state legislation, and the approval of contracts and bond issues by elected City officials; ensure that the department's actions in response to service requests are complete and carried out; serve as the department's Open Records Coordinator; and coordinate correspondence, agendas, Common Council files and other documents involving the Common Council and the Mayor's Office.

- 40% Function as the Office Coordinator for the Office of the Commissioner of DCD which includes completing special assignments from the Commissioner and Deputy Commissioner; supervise two Administrative Assistant IV positions including establishing work priorities, assigning work, establishing work schedules, providing training, coaching and recommending disciplinary action; function as the liaison between the Commissioner's Office management and support staff; develop and implement office improvements; perform interviews for Administrative Assistant IV positions assigned to the Commissioner's Office and make hiring and disciplinary recommendations; interview, hire, train and supervise temporary support staff and coordinate phone coverage for the Commissioner's Office and the Planning Division.

The requirements for this position include excellent oral communication skills and an ability to relate successfully to elected City Officials and their staff members; office management/supervisory experience; experience with Microsoft 2000 programs; organizational skills; and a thorough knowledge and understanding of DCD and its affiliated agencies and the Common Council process. Other requirements include an ability to exercise independent judgment, maintain a high level of confidentiality, be sensitive to deadlines and use a high degree of personal discretion.

Changes in the Position:

The position under study is now responsible for overall coordination of work and communication between management and support staff in the Office of the DCD Commissioner and supervises two Administrative Assistant IV positions. The position also works on special assignments from the DCD Commissioner and Deputy Commissioner and serves as the department's Open Records Coordinator. Previously this position reported to a Staff Assistant to the Commissioner and now reports directly to the Commissioner and Deputy Commissioner.

Analysis:

The position under study has evolved over the past several years. When it was last studied in 1995 it was reclassified from Administrative Assistant I in Pay Range 530 to Administrative Services Specialist in Salary Grade 001 in recognition of the liaison work with the Common Council, Mayor's Office and the Intergovernmental Relations Division of the Department of Administration. Previously, the position under study had assisted an Administrative Specialist – Senior who was responsible for the liaison work. At some point the position under study became responsible for the administrative aspect of the liaison work and in

1995 was reclassified to Administrative Services Specialist for these higher level duties. The classification report indicated that the previous Administrative Specialist - Senior was responsible for other higher level duties such as performing various studies, analyses, and research at the request of the Commissioner and gathering information directly from Common Council Members and communicating this to the Commissioner and other high level DCD Managers. Thus, the position under study was not considered to be at the level of Administrative Specialist – Senior at that time.

Changes in the position under study since 1995 include the responsibility for overall coordination of work and communication between management and support staff in the Office of the Commissioner and the supervision of two Administrative Assistant IV positions. Supervisory responsibilities include establishing work priorities, assigning work, establishing work schedules, providing training, coaching and making hiring and disciplinary recommendations. This position is also now responsible for open records requests in the department. The Department receives many requests and it is important that staff follow proper procedures to ensure compliance with legal requirements. The number of requests per year can vary but in 2004 there were 38 requests and as of February 23, 2005 the department had already received 11 requests. The position under study provides administrative guidance to staff throughout the department regarding their responses to open records requests as well as service requests and preparation of Common Council resolutions. This guidance focuses on format, timelines and internal departmental protocols. The position also tracks requests to ensure that the responses are complete and timely. This coordinating function for open records requests was previously performed by higher level managers.

These changes in duties and responsibilities have made this position stronger, however the requested level of Administrative Specialist – Senior is not a good fit since the previous Administrative Specialist – Senior who was responsible for the liaison work also had some higher level research and analytical duties. The classification of Administrative Specialist – Senior usually requires a bachelor's degree or equivalent as well as two years of work experience in a related area. The work often includes preparing reports and conducting analysis.

In contrast, the classification of Administrative Specialist in Salary Grade 002 includes positions with a broad range of administrative, technical and supervisory duties. The new duties that the position under study is performing would be consistent with the general definition of Administrative Specialist. For example, one position of Administrative Specialist in the Department of Administration serves as an office manager and performs administrative duties related to state legislation, administrative rules, and fiscal policy. Duties include processing state legislative bills with accompanying amendments, fiscal notes, and annotated responses by elected officials and city departments. The position is responsible for following up on legislative issues and maintaining a legislative database. Although this position does not have direct supervision like the position under study it does have extensive administrative responsibilities including working on the Division accounting, budget preparation and development and maintenance of records on funds and expenditures, payroll, and personnel matters. Another position of Administrative Specialist has extensive administrative responsibility for purchasing functions in the Health Department. This position plans, implements and supervises inventory control activities of fixed assets for the department and performs purchasing activities for vaccines; medications; and other medical, office, buildings and grounds supplies. The position supervises one position of Inventory Control Assistant II and prepares cost-benefit analysis of specific areas. Both of these positions are comparable in overall administrative and coordination duties to the position under study.

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Comparisons were also made to positions in Salary Grade 003. For example, the classification of Budget and Management Analyst is the underfill level for the Budget and Management Analyst – Senior in Salary Grade 005. This position, at the Salary Grade 003 level, requires a Bachelor's Degree in Business, Public Administration or related field, good analytic and quantitative skills, and decision making ability. Duties include analysis of City Departments' annual budgets, fiscal and policy studies, management productivity studies and budget administration. The classification of Pension Specialist – Senior requires a Bachelor's Degree in Accounting, Business Administration, Communication or related field, two years of experience in customer service, communications, human resources, or employee benefits and experience as a Pension Specialist. Duties include calculating estimated and final benefits for members, answering questions regarding benefit calculations, researching problems and generating changes as required, maintaining records and preparing reports for the Employee Retirement Systems' Board, management and other staff. For both of these positions equivalent combinations of education and experience may be considered.

The requirements and duties of these positions in Salary Grade 003 are stronger than the position under study. For example, both positions do administrative work like the position under study but one does extensive analytical work and the other works with diverse benefits data and calculations to determine the amounts for lump sum withdrawals, ongoing benefits, and death benefits. Both are required to do research and prepare reports. Salary Grade 003, therefore, is not a good fit for the position under study.

Based on our review the management job evaluation factors should be as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	2	52
Knowledge and Skills	3	49
Relationships Responsibility	3	22
Working Conditions	1	<u>5</u>
		128

Salary Grade 002 (115-131)

It should be noted that there is a compression problem between the position under study and the two positions it supervises. Currently, one of the subordinates is at the top step and earns slightly more per year. This reclassification would alleviate this pay discrepancy and provide some differential between the positions.

Recommendation

Based on the above we recommend this position be reclassified from Administrative Services Specialist in Salary Grade 001 to Administrative Specialist in Salary Grade 002.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Maria Montegudo*
Maria Montegudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 12, 2005

This report recommends appropriate classifications and compensation levels for three new positions in the Department of Neighborhood Services (DNS). These three positions will be involved with the Expanded Cross Connection Control Program which prevents the contamination of drinking water. Salaries for these positions will be reimbursed by Milwaukee Water Works. In reviewing these positions, job descriptions were analyzed and discussions were held with Jeffrey Crouse, Code Enforcement Inspection Supervisor, and Mark Krowski, Plumbing Inspection Assistant Supervisor.

Current	Request	Recommendation
New Position	Plumbing Inspection Assistant Supervisor SG 006 (\$47,264 - \$66,176)	Plumbing Inspection Assistant Supervisor SG 006 (\$47,264 - \$66,176)
New Position	Plumbing Inspector II PR 788 (\$54,585 - \$61,436)*	Plumbing Inspector II PR 788 (\$54,585 - \$61,436)*
New Position	Office Assistant III PR 425 (\$30,976 - \$34,268)	Office Assistant III PR 425 (\$30,976 - \$34,268)

*Educational requirements must be met before an employee is paid at steps 4 (\$59,647) and 5 (\$61,436) of Pay Range 788. Consideration is also given for acquiring and maintaining specific certifications. (Note: Rates for Plumbing Inspector II, in this report, were adjusted to reflect 2005 rates approved by the Common Council on April 12, 2005.)

Action Required (Effective Pay Period 1, 2005 – December 19, 2004)

In the 2005 Position’s Ordinance, under Department of Neighborhood Services, Cross Connection Section, delete one position of “Office Assistant II” and add one position of “Office Assistant III”.

Plumbing Inspection Assistant Supervisor

The basic function of this position is to be responsible for assisting in directing and supervising the operation of the Plumbing Cross Connection Inspection Section ensuring the proper distribution of the work load and developing policies and procedures to guarantee effective delivery of services. Duties and responsibilities are as follows:

- 45% Develop, plan and coordinate inspectional services for the section.
- 15% Ensure that responses to complaints and other requests for inspectional services are handled in an accurate and timely manner.
- 20% Ensure that periodic and permit inspections are performed in a timely and effective manner. Provide for uniform quality inspectional services.
- 5% Provide self-initiated inspection services.

- 15% Prepare necessary revisions to ordinances, rules and regulations of the Milwaukee Plumbing Code for submission to the Zoning, Neighborhood and Development Committee and the Common Council. Represent the DNS at all hearings before committees of the Common Council and with related groups in industry on matters pertaining to cross connections.

The requirements of this position include one year of experience as a Plumbing Inspector I in the DNS, a journey-level plumber's license from the State of Wisconsin and an ongoing responsibility to meet the requirements for state certification as a plumbing inspector. Responsibilities include the supervision, directly or indirectly, of six Plumbing Inspectors and two office support positions.

A review of the job description for the current Plumbing Inspection Assistant Supervisor indicates that the duties and responsibilities are similar and that the requested title of Plumbing Inspection Assistant Supervisor is appropriate. We therefore recommend that this position be classified as Plumbing Inspection Assistant Supervisor in Salary Grade 006.

Plumbing Inspector II

The basic function of this position is to conduct plumbing cross connection inspections in commercial, industrial, and residential buildings to ensure compliance with the applicable codes. Duties and responsibilities include:

- 58% Inspect all drainage and plumbing installations and witness all tests.
- 6% Inspect occupancies and zoning certificates for taverns and restaurants.
- 10% Perform periodic fire suppression system inspections.
- 10% Investigate complaints and aldermanic service requests.
- 7% Advise journey level and master plumbers of modifications required to make an installation compliant with existing regulations. Consult with contractors, builders and architects on plumbing installations. Explain plumbing rules and regulations to owners of buildings when requested.
- 9% Keep accurate records of inspections and make detailed reports on complaints and rejections.

The requirements of this position include two years of experience as a Plumbing Inspector I in the DNS, successful completion of internal qualifying tests, a journey-level plumber's license from the State of Wisconsin and an ongoing responsibility to meet the requirements for state certification as a plumbing inspector.

A review of job descriptions for other Plumbing Inspector positions indicates that the duties and responsibilities are very similar and the requested title of Plumbing Inspector II is appropriate. We therefore recommend this position be classified as Plumbing Inspector II in Pay Range 788 with the underfill title of Plumbing Inspector I in Pay Range 785.

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Office Assistant III

The basic function of this position is to oversee and direct the support staff and assist the Plumbing Inspection Assistant Supervisor and Plumbing Inspectors in maintaining departmental procedures and records of the Cross Connection Inspection Section. Duties and responsibilities include:

- 20% Respond to or direct all telephone inquiries and public contacts.
- 20% Maintain all files and records.
- 15% Take dictation and type all reports, orders and correspondence.
- 10% Prepare reports for periodic cross connection inspections.
- 10% Access computer files and input or retrieve information as needed.
- 10% Oversee the work of one position of Office Assistant II.
- 5% Schedule requested inspections for district inspectors.
- 5% Fill in for other support staff as needed.
- 5% Perform other duties as assigned.

The requirements for this position include four years of office experience including one year at the level of Office Assistant II, and computer training with a general knowledge of word processing and database and spreadsheet software.

The specification for Office Assistant III includes the ability to perform diverse and complex duties involving the application of standard procedures to a variety of clerical assignments; select and interpret data, and demonstrate a thorough knowledge of departmental and organizational policies and procedures in assigned area of responsibility; screen telephone calls, answer questions, and provide information; use advanced features of software packages on a regular basis to produce complex documents; work with others on a team to complete special projects; and guide and check the work of others.

The distinguishing characteristics of an Office Assistant III position from an Office Assistant II position is that they perform more difficult or complex work that requires a thorough knowledge of the area of responsibility and/or have leadworker responsibilities for one or more other positions. This new position will be responsible to oversee the work of one other position and will have overall responsibility for the support staff work in the section including the preparation of reports and maintaining all files and records.

The requested level of Office Assistant III is appropriate and we recommend that this new position be classified as Office Assistant III in Pay Range 425.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

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

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 12, 2005

Incumbent: New Position

Department: Health

Present	Request
Title: n/a	Title: Veterinary & Agricultural Terrorism Planning Coordinator
Pay Range: n/a	Pay Range: 593 (\$40,574 - \$49,116)
Step: n/a	Source: Department
<p>Recommendation: Title : Public Health Educator II Pay Range: 593 (\$40,574 - \$49,116) New Rate: <i>Not Applicable</i></p>	
<p>Rationale: The duties, responsibilities and qualifications of this position are sufficiently similar to Public Health Educator II to warrant placing it in this classification.</p>	
<p>History of Position: This is a new grant-funded position.</p>	

Action Required:

In the Positions Ordinance, under Health Department, Disease Control and Prevention Division, Urban Areas Security Initiative Program Grant (FFF), delete one position of Vet/Agro Terrorism Planning Coordinator (X) (FFF) and add one position of Public Health Educator II (X) (FFF).

Background:

On January 6, 2005 the Department of Employee Relations received a request from the Health Department to classify a new grant funded position to be assigned to their Disease Control and Prevention Division. Discussions were held with Michelle Stein, Health Personnel Officer, Paul Biedrzycki, Disease Control and Prevention Manager, and Matthew Wolters, Public Health Emergency Response Planning Coordinator.

Duties and Responsibilities:

Under the supervision of the Public Health Emergency Response Planning Coordinator, this position will develop surveillance methods (including data collection, interpretation, and risk analysis) and plans to respond to outbreaks of zoonotic illnesses (outbreaks of diseases in animals) and agricultural terrorism in a three county area. This includes the development and presentation of educational programs and outreach to professional audiences and the general public. In addition, this position will create communication ties to emergency responders and county emergency management in the three county area. Specific duties include the following:

- Consult and coordinate veterinary and agricultural issues with Milwaukee, Waukesha and Washington Counties;
- Communicate, coordinate and provide assistance to local public health agencies, the Wisconsin Department of Health and Family Services, Wisconsin Department of Agriculture, Trade and Consumer Protection, community agencies, veterinarians, etc., and act as a liaison with the Public Health Emergency Response Planning Coordinator and Epidemiologists;
- Assist with the development and implementation of communicable and zoonotic disease-related strategic plans;
- Perform data collection, research, analysis and interpretation related to environmental and communicable disease epidemiology and adverse exposures within the community;
- Develop statistical analysis summaries, tables and reports as requested;
- Evaluate the effectiveness of particular health education interventions;
- Promote, coordinate, conduct and/or host educational events in the community;
- Provide technical advice and serve as a representative of Milwaukee Health Department in the community;
- Attend meetings, workgroups and committees and conduct presentations on behalf of the department;
- Prepare scientific and technical reports, summaries, and correspondence that are complete, clear and understandable to the general public and other private and public agencies;
- Conduct field training activities, review of local ordinances, literature research and informational summaries on a range of environmental health and communicable disease issues;
- Perform other duties and special projects as assigned.

According to the job description provided by the department, this position requires a Bachelor's or Master's degree in health education, public health or related field and at least one year of experience in coordination of public or community health programs. Other related knowledge, skills and abilities are also required.

Analysis:

The department has requested that this new position, funded by a U.S. Department of Homeland Security grant, be placed in Pay Range 593 which is the same level as the Public Health Educator II classification. While the position will have an initial emphasis on start-up activities such as program development and coordination, a major long-term function of this position will be on health education, outreach and awareness. Therefore, a close comparison with Public Health Educator II is warranted.

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Public Health Educator II positions in the Milwaukee Health Department have typically focused on programs such as Adolescent School Health, Breast & Cervical Cancer Control Coordination, and STD/HIV/AIDS prevention. While this new position has a unique program emphasis, that of disease outbreaks in animals and security of the food supply, the general nature of the duties and responsibilities to be performed share a number of similarities with Public Health Educator II, including the following:

- plan, promote, coordinate, conduct, and evaluate community health education programs
- develop and maintain collaborative relationships with community organizations and groups to promote health and prevent disease
- plan, develop, implement and/or provide technical assistance related to health education prevention programs and interventions
- serve as a health education resource to other MHD staff and to the community
- develop, identify, evaluate and/or provide technical assistance related to educational methods and materials, needs assessment, and effectiveness of health education programs and interventions
- provide prevention in-service and training to various groups
- assist with the development and implementation of strategic action plans which further community health promotion goals

In addition, the qualifications required are very similar. For example, both positions require a Bachelor's degree in health education, public health or related field and one year of experience coordinating public or community health programs. In addition, there is considerable overlap in the knowledge, skills and abilities required of both positions.

Overall, we agree that there is sufficient similarity with Public Health Educator II to recommend that this position be placed in Pay Range 593. Rather than create a new title specific to this program area, we recommend that the position be formally classified as a Public Health Educator II. The department is in agreement with this recommendation.

Summary and Recommendation:

Based on the above comparisons and analysis, we recommend that this new position be classified as Public Health Educator II in Pay Range 593.

Prepared by: Timothy J. Keeley
Timothy J. Keeley, Human Resources Representative

Reviewed by: Maria Monteagudo
Maria Monteagudo, Employee Relations Director



Department of Employee Relations

Tom Barrett
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April 12, 2005

To the Honorable
The Board of City Service Commissioners
City of Milwaukee

Dear Commissioners:

- Summary -

This report recommends a change in the Salary Ordinance footnote regarding rates of pay for the title of Paralegal for Barbara Teipner Wargolet. The change will reflect her transfer as a Paralegal from the City Attorney's Office to the Employees' Retirement System at the same rates of pay.

Background

There are currently five Paralegal positions in the City of Milwaukee. Effective Pay Period 4, 2005, as a result of the unit clarification petition by Milwaukee District Council #48, AFSCME, AFL-CIO, these positions became either a part of the union or nonmanagement/nonrepresented. Three Paralegal positions in the City Attorney's Office that had been in management became a part of the union. One other Paralegal position in the City Attorney's Office and one in the Employees' Retirement System were excluded from the union and became nonmanagement/nonrepresented. For reasons of fairness and citywide consistency, both the union positions and the nonmanagement/nonrepresented positions were placed in Pay Range 594. All incumbents that held these positions as of Pay Period 4, 2005 have footnotes indicating their actual rates of pay.

Ms. Teipner Wargolet currently holds a nonmanagement/nonrepresented position of Paralegal in the City Attorneys Office. Effective April 24, 2005, she is transferring to the nonmanagement/nonrepresented position of Paralegal in the Employees' Retirement System. The proposed change to her footnote will ensure that Ms. Teipner Wargolet's pay will remain unchanged as a result of this interdepartmental transfer.

Following is the proposed amendment to the Salary Ordinance.

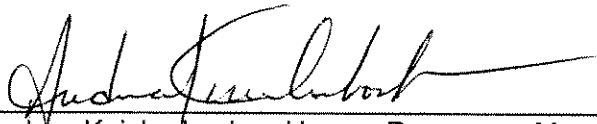
Effective Pay Period 10, (April 24, 2005), under Pay Range 594, delete footnote "4/" in its entirety, and add the following footnote:

4/ Effective Pay Period 4, 2005, the position held by Barbara Teipner Wargolet (City Attorney) shall be paid the following biweekly rates. Effective 4/24/05 the incumbent will transfer as a Paralegal from City Attorney to ERS at the same rates of pay.

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

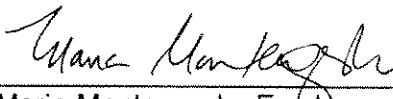
She shall continue to receive an increment on her salary anniversary date, if not at the maximum, and shall receive future nonmanagement/nonrepresented across the board wage increases as long as she remains in this position.

Prepared by:



Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Maria Monteagudo, Employee Relations Director