



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

December 3, 2007

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

Dear Committee Members:

Re: Common Council File Number 070807

The following classification and pay recommendations were approved by the City Service Commission on November 20, 2007:

In the Election Commission, one new position of Management Services Specialist, SG 003.

In the Department of Employee Relations, one new position of Human Resources Analyst-Sr, SG 005 and one new position of Office Assistant II (.5), PR 410.

In the Health Department, one new position of Violence Reduction & Prevention Initiative Manager, SG 010.

In the Department of Administration-ITMD, one position of Geographic Information Technician II, PR 602.

In the Department of Neighborhood Services, one position of Electrical Inspector II, PR 589, one new position of Sprinkler Construction Inspector II, PR 589 and one new position of Special Enforcement Inspector, PR 572.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Reports
Fiscal Notes

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Betty Schraith, Susan Edman, Neil Albrecht, Jennifer Mayer, Bevan Baker, Jr., Victoria Robertson, Sharon Robinson, Randolph Gschwind, Robert Herzfeld, Gary Lanagholl, Nancy Olson, Martin Collins, Jeffrey Crouse, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields (DC 48).

JOB EVALUATION REPORT

City Service Commission Meeting: November 20, 2007

This report recommends appropriate classifications and compensation levels for eight positions created or changed in conjunction with the implementation of the 2008 City of Milwaukee budget. This report contains recommendations for positions in the Election Commission, Employee Relations, Health Department, Department of Administration, and Neighborhood Services.

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.

ELECTION COMMISSION

Current	Request	Recommendation
New Position	Management Services Specialist SG 03 (\$41,458 - \$58,037)*	Management Services Specialist SG 03 (\$41,458 - \$58,037)*

DEPARTMENT OF EMPLOYEE RELATIONS

Current	Request	Recommendation
New Position	Human Resources Analyst-Senior SG 05 (\$47,109 - \$65,957)*	Human Resources Analyst-Senior SG 05 (\$47,109 - \$65,957)*
New Position	Office Assistant II (.5) PR 410 (\$28,057 - \$33,014)	Office Assistant II (.5) PR 410 (\$28,057 - \$33,014)

HEALTH DEPARTMENT

Current	Request	Recommendation
New Position	Violence Reduction & Prevention Initiative Coordinator SG 10 (\$64,805 - \$90,728)*	Violence Reduction & Prevention Initiative Manager SG 10 (\$64,805 - \$90,728)*

DEPARTMENT OF ADMINISTRATION

Current	Request	Recommendation
New Position DOA-ITMD	Geographic Information Technician II PR 602 (\$35,390 - \$38,577)**	Geographic Information Technician II PR 602 (\$35,390 - \$38,577)**

NEIGHBORHOOD SERVICES

Current	Request	Recommendation
New Position	Electrical Inspector II PR 589 (\$55,276 - \$58,642)***	Electrical Inspector II PR 589 (\$55,276 - \$58,642)***
New Position	Sprinkler Construction Inspector II PR 589 (\$55,276 - \$58,642)***	Sprinkler Construction Inspector II PR 589 (\$55,276 - \$58,642)***
New Position	Special Enforcement Inspector PR 572 (\$45,348 - \$53,772)****	Special Enforcement Inspector PR 572 (\$45,348 - \$53,772)****

* 2008 Management Pay Plan Rates of Pay

**Educational requirements must be met before an employee is paid at steps 5 (\$39,857) and 6 (\$43,351) of Pay Range 602. Consideration is also given for the attainment of the professional licenses of Professional Engineer, Registered Land Surveyor or Professional Designer.

***Educational requirements must be met before an employee is paid at steps 4 (\$60,402) and 5 (\$62,214) of Pay Range 589. Consideration is also given for the attainment of professional licenses such as Professional Engineer or Professional Architect.

****Increments One (\$54,310), Two (\$54,848) and Three (\$55,386) may be received after one year at Step 5 and attaining and maintaining one, two, or three designated certifications.

Action Required – Effective Pay Period 1, 2008

In the Salary Ordinance, under Salary Grade 010, add the title "Violence Reduction & Prevention Initiative Manager".

In the Positions Ordinance, under Health Department, Office of Violence Prevention, delete one position of "Injury and Prevention Program Manager (X) (Y)" and add one position of "Violence Reduction & Prevention Initiative Manager (X) (Y)".

ELECTION COMMISSION

Current: **New Position**
Request: **Management Services Specialist SG 03**
Recommendation: **Management Services Specialist SG 03**

The Election Commission has requested the classification of a new position of Management Services Specialist. In reviewing this position, staff analyzed a new job description and held discussions with Neil Albrecht, Election Services Manager.

The Management Services Specialist will provide management oversight and supervision for Election Commission programs and staff. This position will ensure compliance with state election law regarding the administration of candidate filing, campaign finance reporting, records management requirements as well as provide oversight of the absentee ballot process and poll worker staffing. This position will act as the lead staff administrator to the Statewide Voter Registration System (SVRS) and fulfill other assigned election-related duties.

25% **Administer campaign finance record administration and candidate filings**

- Ensure full compliance with all State of Wisconsin campaign finance reporting and review requirements.
- Distribute and mail all campaign finance reporting forms.
- Assist candidates with campaign finance reporting questions.
- Provide oversight of the full campaign finance report review process.
- Maintain organized report files.
- Respond to public record requests for completed campaign finance reports.
- Ensure full compliance with all State of Wisconsin candidate filing requirements.
- Maintain an inventory of Declaration of Candidacy packets.
- Facilitate the certification process for election candidates.
- Maintain organized candidate files.
- Respond to candidate inquiries.
- Communicate effectively with the City of Milwaukee Board of Ethics, Milwaukee County Election Commission and the State Elections Board.

20% **Coordinate and manage all aspects of the Statewide Voter Registration Database (SVRS)**

- Work with the State Election Board on-site staff to develop a complete knowledge of voter registration and absentee ballot SVRS program components.
- Develop procedures for generating commonly requested election reports.
- Respond to requests for information relating to SVRS data.

- 20% Develop election services policies and procedures
 - Work in conjunction with the Election Services Manager and the three (3) Program Assistant I positions to document all policies and procedures relating to voter registration, absentee ballot voting and poll worker coordination.

- 15% Supervise the day-to-day administrative functions of the Election Commission
 - Supervise the three (3) Program Assistant positions, as well as the temporary staff positions, in their completion of daily responsibilities.
 - Work with the Election Services Manager in developing short- and long-term program goals and objectives for office staff.
 - Supervise 45 temporary staff during elections

- 10% Maintain a complete knowledge of Wisconsin State Statutes Chapters 5 – 12, covering Wisconsin's election law.
 - Act as a resource to the staff, voters and the community regarding election law and administrative requirements.

- 10% Other related duties
 - Collaborate with the Election Commission management staff in the developing an outline for a poll worker recruitment and training program.
 - Prior to each election, assume responsibility for coordinating all aspects of on-site absentee ballot voting.
 - Additional duties as assigned

The position requires a related Bachelors degree in accounting, business administration, or a related field OR an Associates degree and two years of related experience or an appropriate equivalent combination of education and/or experience. The experience should reflect duties of progressive responsibility in administrative work, with proven knowledge and skill in areas of accounting, office administration, statistics, budgeting organization and computer skills.

Critical knowledge, skills and abilities for the position include:

- Knowledge of and a high degree of skill in election processing;
- High degree of written and verbal communication skills; creative writing skills highly desirable;
- Strong written and interpersonal communication skills;
- Ability to work independently, to prioritize and produce accurate work under deadlines;
- Ability to use good judgment and discretion in handling work assignments;
- Excellent supervisory skills; ability to effectively plan, coordinate and direct the work of others;
- Ability to follow verbal and written instructions from supervisors;
- Ability to identify a challenge, analyze options and identify resolution to the issue;
- Proficient use of personal computer applications, particularly database applications;
- Efficiently able to work in a high pressure environment;
- Unquestioned integrity is essential due to confidentiality of work performed.

Analysis

This new position will provide management and supervision for the three programmatic areas of voter registration, absentee ballots and poll worker staffing. The position must develop an in-depth knowledge of state election laws and requirements and work with Election staff to document policies and procedures. The incumbent of the position will administer the state's voter registration database for the City of Milwaukee, and will administer candidate finance reporting requirements and candidate filing requirements. During elections, the position will supervise 45 temporary staff.

Positions at this professional-level classification are expected to possess administrative and technical expertise in a department functional area and may serve as a first-line supervisor. Other titles with similar combinations of responsibility and requirements in Salary Grade 003 include Pension Specialist-Senior, Fleet Repair Supervisor I, and Inventory Supervisor.

The nature of work and level of responsibility for this position listed in the job description provided by the department appear consistent with the current classification of Management Services Specialist in Salary Grade 003. We therefore recommend that this new position be classified at Management Services Specialist in SG 03.

EMPLOYEE RELATIONS

Current:	New Position	
Request:	Human Resources Analyst-Senior	SG 05
Recommendation:	Human Resources Analyst-Senior	SG 05

The basic function of this position is to advise and assist customer departments with all staffing related issues. Duties, responsibilities and requirements are as follows:

- Define and explain selection options and processes to customer departments.
- Develop content valid selection processes based on thorough job analysis
- Develop and implement recruitment plans and strategies
- Administer tests consistent with professional and legal guidelines
- Participate in ongoing human resource planning with customer departments
- Provide guidance and assistance to those who conduct employment interviews

The position requires a Bachelors degree with a major in personnel management, industrial relations, public administration, psychology, business administration or closely related field and 2 years of related experience. A job-related Masters degree is desirable.

This position of Human Resources Analyst-Senior will work within the Staffing Services Section of the Department of Employee Relations and will assist customer departments in recruiting and testing applicants for City of Milwaukee positions. This includes advising departments on selection options, conducting job analysis, implementing recruitment plans, test development, test administration, and providing guidance to departments in conducting interviews.

The duties and requirements of this position are consistent with the journey worker level of responsibility. The position is comparable in nature of work and level of responsibility to other SG 05 positions in the department including Diversity Specialist-Senior and Labor Relations Analyst-Senior. We therefore recommend classifying this position at the level of Human Resources Analyst-Senior in SG 05.

Current:	New Position	
Request:	Office Assistant II (.5)	PR 410
Recommendation:	Office Assistant II (.5)	PR 410

The basic function of this part-time position will be to provide clerical duties for the Certification & Salary Services Section of the Department of Employee Relations. In this capacity will serve as the primary back-up for the public information desk responsibilities as well as provide back-up clerical duties for other Sections in the department. Duties, responsibilities and requirements include:

- 50% At the public information counter, perform the following and related services to the public, both in-person and by telephone:

- Provide job and employment information
- Answer questions about examinations, applications, test dates, and test results
- Distribute and mail applications and announcements for examinations.
- Provide assistance in completing Job Interest Postcards
- Screen individuals and callers and refer to the appropriate staff member.

50% Provide varied clerical duties for the Certification and Salary Services Section as well back-up to other Sections to include:

- Screening telephone calls
- Answer questions and provide information
- Access and input information into HRMS and Sigma and other databases
- Prepares standard and complex documents in Microsoft Word and Excel
- Provide file maintenance

The position requires two years of clerical experience with at least six months of experience at the level of an Office Assistant I.

The job responsibilities and requirements for this part-time position are consistent with those of an Office Assistant II. Office Assistant II's perform varied clerical duties in accordance with standard procedures. These positions apply knowledge of departmental policies and procedures, and use a general understanding of other departments' functions. They screen telephone calls, answer questions and provide information. They may work with others on a team to complete special projects. They access and input information into databases and use microcomputer and office software to prepare standard and complex documents from various sources. We therefore recommend that this new part-time position be classified as Office Assistant II in PR 410.

HEALTH DEPARTMENT

Current:	New Position
Request:	Violence Reduction & Prevention Initiative Coordinator SG 10
Recommendation:	Violence Reduction & Prevention Initiative Manager SG 10

The basic function of this new position is to be responsible for the oversight of the City's efforts to reduce the risk of violence through a variety of linked strategies that include community policing, development of a citywide comprehensive violence prevention strategic plan, and the development of community crime prevention collaborations for violence prevention. Responsibilities also include supporting the work of the Milwaukee Commission on Domestic Violence and Sexual Assault, and management of the Injury and Violence Prevention Program of the MHD. The duties, responsibilities, and requirements include the following:

- Oversee the coordination of a Milwaukee Violence Prevention Initiative, a City-wide approach to violence prevention and crime reduction that includes working in collaboration with law enforcement, other City, County and State agencies, and community and faith-based agencies; coordinate efforts of various city departments and agencies to reduce violence; and facilitate implementation of all aspects of the Initiative.
- Advise the Commissioner of Health, Mayor and Common Council on best practices for public policy initiatives and developments in the area of violence prevention and intervention.
- Collaborate with local efforts to establish a Violence Research and Resource Center; and in collaboration with relevant City staff, assure information about violence reduction and resources is disseminated to the community via Aldermanic and Mayoral newsletters, neighborhood meetings and religious and community groups.

- Identify and respond to emerging issues pertaining to violence reduction; and provide technical assistance to other agencies and coalitions.
- Work collaboratively with the Commissioner of Health and the Department of Intergovernmental Relations to develop health policy relating to violence prevention and firearms.
- Serve as a resource to the Mayor, Common Council, and the community at large on firearms and other issues of violence.
- Prepare and provide annual reports to the Public Safety Committee of the Common Council.

Requirements for this position include a bachelor's degree in Public Health, Public Administration, Criminal Science or related field; or five years of related experience in family violence and community crime prevention efforts. Other requirements include an ability to read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write speeches or articles using original or innovative techniques or style; and make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors. A master's degree is preferred and being bilingual in Spanish, Hmong, or Russian is desirable. Equivalent combinations of education and experience may also be considered.

This new position will manage the Office of Violence Prevention in the Health Department and will supervise the Injury and Violence Prevention Program Coordinator in Salary Grade 05 and a Health Project Coordinator in Salary Grade 04. This position will look at the broad issue of reducing the risk of violence in the community and a significant percentage of time will be spent on research, analysis, and collaboration with law enforcement, other City, County and State agencies, community and faith-based agencies, and other City departments and agencies. This position will serve as a resource and advisor to the Commissioner of Health, Mayor, and Common Council on best practices for public policy initiatives and development. This position will also be expected to write articles and make effective and persuasive presentations on sometimes difficult and sensitive topics relating to violence prevention.

The emphasis on research, analysis, and policy development compares favorably to other positions in the requested level of Salary Grade 010 such as the Research and Analysis Manager and the Fiscal Planning Specialist – Senior. Although the Research and Analysis Manager supervises a larger staff and researches a wider variety of topics the position under study will be focusing on a few areas more in depth, will be establishing a Violence and Research and Resource Center, and working with the Commissioner of Health and Intergovernmental Relations to develop policy relating to violence prevention and firearms. The Fiscal Planning Specialist-Senior proposes and analyzes policy direction for the city's financial operations and fiscal strategies, provides detailed evaluations and analysis, proposes policy initiatives, and furnishes reports on the status and fiscal needs of city operations. Similar to the Fiscal Planning Specialist – Senior this new position will study issues in depth, provide detailed analysis and reports, and propose and analyze policy direction.

As this position will be managing the Office of Violence Prevention and supervising two "Coordinator" positions we recommend the title end in the word "Manager" to distinguish the position. We therefore recommend this new position be classified as Violence Reduction and Prevention Initiative Manager in Salary Grade 010.

DEPARTMENT OF ADMINISTRATION

Current:	New Position	
Request:	Geographic Information Technician II	PR 602
Recommendation:	Geographic Information Technician II	PR 602

The basic function of this position is to prepare and maintain land use related graphic information for the City of Milwaukee. This includes the acquisition, assessment, validation, processing, and maintenance of geographic information; and performing data extracts by writing queries to run against a database. Duties and responsibilities are as follows:

- Use the software ESRI ArcMap to maintain files such as Tax Incremental Districts (TID), Business Improvement Districts (BID), Target Investment Neighborhoods (TIN), Neighborhood Strategic Planning (NSP), Community Development Block Grant (CDBG) areas, urban renewal areas, census tracts, zip code boundaries, and zoning areas as requested.
- Assist in updating parcels utilizing and interpreting primary source data from the files in the Assessor's Office and the City Engineer's office for accurate maintenance.
- Provide custom map products and plots as requested.
- Document procedures and methods used in map layer maintenance.

The requirements for this position include two years of college level course work in cartography, geography, land engineering, automated mapping, or geographic information systems (GIS) or two to three years of experience working in related fields; knowledge of automated mapping/GIS principles and practices, and geographic information system theory and application; and an ability to write complex algorithms, and perform a variety of difficult mapping and data assignments.

This new position will be located in the Information and Technology Management Division. The duties and responsibilities are similar to those of a previous Geographic Information Technician II position in the Department of City Development. We therefore recommend that this new position be classified as Geographic Information Technician II in Pay Range 602.

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current:	New Position	
Request:	Electrical Inspector II	PR 589
Recommendation:	Electrical Inspector II	PR 589

The basic function of this position is to conduct electrical system inspection in commercial, industrial and residential buildings to ensure compliance with applicable codes. Duties and responsibilities are as follows:

- 65% Inspect all electric service installations and electrical installations outside and inside of buildings.
- 12% Investigate complaints and aldermanic service requests, and write work orders to correct conditions when necessary. Conduct reinspection of orders as needed.
- 11% Keep accurate records of inspections and make detailed reports on complaints and rejections.
- 7% Inspect occupancies and write work orders to correct conditions when necessary.
- 5% Advise journey level and master electricians of code requirements to make an installation compliant with existing regulations; consult with contractors, builders, architects, and other inspectors on electrical installations; and explain electrical rules and regulations to owners of buildings when requested.

The requirements of this position include a State of Wisconsin Master Electrician or Commercial Electrical Inspector Certification; knowledge of the National Electrical Code, State of Wisconsin Electrical Code (COMM 16), and City Ordinances; and an ability to interpret electrical codes and demonstrate knowledge of current technology.

This new position will be performing the same duties as other current positions of Electrical Inspector II. We therefore recommend that this new position be classified as Electrical Inspector II in Pay Range 589.

Current:	New Position	
Request:	Sprinkler Construction Inspector II	PR 589
Recommendation:	Sprinkler Construction Inspector II	PR 589

The basic function of this position is to conduct fire suppression system inspections in commercial, industrial and residential buildings to ensure compliance with applicable codes. Duties and responsibilities are as follows:

- 40% Inspect fire sprinkler systems on a periodic bases; and review and process inspection reports submitted to the Department of Neighborhood Services (DNS).
- 21% Inspect all new and remodeled sprinkler systems, standpipe systems, and chemical suppression systems.
- 15% Witness all tests for fire sprinkler systems.
- 15% Keep accurate records of inspections and make detailed reports on complaints and rejections; prepare, maintain, and process city forms and records; identify improvements and changes needed in ordinances, policies, and code provisions; and draft suggested changes for review.
- 9% Advise journey level sprinkler fitters, sprinkler contractors, architects, builders, and owners of modifications required to make an installation compliant with existing regulations; represent DNS at hearings and meetings concerning fire suppression systems; help prepare necessary revisions to ordinances; provide plan examination for fire suppression systems; and instruct other inspectors in methods and procedures on fire suppression system inspections.

The requirements of this position include a minimum of three years of experience within the last five years as a sprinkler fitter, sprinkler contractor, or sprinkler inspector; obtaining an automatic fire sprinkler system tester certification license within six months of employment; a thorough knowledge of the City Code of Ordinances, the State Plumbing Code, the National Fire Protection Association Code, and the Milwaukee Water Works Code; and the ability to read blueprints.

This new position will be performing the same duties as other current positions of Sprinkler Construction Inspector II. We therefore recommend that this new position be classified as Sprinkler Construction Inspector II in Pay Range 589.

Current:	New Position	
Request:	Special Enforcement Inspector	PR 572
Recommendation:	Special Enforcement Inspector	PR 572

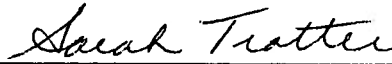
The basic function of this position is to provide specialized inspection and investigative service relating to intensive enforcement of the Building Code. This classification provides a more flexible means to target inspection resources to problem areas. The percentage of time devoted to each duty and responsibility varies widely depending on specific assignments. Generally, duties and responsibilities include the following:

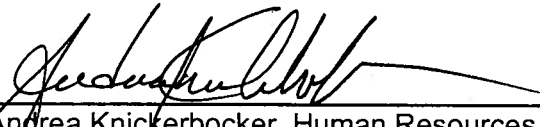
- Conduct field inspections of residential and commercial properties for compliance with the Building and Zoning Code.
- Meet with property owners or operators whose properties are not in compliance with the Code and determine appropriate means to obtain compliance.

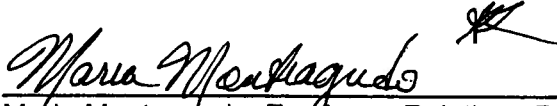
- Assist in identifying special compliance problems associated with specific owners/operators, specific geographic areas, specific code problems, and designated problem properties.
- Meet with community groups, other City Departments, and other enforcement agencies to discuss enforcement problems and strategies. This may require attendance at evening and weekend meetings.
- Prepare reports and correspondence relating to enforcement activity.
- Perform other duties and projects as assigned.

The requirements of this position include a minimum of three years of inspection experience within DNS enforcing housing and building related codes in a position at Pay Range 541 or higher; and obtaining the State Commercial Building Code, UDC Construction, HVAC Certification, and State Fire Inspection Certification within one year of employment.

Special Enforcement Inspectors perform a variety of different functions depending on where they are assigned. This particular position will be assigned, along with another position, to the Community Prosecution Division and will work with the offices of the City Attorney and District Attorney. The goal of the position is to develop enforcement action around nuisance properties. The position will be performing the same duties as another current position of Special Enforcement Inspector. We therefore recommend that this new position be classified as Special Enforcement Inspector in Pay Range 572.

Prepared by: 
Sarah Trotter, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director