



Department of Employee Relations

**Marvin E. Pratt**  
Acting Mayor

**Florence Dukes**  
Director

**David Heard**  
Fire and Police Commission  
Executive Director

**Michael Brady**  
Employee Benefits Director

January 30, 2004

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

Dear Committee Members:                    Re: Common Council File Number 031282

The following classifications and pay levels are recommended for action by the City Service Commission on February 3, 2004:

In the Assessor's Office two positions of Office Assistant II, Pay Range 410, held by Ruth Baer and Marie Gonzalez, are recommended for reclassification to Office Assistant III, Pay Range 425.

Various classification and compensation levels are recommended for seven positions for 2004 in the Office of the City Clerk and the Department of Public Works-Operations Division.

The necessary Salary and Positions Ordinance amendments, are included in the attached report.

Sincerely,

Florence H. Dukes  
Employee Relations Director

FHD:pb

Attachments:    2 Job Evaluation Reports  
                      Fiscal Note

c:    Sally McAttee, Joseph Czarnecki, Jennifer Gonda, Mary Reavey, Peter Weissenfluh, Ruth Baer, Marie Gonzalez, Ronald Leonhardt, Carolyn Hill-Robertson, Jim Copeland, Barry Zalben, Mariano Schifalacqua, Dan Thomas, James Purko, Wanda Booker, Venu Gupta, Richard Abelson, John English, Paula Dorsey, Candace Hoyt and Lyle Balistreri

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: February 3, 2003

Incumbents: (A) Ruth Baer  
 (B) Marie Gonzalez Department: Assessor's Office

Present	Request
Title: Office Assistant II	Title: Office Assistant III
Salary: Pay Range 410 (\$24,928 - \$29,332)	Salary: Pay Range 425 (\$28,348 - \$31,360)
Current Rate: (A) and (B) \$29,332	Source: Department
<p><b>Recommendation:</b>                      Title: Office Assistant III                      Salary: Pay Range 425 (\$28,348 - \$31,360)                      New Rate: (A) and (B) \$29,636</p>	
<p><b>Rationale:</b> As a result of the reorganization in the Assessor's Office, related to the 2004 budget, three support staff positions were eliminated. The department now has one Accounting Assistant II position, six Office Assistant III positions and two Office Assistant II positions. The Assessor's Office has requested a reclassification of the two Office Assistant II positions to Office Assistant III so that the department will have more flexibility when distributing assignments. This will also allow the department to cross train and assign staff where needed according to work demands. The duties and responsibilities of the new job description are consistent with the position description for Office Assistant III.</p>	
<p><b>History of Position:</b> These two positions were last studied in 1995 as part of the City-Wide Office Support Study. At that time their title was changed from Clerk Typist II to Office Assistant II.</p>	

**Action Required:**

In the 2004 Positions Ordinance, under Assessor's Office, Systems and Administration Division delete one position of Office Assistant II and add one position of Office Assistant III. Under the Real Property Division delete one position of Office Assistant II (X) and add one position of Office Assistant III (X).

**Duties and Responsibilities:**

The basic function of these two positions, as well as the other current Office Assistant III positions in the department, is to assist and support the implementation of the goals, objectives and mission of the Assessor's Office in a variety of ways. They will operate under the direct supervision of a management team consisting of the Commissioner of Assessments, Chief Assessor, Systems Analyst, Network Administrator and Office Supervisor. Their duties and responsibilities will be as follows:

50% At least 50% of the work performed by each Office Assistant III will be in one or more of the following areas:

- Assisting the Assessor's Office in the processing of sales data, assessment objections, and the maintenance of the real estate master file
- Preparing, correcting, maintaining and updating the department's ownership records
- Identifying and initiating combinations, divisions, and status changes affecting property
- Keeping the assessment roll listings current and accurate and providing the supervisor, assistant supervisor, and appraisers with office support as necessary
- Maintaining control of assessment roll reductions and the resolutions resulting from them
- Assisting in appointment scheduling and coordinating inspections for appraisers
- Acting as a focal point between the Information and Technology Management Division (ITMD) of the Department of Administration and the Assessor's Office for all key number, description, and related valuation changes that are made to the real estate master file
- Assisting in the discovery, listing and occupancy of personal property accounts
- Answering customer inquiries and relaying assessment related information by telephone and in person

20% Work concentrated in one or more of the following areas:

- Reviewing transfer returns and providing statistical data regarding property sales
- Organizing assessment information and preparing reports for the Board of Assessors
- Collecting, assembling, and imputing information into the valuation systems and the real estate master file
- Researching records to correct discrepancies regarding title, legal descriptions, conveyances etc.
- Researching information for use by City Attorney's Office or Comptroller's Office
- Serving as a back-up to the Clerk of the Board of Review
- Assisting in processing of deeds as may be required
- Opening and distributing mail and other correspondence

20% Other duties including typing correspondence, maintaining various computer logs monitoring department activities, and assembling and compiling information for use during the three week open book period following the mailing of assessments.

5% Providing research information and service to the public, governmental agencies, public agencies and other departments as assigned

5% Performing other office duties as assigned

The requirements for these positions include four years of office experience, an ability to type and perform keyboard functions, a knowledge of typical office software programs, document recording process and sources of information relating to property tax, and an understanding of title work, legal descriptions, transfer returns and recorded documents.

**Analysis:**

As part of the 2004 budget three office support positions were eliminated resulting in the department having one Accounting Assistant II position, six Office Assistant III positions and two Office Assistant II positions. The department wishes to reclassify the two Office Assistant II positions to Office Assistant III so that all office assistants will be at the same level. This will allow the department more flexibility when distributing assignments. The department is required to create an assessment roll annually which makes the office work cyclical. With these reclassifications the department will be able to cross train staff and assign them where needed according to work demands.

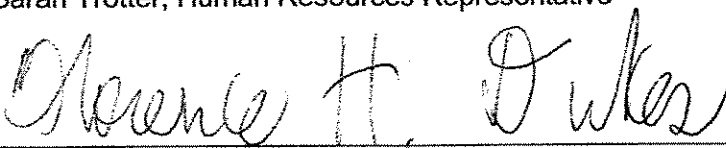
The specification for the Office Assistant III classification states that positions in this classification perform diverse and complex duties involving the application of standard procedures to a variety of clerical assignments; select and interpret data, and demonstrate a thorough knowledge of departmental and organizational policies and procedures in assigned area of responsibility. These positions also screen telephone calls, answer questions, and provide information. Some telephone and in-person work may be difficult due to the nature of questions or customers served. These positions use advanced features of software packages on a regular basis to produce complex documents; may work with others on a team to complete special projects and may guide and check the work of other employees. The requirements are four years of office experience with at least one year of experience at the Office Assistant II level or above. Job-related coursework may be substituted for up to six months of experience requirement.

The duties, responsibilities and requirements listed above for the Office Assistant III positions in the Assessor's Office are consistent with the specification for an Office Assistant III. These positions will also be working on a variety of diverse and complex duties, will need a thorough knowledge of departmental and organizational policies and procedures, and will screen telephone calls, answer questions, and provide information.

**Recommendation:**

We therefore recommend that two positions of Office Assistant II in Pay Range 410 in the Assessor's Office be reclassified to Office Assistant III in Pay Range 425.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Florence H. Dukes, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: February 3, 2004

This report recommends appropriate classifications and compensation levels for seven positions for 2004. The following chart summarizes the recommended changes.

**COMMON COUNCIL-CITY CLERK**

Current	Request	Recommendation
New Position	License Specialist PR 455 (\$32,307-\$36,018)	License Specialist PR 455 (\$32,307-\$36,018)
Legislative Research Analyst-Senior SG 006 (\$43,889-\$61,451) Incumbent: Jeffrey Osterman Current Rate: \$61,451)	Legislative Fiscal Analyst-Lead SG 007 (\$46,785-\$65,496)	Legislative Fiscal Analyst-Lead SG 007 (\$46,785-\$65,496) New Rate: No change – SG 006 underfill
Fiscal Review Analyst-Senior SG 006 (\$43,889-\$61,451) Incumbent: Emma Stamps Current Rate: \$49,600	Legislative Fiscal Analyst-Lead SG 007 (\$46,785-\$65,496)	Legislative Fiscal Analyst-Lead SG 007 (\$46,785-\$65,496) New Rate: No change- SG 006 underfill

**DPW-OPERATIONS DIVISION**

Current	Request	Recommendation
Vehicle and Equipment Specialist SG 007 (\$46,785-\$65,496) Incumbent: Jeffrey Tews Current Rate: \$65,496	Equipment Acquisition and Disposal coordinator SG 008 (\$49,853-69,792)	Equipment Acquisition and Disposal Coordinator SG 008 (\$49,853-69,792) New Rate: (\$67,687)
Equipment Parts Assistant PR 345 (\$31,580-35,043) Incumbent: One Position	Inventory Assistant V PR 360 (\$33,875-38,152)	Inventory Assistant V PR 360 (\$33,875-38,152)
New Position	Equipment Operations and Training Manager SG 006 (\$43,889-61,451)	Equipment Operations and Training Manager SG 006 (\$43,889-61,451)
Painter Supervisor, House PR 985 (\$50,232) Incumbent: Dennis Hermann Current Rate: \$50,232	Painter Leadworker, House PR 983 (\$45,926)	Painter Leadworker, House PR 983 (\$45,926) New Rate: (Red-circle at current rate)

**Action Required (Effective Pay Period 1, 2004: December 21, 2003)**

In the 2004 Salary Ordinance:

Under Salary Grade 006, add the title and footnote designation "Equipment Operations and Training Manager 1/." Under Salary Grade 007, delete the title "Vehicle and Equipment Specialist" and under Salary Grade 008, add the title and footnote designation "Equipment Acquisition and Disposal Coordinator 1/." Under Pay Range 983, add the footnote designation "4/" following the title "Painter Leadworker, House" and add the following footnote: "4/ One position filled by Dennis Hermann to be paid at rates consistent with Pay Range 985."

In the 2004 Positions Ordinance:

Under Common Council-City Clerk, Legislative Reference Bureau Division, Fiscal Review, delete two positions of Legislative-Fiscal Analyst and add two positions of Legislative Fiscal Analyst-Lead. Under Department of Public Works-Operations Division, Fleet Services Section, delete one position of

Equipment Acquisition and Disposal Supervisor (Y), and add one position of Equipment Acquisition and Disposal Coordinator (Y). In the same Department and Division, Fleet Operations/Dispatch Section, delete one position of Equipment Operations and Training Coordinator, and add one position of Equipment Operations and Training Manager.

### **COMMON COUNCIL-CITY CLERK**

<b>Current:</b>	<b>New Position</b>	
<b>Request:</b>	<b>License Specialist</b>	<b>PR 455</b>
<b>Recommended:</b>	<b>License Specialist</b>	<b>PR 455</b>

The basic function of this position is to process license applications, understand procedures and regulations pertaining to licensing matters, and interact with a diverse population of people. The requirements for this position include a knowledge of computer word processing programs; an ability to communicate effectively, both orally and in writing, with the public and other personnel at all levels; and an ability to perform effectively under pressure.

This position has the same duties and responsibilities as the six other License Specialists in the department and so the requested title and level of License Specialist in Pay Range 455 seems appropriate. We therefore recommend that this new position be classified as License Specialist in Pay Range 455.

<b>Current:</b>	<b>Legislative Research Analyst-Senior</b>	<b>SG 006</b>
<b>Request:</b>	<b>Legislative Fiscal Analyst-Lead</b>	<b>SG 007</b>
<b>Recommended:</b>	<b>Legislative Fiscal Analyst-Lead</b>	<b>SG 007</b>

<b>Current:</b>	<b>Fiscal Review Analyst-Senior</b>	<b>SG 006</b>
<b>Request:</b>	<b>Legislative Fiscal Analyst-Lead</b>	<b>SG 007</b>
<b>Recommended:</b>	<b>Legislative Fiscal Analyst-Lead</b>	<b>SG 007</b>

The basic function of these two positions will be to provide legislative research, bill drafting and other related services for the Common Council and city agencies, and conduct budget analyses and fiscal review studies for the Common Council. These positions are located in the Legislative Reference Bureau and will function as "swing" positions by devoting more time to fiscal services during the fiscal peak demand period and more time to legislative services during the other times of the year. Requirements for these two positions include a Bachelor's degree in Business, Economics, Political Science, Public Administration, Urban Affairs, Urban Planning or related field and knowledge and experience in research methods, budgeting, fiscal research or management analysis, preferably in a government organization.

Last year two new positions were created and classified as Legislative-Fiscal Analyst-Lead in Salary Grade 007. This classification provides more flexibility to the department when giving assignments and responding to requests for service during the fiscal peak demand period of the year. The department now wishes to reclassify two other current positions as "swing" positions. This will provide the department even more flexibility with giving assignments and responding to requests for information.. As before, these positions will require a higher level skill set and have responsibility for a broader spectrum of work. The management job evaluation factors should be as follows:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	07	104
Knowledge and Skills	07	94
Relationships Responsibility	06	38
Working Conditions	01	05
TOTAL		241

Salary Grade 7: 231-265

We therefore recommend that these two positions, one Legislative Research Analyst-Senior and one Fiscal Review Analyst-Senior, be reclassified to Legislative-Fiscal Analyst-Lead in Salary Grade 7. The two incumbents will underfill at their current title and pay range for up to one year or until they demonstrate proficiency in all the skills needed to perform in these positions.

**DPW-OPERATIONS DIVISION**

<b>Current:</b>	<b>Vehicle and Equipment Specialist</b>	<b>SG 007</b>
<b>Requested:</b>	<b>Equipment Acquisition and Disposal Coordinator</b>	<b>SG 008</b>
<b>Recommended:</b>	<b>Equipment Acquisition and Disposal Coordinator</b>	<b>SG 008</b>

The basic function of this position is to administer the acquisition, replacement and disposal of the City's vehicle and equipment inventory that includes approximately 4,200 pieces of equipment worth \$135 million. Through the 2004 budget, the department is requesting that this position be reclassified to Salary Grade 008 and be given a new title. In discussions with the department, the following changes in duties and responsibilities were cited:

- expanded responsibilities in coordinating the continuous evaluation of the City fleet, including annual evaluations and grading for all vehicles and equipment within a specified age group. This information is analyzed to make cost-benefit decisions regarding the disposal or retention of vehicles and equipment based on factors such as its age, condition, and frequency of use.
- greater responsibility in continually researching and evaluating technology to determine its applicability to the City's fleet from a cost and productivity standpoint due to accelerating changes in equipment technology
- ensure the City is in compliance with State of Wisconsin emission control mandates from which the City was previously exempt.
- design, implement and supervise the up-fitting and set-up of new vehicles, both in-house and with outside vendors, including installation of markings and specialized equipment as needed for users to perform their respective jobs.
- assigned as back-up the Quality Assurance Coordinator (Salary Grade 008) and is expected to perform all of the duties of that position as needed. Likewise, the Quality Assurance Coordinator will be the back-up for this position.

In assessing the overall impact of the above changes in this position, it appears that the job evaluation factors of Impact and Accountability, Knowledge and Skill, and Working Conditions has each increased one level. The impact of purchasing and disposal decisions made by this position is more significant in this environment of tight budgets and enhanced emphasis on productivity. A higher level of analytical skill and ability is required to make important decisions regarding individual pieces of equipment as well as to determine the optimal size of the overall fleet. Also, more hands on technical knowledge is required now that this position is responsible for designing, implementing and supervising the up-fitting and set-up of new vehicles. These increased shop responsibilities merit an increase in the Working Conditions factor.

We therefore recommend that this position be classified as Equipment Acquisition and Disposal Coordinator in Salary Grade 008 and be given the following profile on the City's management pay plan job evaluation factors:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	9	138
Knowledge and Skills	7	94
Reporting Relationships	6	38
Working Conditions	2	<u>07</u>
TOTAL		277

Salary Grade 008: 266-305

<b>Current:</b>	<b>Equipment Parts Assistant</b>	<b>PR 345</b>
<b>Requested:</b>	<b>Inventory Assistant V</b>	<b>PR 360</b>
<b>Recommended:</b>	<b>Inventory Assistant V</b>	<b>PR 360</b>

This position was created in the 2004 budget in lieu of an Equipment Inventory Supervisor in Salary Grade 002 that was eliminated. Essentially, the management functions of the SG 002 position will now be performed by the Equipment Inventory Manager, but the daily lead worker functions such as assigning and monitoring work will be performed by this position, along with other stockroom duties that are summarized below:

- 50% Lead person for the daily operations of all stockroom activities.
- 20% Maintain inventory records, check disbursements, review invoices, investigate errors, review contracts, and contact vendors as needed.
- 15% Conduct the cycle counting of the physical inventory.
- 15% Miscellaneous duties including conduct and attend meetings, maintain proper safety procedures, make recommendations re: procedures, personnel issues, etc.

Inventory Assistant V is the highest level of the Inventory Assistant series where individuals generally perform the most complex purchasing procedures and oversee the work of several people working in a large stockroom. Given that this position will be assuming some of the purchasing-related responsibilities of the previous Equipment Inventory Supervisor and will be overseeing the work of 12 employees, we are in agreement with the department that Inventory Assistant V is the appropriate classification for this position.

We therefore recommend that this position be classified as Inventory Assistant V in Pay Range 360.



<b>Current:</b>	<b>New Position</b>	
<b>Requested:</b>	<b>Equipment Operations and Training Manager</b>	<b>SG 006</b>
<b>Recommended:</b>	<b>Equipment Operations and Training Manager</b>	<b>SG 006</b>

The need for this position resulted from the 2002 consolidation of the Operations Division dispatch office where driver assignments and training is coordinated. This consolidation increased the number of drivers operating from the dispatch office from 120 to approximately 400. This position is responsible for providing the training and coordination needed to ensure that State CDL and other training mandates are met and that all operators throughout DPW are properly certified and trained for the equipment they operate. This includes those operating forklifts, cranes, front end loaders and other heavy equipment.

According to the job description, the specific duties and responsibilities of this position are as follows:

- 35% Assist the Operations and Dispatch Manager in supervising the Equipment Operations Supervisors and other Dispatch Office staff and organize the daily scheduling of the Operations and Fleet support staff.
- 25% Supervise the Driver Training Instructors and oversee the instruction of personnel in the safe and proper operation of equipment. Develop training programs for new equipment and ensure other training requirements are met. Coordinate driver and operator training and supervise various certification tests.
- 15% Participate in performance appraisals to ensure that operator performance meets established guidelines and assist in other personnel-related functions such as discipline, sick leave control, accident investigation and hiring.
- 15% Develop a working knowledge of customer's operating environments and equipment needs including seasonal operations to ensure the availability of equipment to meet daily requests and respond promptly to emergency and special requests.
- 10% Assist in developing special programs as requested by customer organizations and serve as acting Operations and Dispatch Manager in that person's absence.

This position reports to the Operations and Dispatch Manager in Salary Grade 009 and will help supervise three positions of Equipment Operations Supervisor I in Salary Grade 004 in addition to other lower level positions. Therefore, the department's request to place this position in Salary Grade 006 is reasonable given the level of duties and responsibilities of this position. There are a number of other supervisory positions in Salary Grade 006, including those that also supervise staff in Salary Grade 004.

We therefore recommend that this position be classified as Equipment Operations and Training Manager in Salary Grade 006 and be given the following profile on the City's management pay plan job evaluation factors:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	7	104
Knowledge and Skills	6	80
Reporting Relationships	5	32
Working Conditions	2	<u>07</u>
TOTAL		223

Salary Grade 006: 201-230

As this position will be involved in DPW snow and ice control operations the department has requested, and we recommend, that the Salary Ordinance footnote authorizing additional compensation for such activities be extended to this position.

<b>Current:</b>	<b>Painter Supervisor, House</b>	<b>PR 985</b>
<b>Requested:</b>	<b>Painter Leadworker, House</b>	<b>PR 983</b>
<b>Recommended:</b>	<b>Painter Leadworker, House</b>	<b>PR 983</b>

This request is made as a result of a reduction of supervisory staff in the Painting Unit as part of the 2004 budget. The department is requesting a Painter Leadworker, House in lieu of a Painter Supervisor, House. This position will perform the duties of a Painter while supervising and directing the finishing/painting operations of the other Painters in the capacity of crew leader.

One Painter Leadworker, House already exists in the unit. Having two Leadworker positions will allow for leadership of more than one crew which often work in separate locations. The duties and responsibilities of this position will be the same as the existing position. We therefore recommend that this position be classified as Painter Leadworker, House in Pay Range 983 and that the current incumbent be red-circled at Pay Range 985 so that there will be no loss of pay resulting from this transaction.

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

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

Reviewed by: *Florence H. Dukes*  
Florence H. Dukes, Employee Relations Director

January 29, 2004



Department of Employee Relations

**Marvin E. Pratt**  
Acting Mayor

**Florence Dukes**  
Director

**David Heard**  
Fire and Police Commission  
Executive Director

**Michael Brady**  
Employee Benefits Director

January 26, 2004

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

Dear Committee Members:                      Re: Common Council File Number 031282

The following classifications and pay levels were approved by the City Service Commission on January 20, 2004:

In the Health Department, seven positions of Environmental Hygienist, Pay Range 555 assigned to the Disease Control and Prevention Division, were reclassified to Environmental and Disease Control Specialist, Pay Range 547. (The City agreed to study these positions as part of the 2001-2002 Labor Agreement with District Council 48, AFSCME, AFL-CIO.)

Various classification and compensation levels were approved for 51 positions for 2004 in the Department of Administration, Health Department, City Treasurer's Office, DPW-Infrastructure Services Division and DPW-Operations Division.

The necessary Salary and Positions Ordinance amendments, are included in the attached report.

Sincerely,

Florence H. Dukes  
Employee Relations Director

FHD:pb

Attachments:    2 Job Evaluation Reports  
                         Fiscal Note

c: Sally McAttee, Elisabeth Schraith, Marianne Walsh, Joseph Czarnecki, Jennifer Gonda, Eric Pearson, Mary Olinger, Dr. Seth Foldy, Paul Biedrzyski, Maria Monteagudo, Michelle Stein, Wayne Whittow, James Klajbor, Jo Waechter, Nicole Greer, Carla Tietyen, Mariano Schifalacqua, Jeffrey Polenski, Clark Wantoch, James Purko, Dan Thomas, Venu Gupta, Preston Cole, Wanda Booker, Randy Krouse, Robert McFadyen, Katherine Regan, Mark Schlosser, Gael Wojtycki, James Kringer, Michael Munson, George Berdine, Dennis Miller, Richard Abelson, John English, Paula Dorsey, Candace Hoyt, Sue Blaustein, and Chris Rute

200 East Wells Street, Room 706, Milwaukee, WI 53202, Phone (414) 286-3751, FAX 286-0800, TDD 286-2960  
Employee Benefits and Labor Relations – Room 701 • Labor Relations Phone (414) 286-2356, Fax 286-0900  
Medical Benefits Phone (414) 286-3184 • Worker's Compensation (414) 286-2020, Fax 286-2106

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: January 20, 2004

Incumbents: Six incumbents and one (.5 FTE) vacant position Department: Health

Present	Requested
<b>Title:</b> Environmental Hygienist (assigned to the Disease Control and Prevention Services Division)	Study of Positions
<b>Pay Range:</b> 555 (\$40,291-\$46,005)	Study of Positions
<b>Current Rate:</b> Step 5 (\$46,005) 3 incumbents Step 2 (\$41,668) 2 incumbents Step 1 (\$40,291) 1 incumbent	Source: 2001-2002 AFSCME DC 48 Labor Agreement
<b>Recommendation:</b> Title: Environmental and Disease Control Specialist Pay Range: 547 (\$38,858-\$47,120) plus footnote to read as follows: 1/ Recruitment may be up to the third step of the pay range.	
<b>Rationale:</b> The Environmental Hygienists assigned to the Disease Control and Prevention Services Division (DCPSD) have new higher level duties relating to planning, preparing for and responding to incidents regarding weapons of mass destruction and bioterrorism, responding to general public health emergencies on an on-call basis, and epidemiological response to outbreaks of disease that may be intentionally inflicted or accidentally acquired. In recognition of these higher level duties and changes in the complexity of assigned duties we recommend that these positions be reclassified to the new title and pay range of Environmental and Disease Control Specialists in Pay Range 547. We recommend recruitment up to the third step since the first two steps of the recommended pay range are lower than the minimum of the current pay range.	
<b>History of Position:</b> The Environmental Hygienist positions were last studied in 1993 when their title was changed from Industrial Hygiene Technologists to Environmental Hygienists. In 1990 these positions were reallocated from Pay Range 550 to Pay Range 555 as part of a Labor Agreement.	

**Action Required:**

In the Salary Ordinance, under Pay Range 547, add the title "Environmental and Disease Control Specialist 1/" with the footnote to read "1/ Recruitment may be up to the third step of the pay range."

In the Positions Ordinance, under Health Department, Disease Control and Prevention Division, add five positions of Environmental and Disease Control Specialist (X) and delete five positions of Environmental Hygienist (X). Under the Disease Control and Prevention Division, Urban Air Toxics Grant (XX), add one position of Environmental and Disease Control Specialist (.5 FTE) (X) (XX) and delete one position of Environmental Hygienist (.5 FTE) (X) (XX). Under the Disease Control and Prevention Division, Emergency Preparedness Grant (UU), add one position of Environmental and Disease Control Specialist (UU) (WW) (X) and delete one position of Environmental Hygienist (UU) (WW) (X).

**Background:**

As part of the 2001-2002 District Council 48, AFSCME, AFL-CIO Labor Agreement the City agreed to "conduct a classification study of the classification of Environmental Hygienists employed in the Health Department to determine the appropriate rates of pay and proper classification." The Health Department currently has nine positions with the title of Environmental Hygienist. Seven of the positions are located in the Disease Control and Prevention Services Division (DCPSD), one is located in the Home Environmental Health Division and one is located in the Maternal and Child Health Division. It has been discussed and agreed with the Union that the intention of this request was to study only the positions in the DCPSD and therefore this study is limited to those seven positions, one of which is part time and currently vacant. It should be noted that three other Environmental Hygienist positions are located in the Department of Neighborhood Services (DNS).

Questionnaires were sent to the incumbents and job audits were conducted with two of the incumbents, Ms. MaryEllen Bruesch and Ms. Terri Linder. Discussions were also held with Maria Monteagudo, Health Personnel Officer, Bevan Baker, Health Operations Director, and Paul Biedrzycki, Disease Control and Prevention Manager, who is the supervisor of these positions.

**Duties and Responsibilities:**

Based on the job description submitted by the Department the basic function of the Environmental Hygienists assigned to the DCPSD is to perform epidemiological investigations associated with adverse environmental and communicable disease exposures within the community; conduct data collection, analysis, interpretation and risk communication related to disease control and prevention; generate technical and scientific reports; conduct presentations to other agencies and community groups and represent the department on various committees, workgroups, task forces, etc; perform special projects as needed; and respond to emergency events within the community associated with man-made or natural catastrophes. The duties and responsibilities include the following:

40% Conduct investigations, research and provide consultation related to complaints or concerns of adverse environmental exposure associated with the areas of Occupational Health, Hazardous and Toxic Materials Control, Indoor and Outdoor Air Quality Environmental Audits and Assessments, Surface and Drinking Water Quality Assurance and Vector-borne, Waterborne or Enteric Illness.

15% 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. Prepare scientific and technical reports, summaries, and correspondence that are complete, clear, and understandable to the general public and other private and public agencies

20% Participate in public health planning and response to emergency events including incidents of chemical and biologic terrorism, hazardous materials spills/releases, extreme heat/cold weather events, flooding and communicable disease outbreaks.

20% Attend meetings, workgroups and committees and conduct presentations as assigned on behalf of the department and related to environmental and communicable disease control and prevention programs.

5% Conduct didactic and field training activities, enforcement and review of local ordinance, literature research and informational summaries on a range of environmental health and communicable disease issues.

Requirements include a Bachelor's Degree in Chemistry, Biology, Physical or Natural Sciences, Public/Environmental Health or related field with a minimum of 10 college credits in chemistry, 6 credits in biology, microbiology, physiology, anatomy or physics and 6 credits in two or more areas of algebra, trigonometry, analytic geometry or statistics; familiarity with microcomputers and word-processing, spreadsheet and database software applications; excellent written and oral communication skills; ability to function as part of a team and to maintain good working relationships in a multi-disciplinary, multi-cultural work environment; ability to work independently and with minimal supervision; ability to relate and work with public officials, department heads and the media; and ability to participate in a 24 hour emergency on-call rotation schedule.

#### **Changes in the Position:**

The incumbents indicated on their questionnaire that the changes in these positions surrounded three main areas: planning, preparing for and responding to incidents regarding weapons of mass destruction and bioterrorism; responding to general public health emergencies on an on-call basis; and epidemiological response which involves conducting surveillance and responding to outbreaks of disease that may be intentionally inflicted or accidentally acquired. They stated the work regarding the potential weapons of mass destruction and bioterrorism includes conducting training for City and County personnel, developing written protocols, and ensuring coordination among agencies. The work includes a regional and county-wide response which means more agencies to contact and information to gather. The work regarding general public health emergencies includes gathering data quickly to help the manager make a decision regarding the public health risk. The work regarding outbreaks of disease includes oversight of victim/patient interview and case management, coordination with the laboratory for sampling and specimen collection, environmental assessment and risk communication.

#### **Analysis:**

The changes listed above have strengthened these positions so that they now have a stronger role in the Health Department's coalition building efforts. This involves collaborating with other agencies; sharing information and resources; and coordinating the work. Further, they now have more leadership responsibility when they serve as Health Department representatives on various committees, workgroups and task forces or when they are called to an emergency situation. These duties are in addition to their "traditional" environmental hygienist duties of conducting investigations, researching and providing consultation related to complaints or concerns of adverse environmental exposures; performing data collection, research, analysis and interpretation related to environmental and communicable diseases; preparing scientific and technical reports, summaries and correspondence; making presentations at meetings regarding environmental and communicable disease concerns; conducting didactic and field training activities, enforcement and review of local ordinances, literature review and informational summaries.

The basic function of the Environmental Hygienist position located in the Health Department, assigned to the Childhood Lead Poisoning Prevention Program, is to provide technical support through quality control and assurance to a single focus program area: lead poisoning prevention. In this capacity this position is responsible for performing risk assessments and inspection activities, conducting special research and evaluation projects, coordinating court enforcement activities and providing regulatory review and guidance. While the general scope of responsibility of this position

can still be classified under environmental health, the single focus and lack of involvement in public health emergencies, chemical and biologic terrorism and communicable disease outbreak investigations differentiates it from the positions under study. The position located in the Maternal and Child Health Division is also not focused on public health emergencies, chemical and biologic terrorism and communicable disease outbreak investigations as are the positions under study.

The three positions of Environmental Hygienist located in DNS inspect premises for Health and Safety violations, conduct license/permit investigations and respond to complaints regarding environmental health issues. This work includes conducting technical field investigations to determine environmental quality and worker health and safety. These positions previously worked in the Health Department but were transferred to DNS in 2000 as part of a reorganization within the Health Department and DNS. There are some similarities in the duties and responsibilities of these positions to those of the positions under study but they are more focused on enforcing ordinances and regulations. Further, they have not been performing the new higher level duties being performed by the positions under study.

The reorganization in the Health Department consolidated four bureaus into one. All service and enforcement programs were combined into the Division of Family and Community Services. One of the goals of this reorganization was to rely more on the Health Department for leadership, advocacy, coordination, collaboration and information and less for the direct service delivery. This reorganization resulted in a change in focus and some additional duties and responsibilities for the positions under study.

In recognition of this change in focus and higher level duties we recommend that these positions be reclassified to Environmental and Disease Control Specialists in Pay Range 547. This new title will differentiate the positions under study from other Environmental Hygienist positions in the City and will better reflect the focus of their work. This new pay range will provide some compensation for their higher level duties and will take into account internal equity within the department and pay impacts on other city classifications. We also recommend a footnote be added to allow recruitment up to the third step since the first two steps of the recommended pay range are lower than the minimum of the current pay range.

**Recommendation:**

In recognition of these additional higher level duties we recommend that the positions under study be reclassified to Environmental and Disease Control Specialist in Pay Range 547. We further recommend that a footnote be added to the title of Environmental and Disease Control Specialist to read as follows: "1/ Recruitment may be up to the third step of the pay range."

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Representative

Reviewed by: Florence Dukes  
Florence Dukes, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: January 20, 2004

This report recommends appropriate classifications and compensation levels for 51 positions for 2004. This report contains recommendations for positions in the Department of Administration, Health Department, City Treasurer's Office, DPW-Infrastructure Services Division and DPW-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.

**DEPARTMENT OF ADMINISTRATION**

Current	Request	Recommendation
Office Supervisor II SG 002 (\$34,007-\$47,604) Incumbent: Mary Olinger Current Rate: \$47,604	Administrative Specialist SG 002 (\$34,007-\$47,604)	Administrative Specialist SG 002 (\$34,007-\$47,604) New Rate: No Change

**HEALTH DEPARTMENT**

Current	Request	Recommendation
New Position	Graphic Designer II PR 535 (\$35,710-\$40,599)	Graphic Designer II PR 535 (\$35,710-\$40,599)
New Position	Healthcare Outreach Coordinator SG 007 (\$46,785-\$65,496)	Healthcare Outreach Coordinator SG 007 (\$46,785-\$65,496)
New Position	Health Project Assistant PR 530 (\$34,735-\$39,322)	Health Project Assistant PR 530 (\$34,735-\$39,322)
New Positions (2)	Public Health Social Worker PR - To be studied	Public Health Social Worker PR 594 (\$38,455-\$46,660)

**CITY TREASURER**

Current	Request	Recommendation
Tax Enforcement Specialist PR 540 (\$36,755-\$41,977) Incumbent: Jo Waechter Current Rate: Step 5 \$41,977	Tax Collection Specialist PR 540 (\$36,755-\$41,977)	Customer Services Representative- Lead PR 530 (\$34,735-\$39,322) New Rate: (Red-circle current rate)
Office Assistant III PR 425 (\$28,348-\$31,360) Incumbent: Nicole Greer Current Rate: (\$29,636)	Accounting Assistant I PR 435 (\$29,601-\$32,615)	Accounting Assistant I PR 435 (\$29,601-\$32,615) New Rate: (\$30,277))
Accounting Assistant II PR 445 (\$30,890-\$34,183) Incumbent: Carla Tietzen Current Rate: \$34,183.24	Accounting Assistant I PR 435 (\$29,601-\$32,615)	Accounting Assistant I PR 435 (\$29,601-\$32,615) New Rate: (Red-circle at current rate)



**DEPARTMENT OF PUBLIC WORKS-INFRASTRUCTURE SERVICES DIVISION**

Current	Request	Recommendation
Transportation Design Manager SG 016 (\$83,074-\$116,309) Incumbent: Vacant Position	Administration and Transportation Design Manager SG 016 (\$83,074-\$116,309)	Administration and Transportation Design Manager SG 016 (\$83,074-\$116,309)
Civil Engineer I PR 624 (\$41,936-\$50,051) Incumbents: Ten positions (All positions filled as Engineering Technician IV PR 620 (\$36,896-\$43,765 with 3 M-Steps up to \$50,051)	Engineering Technician IV PR 620 (\$36,896-\$43,765 with 3 M-Steps up to \$50,051)	Engineering Technician IV PR 620 (\$36,896-\$43,765 with 3 M- Steps up to \$50,051) New Rates: No change
Civil Engineer II PR 626 (\$47,663-\$56,846) Incumbents: Six positions (All positions filled as Engineering Technician V PR 622 (\$43,765-\$51,911 with 2 M-Steps up to \$56,846)	Engineering Technician V PR 622 (\$43,765-\$51,911 with 2 M-Steps up to \$56,846)	Engineering Technician V PR 622 (\$43,765-\$51,911 with 2 M-Steps up to \$56,846) New Rates: No Change
Civil Engineer III PR 628 (\$54,157-\$64,567) Incumbents: Three positions (All positions filled as Engineering Technician VI PR 628 (\$54,157-\$64,567)	Engineering Technician VI PR 628 (\$54,157-\$64,567)	Engineering Technician VI PR 628 (\$54,157-\$64,567) New Rates: No change
Engineering Technician VI PR 628 Incumbent: One position (Position filled as Electrical Engineer III, PR 628 PR 628 (\$54,157-\$64,567)	Electrical Engineer III PR 628 (\$54,157-\$64,567)	Electrical Engineer III PR 628 (\$54,157-\$64,567) New Rate: No change
New Position	Civil Engineer IV PR 630 (\$61,574-\$73,346)	Civil Engineer IV PR 630 (\$61,574-\$73,346)
New Position	Bridge Design Manager SG 011 (\$60,397-\$84,553)	Structural Design Manager SG 012 (\$64,363-\$90,108)
Traffic Signal Manager SG 010 (\$56,651-\$79,313) Incumbent: Vacant position	Electrical Services Manager SG 010 (\$56,651-\$79,313)	Electrical Services Manager SG 010 (\$56,651-\$79,313)
Lighting Services Manager SG 010 (\$56,651-\$79,313) Incumbents (Current Rates): George Berdine (\$68,060) Dennis Miller (\$79,313)	Electrical Services Manager SG 010 (\$56,651-\$79,313)	Electrical Services Manager SG 010 (\$56,651-\$79,313) New Rates: No change
New Position (auxiliary)	Electrical Services Manager (auxiliary) SG 010 (\$56,651-\$79,313)	Electrical Services Manager (auxiliary) SG 010 (\$56,651-\$79,313)
Traffic Sign Manager SG 008 (\$49,853-\$69,792) Incumbent: Vacant position	Electrical Services Supervisor I SG 008 (\$49,853-\$69,792)	Electrical Services Supervisor I SG 008 (\$49,853-\$69,792)

**DEPARTMENT OF PUBLIC WORKS-OPERATIONS DIVISION**

Current	Request	Recommendation
New Position	Environmental Policy Analyst SG 006 (\$43,889-\$61,451)	Environmental Policy Analyst SG 006 (\$43,889-\$61,451)
New Position	Technical Services Manager SG 004 (\$38,634-54,086)	Technical Services Supervisor SG 004 (\$38,634-54,086)
Buildings and Fleet Director SG 016 (\$83,074-\$116,309) Incumbent: Venu Gupta Current Rate: \$109,393	Buildings and Fleet Superintendent SG 016 (\$83,074-\$116,309)	Buildings and Fleet Superintendent SG 016 (\$83,074-\$116,309) New Rate: No change
Vehicle Service Technician- Heavy PR 260 (\$35,013-39,392) Incumbent: Sandra Fifarek (underfilling position as Vehicle Service Technician PR 254 (\$33,184-\$38,440) Current Rate: \$38,440	Automotive Mechanic, Lead Worker PR 265 (\$36,082-\$40,672)	Automotive Mechanic, Lead Worker PR 265 (\$36,082-\$40,672) New Rate: \$39,192
Urban Forestry Technician (7) PR 545 (\$37,844-\$43,380) Incumbents (Current rates): --Katherine Regan (\$43,380) --Mark Schlosser (\$43,380) --Gael Wojtycski (\$43,380) --4 Auxiliary positions	Urban Forestry Technician PR 560 (\$43,072-\$49,176)	Urban Forestry Technician PR 560 (\$43,072-\$49,176) New Rate (3 incumbents): --Katherine Regan (\$44,331) --Mark Schlosser (\$44,331) --Gael Wojtycski (\$44,331)
Forestry Inspector II (3) PR 540 (\$36,755-\$41,668) Incumbents (Current rates): --James Kringer (\$43,569) --Michael Munson (\$41,668) --Vacant position	Urban Forestry Technician PR 560 (\$43,072-\$49,176)	Urban Forestry Technician PR 560 (\$43,072-\$49,176) New Rates: --James Kringer (\$44,331) --Michael Munson (\$43,072)

**Action Required (Effective Pay Period 1, 2004 – December 21, 2003)**

In the 2004 Salary Ordinance:

Under Pay Range 435, add the footnote designation "5/" following the title "Accounting Assistant I" and add the following footnote: "5/ One position filled by Carla Tietyen to be paid at rates consistent with Pay Range 445." Under Pay Range 530, add the title and footnote designation "Customer Service Representative-Lead 4/" and add the following footnote: "4/ One position filled by Jo Waechter to be paid at rates consistent with Pay Range 540." Under Salary Grade 545, delete the title "Urban Forestry Technician" and under Salary Grade 560, add the title "Urban Forestry Technician." Under Pay Range 594, add the title and footnote designation "Public Health Social Worker 2/." Under Salary Grade 004, add the title and footnote designation "Technical Services Supervisor 2/." Under Salary Grade 006, add the title "Environmental Policy Analyst." Under Salary Grade 007, add the title "Healthcare Outreach Coordinator." Under Salary Grade 008, delete the title "Traffic Sign Manager." Under Salary Grade 010, delete the title "Lighting Services Manager" and add the title "Electrical Services Manager." Under Salary Grade 012, add the title "Structural Design Manager." Under Salary Grade 016, delete the titles "Transportation Design Manager" and "Buildings and Fleet Director" and add the titles "Administration and Transportation Design Manager" and "Buildings and Fleet Superintendent."

In the 2004 Positions Ordinance:

Under City Treasurer, Customer Services, delete one position of Tax Collection Specialist and add one position of Customer Service Representative-Lead. Under Department of Public Works-Infrastructure Services Division, Field Operations-Streets and Bridges Decision Unit, Structural Design, delete one

position of Bridge Design Manager (X), and add one position of Structural Design Manager (X). In the same department and division, Field Operations-Electrical Services Decision Unit, Sign and Paint Shops, delete one position of Electrical Services Supervisor and add one position of Electrical Services Supervisor I. In the same department, Operations Division, Forestry Section, Field Operations, delete one position of Technical Services Manager and add one position of Technical Services Supervisor. In the same department and division, Fleet Services Section, delete one position of Mechanic Lead Worker and add one position of Automotive Mechanic, Lead Worker. Under Health Department, Maternal and Child Health Division, add the footnote designation (X) following one position of Healthcare Outreach Coordinator.

## DEPARTMENT OF ADMINISTRATION

<b>Current:</b>	<b>Office Supervisor II</b>	<b>SG 002</b>
<b>Request:</b>	<b>Administrative Specialist</b>	<b>SG 002</b>
<b>Recommended:</b>	<b>Administrative Specialist</b>	<b>SG 002</b>

The basic function of this position is to serve as an office manager and administrative assistant by performing administrative duties related to state legislation, administrative rules, and fiscal policy. These duties include working on Division accounting, budget preparation, and the development and maintenance of records on funds and expenditures, payroll, and personnel matters. Other duties include working with others to prepare the State Lobbying Report, reports to the State Ethics Board, and the City's Legislative Package. Requirements for this position include five years of progressively responsible experience in administrative work, with proven knowledge and skill in areas of accounting, office administration, budgeting and word processing.

One change in this position is that there is now less emphasis on supervision and more emphasis on general administrative work for the Department such as processing state legislative bills with accompanying amendments, fiscal notes, and annotated responses by respective elected officials and city departments. This position is responsible for following up on legislative issues and maintaining a legislative database. The current title of Office Supervisor II is associated with being a first line supervisor of office support personnel. This position never had a large staff to supervise but rather served as an office manager who oversaw some of the major reports and projects that needed to be prepared by the Division. The position currently does not supervise any position on a regular basis so the title of Office Supervisor II is no longer appropriate. The requested title of Administrative Specialist is a more general title that is associated with performing a wide variety of administrative, technical, and, at times, supervisory work in an office setting. The position under study may, at times, have some supervisory responsibility but it is not expected to be a major function of this position. The level of the administrative work of this position is still high and so the pay range should remain the same. Based on the above the management job evaluation factors should be as follows:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	02	52
Knowledge and Skills	03	49
Reporting Relationships	02	18
Working Conditions	01	<u>05</u>
TOTAL		124

Salary Grade 2: 115-131

We therefore recommend that the title for this position of Office Supervisor II in Salary Grade 2 be changed to Administrative Specialist in Salary Grade 2 to better reflect the current duties and responsibilities.

## HEALTH DEPARTMENT

<b>Current:</b>	<b>New Position</b>	
<b>Request:</b>	<b>Graphic Designer II</b>	<b>PR 535</b>
<b>Recommended:</b>	<b>Graphic Designer II</b>	<b>PR 535</b>

The basic function for this new position is to be responsible for the timely production of printed and electronic materials used by the Health Department to inform and educate the public about public health services, programs, and functions. This position integrates health promotion concepts through development of printed materials including posters, flyers, newsletters, pamphlets, forms, signs, displays and exhibits, TV/video visuals, slides, maps, charts, and overhead transparencies. This position has primary responsibility for the technical design, development, testing, implementation and maintenance of graphic designs and copy used on the Health Department's website. The percentages of time are divided up as follows: 30% graphic design production, 20% graphic production coordination and 50% web design and maintenance.

This position requires a bachelor's degree in graphic design and one year of experience that includes work with QuarkXpress, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and Adobe Acrobat and a working knowledge of web design software. Equivalent combinations of education and experience may also be considered.

This position will be located in the Communications Unit of the Administration Division and will report to the Health Communications Officer. This position has some similarities to the other Graphic Designer II position in the Unit since it will be spending 50% of the time on graphic design production and graphic production coordination. This position will have a different focus, though, since 50% of the time will be spent on web design and maintenance. The specific duties under this category include working with his/her supervisor and the Department's Health Internet Page Planners Committee to develop, maintain and update the Department's website; participating on joint projects with outside organizations which require graphic support; developing graphic images and layout consistent with the City of Milwaukee website style standards; and recommending graphic design templates and interfaces. Other Graphic Designer II positions in the City also work on websites and it is expected that this will be a growing area of work.

The classification of Graphic Designer II seems appropriate for this new position since the general nature of the work is similar to those of other existing Graphic Designer II positions in the City's workforce. We, therefore, agree with the department's request to classify this new position as Graphic Designer II in Pay Range 535.

<b>Current:</b>	<b>New Position</b>	
<b>Request:</b>	<b>Healthcare Outreach Coordinator</b>	<b>SG 007</b>
<b>Recommended:</b>	<b>Healthcare Outreach Coordinator</b>	<b>SG 007</b>

The basic function of this new position is to be responsible for planning, coordinating and implementing policies and procedures to assure that the Milwaukee health care community

adopts practices and recommendations made by the Milwaukee Health Department. These policies and procedures involve meeting public health goals related to reducing infant mortality, eliminating lead poisoning, improving access to preventative health care, promoting health behaviors and lifestyles, improving the quality and safety of consumer products, and reducing illness and injury from communicable disease, pollution and disasters.

This position requires a bachelor's degree in health administration, public health, nursing or related field and five years of experience working in a public/community health agency at a supervisory/program manager level or above. A master's degree is highly desirable. Equivalent combinations of education and experience may also be considered.

This new position is located in the Maternal and Child Health Division and will report directly to the Maternal and Child Health Division Manager in Salary Grade 9. The idea for this position came from the department's strategic planning process. The Department developed initiatives by identifying best practices to achieve community health goals rather than just providing more services. The department's budget summary indicates that partnerships with other public and private organizations are critical for this planning. This position will establish and maintain these relationships with organizations; identify, coordinate, and implement programs and initiatives to engage healthcare community partners to participate in the process of assessing and addressing public health needs; and serve as a liaison with the community, the state, various committees and task forces, and local colleges and universities regarding healthcare issues and community health needs and challenges. This position may provide guidance and direction to designated staff, including Public Health Nurses, Educators, and Clinic Assistants, on a project or special assignment basis.

The department has requested the title of Healthcare Outreach Coordinator in Salary Grade 7 which is the same level as Public Health Nurse Supervisor (PHN Supervisor). According to the standard job description, the basic function of the PHN Supervisor is to provide program/service development, direction, guidance, monitoring, coordination and evaluation. This includes providing training, supervision, and consultation to Public Health Nurses, Public Health Aides, Office Support, Custodial Workers and other assigned staff. Responsibilities also include community-wide consultation and collaboration and an advisory responsibility to Public Health Services Administration and supervision of 12-18 employees. The position under study does not have the supervisory responsibilities that the PHN Supervisor does but it does have extensive liaison responsibilities with other healthcare professionals and institutions within the community. The management job evaluation factors should be as follows:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	07	104
Knowledge and Skills	07	94
Reporting Relationships	08	55
Working Conditions	01	<u>05</u>
TOTAL		258

Salary Grade 7: 231-265

The requested title of Healthcare Outreach Coordinator reflects well the focus of this new position. We therefore agree with the Department's request to classify this new position as Healthcare Outreach Coordinator in Salary Grade 7.

<b>Current:</b>	<b>New Position</b>	
<b>Request:</b>	<b>Health Project Assistant</b>	<b>PR 530</b>
<b>Recommended:</b>	<b>Health Project Assistant</b>	<b>PR 530</b>

The basic function of this new position is to assure the efficient operation, maintenance and quality assurance of information systems for the Health and Safety in Child Care Program (HSCCP) and other parts of the Maternal and Child Health Division; and to assist with the development of the HSCCP database/information system for data collection, program reporting, data analysis, and evaluation.

This position requires a Bachelor's Degree in Information Technology or related field and one year of experience with and working knowledge of relational databases. The position also requires experience with data management, analysis, and reporting. Equivalent combinations of education and experience may also be considered.

This new grant funded position is also located in the Maternal and Child Health Division and will be spending 50% of the time on Data Management and Reporting, 30% of the time on Information System in HSCCP, 15% of the time on Information Technology Management and 5% of the time on other duties. The Health Department had a similar position, with the title of Health Project Assistant in Pay Range 530, in the Home Environmental Health Division. This position was responsible for working with the data management systems for the lead poisoning prevention program. This work included overseeing the flow of information within the program, maintaining the integrity of the database, generating reports, and maintaining program statistics needed for program planning and evaluation purposes. The position was reclassified two years ago to a higher level due to a change in the level of duties and responsibilities. As it was first created, though, the duties, responsibilities and requirements were consistent with this position under study. We therefore agree with the department's request to classify this new position as Health Project Assistant in Pay Range 530.

<b>Current:</b>	<b>New Positions (2)</b>	
<b>Request:</b>	<b>Public Health Social Worker</b>	<b>To Be Studied</b>
<b>Recommended:</b>	<b>Public Health Social Worker</b>	<b>PR 594</b>

The basic function of these two positions is to provide counseling, consultation, and referral services to Health Department clients in multiple settings including homes, schools, health and WIC (women, infants and children) clinics, and childcare centers. Other duties include performing case management functions, serving as an advocate for families with health or socio-economic problems, and coordinating community services and resources. These positions require a master's degree in social work, a social worker certification from the state of Wisconsin or eligibility for a temporary Social Worker certificate, and two years of social service experience working in the community with clients.

These two positions will also be in the Maternal and Child Health Unit but will work out of the department's health centers and will report to the Public Health Nursing Supervisor in charge at each location. The creation of these two positions stemmed from the Department's effort to establish multidisciplinary teams of nurses and social workers to address the healthcare and social needs of their clients in a more efficient manner. Public Health Nurses will be able to focus on the healthcare needs and interventions and refer the coordination of other social services to the social worker positions.

The City does not have other social worker type positions but it does have other professional positions that require a bachelor's or master's degree. In the Health Department the position of Nutritionist in Pay Range 594 (\$38,455 - \$46,660) provides administrative, nutrition and clinical support to the City of Milwaukee Health Department WIC Nutrition Program. The position requires a Bachelor's Degree or Master's Degree plus registration as a dietician by the American Dietetic Association. Like the positions under study the Nutritionists can serve as a resource to public health nurses as well as other staff and the community. We reviewed pay data from surveys, web sites and two local employers. Our recommended pay level is consistent with our findings and should provide a competitive rate of pay. This pay level also takes into account internal equity within the City's and department's workforce. The requested title of Public Health Social Worker is appropriate since it identifies clearly the type of work being performed and the department in which the positions are located.

We therefore recommend that these two new positions be classified as Public Health Social Worker in Pay Range 594. To give the department more flexibility in hiring someone with the appropriate education and experience we also recommend that, like the Nutritionist positions, the recruitment rate be up to the third step of the pay range.

#### **CITY TREASURER**

<b>Current:</b>	<b>Tax Enforcement Specialist</b>	<b>PR 540</b>
<b>Requested:</b>	<b>Tax Collection Specialist</b>	<b>To be Studied</b>
<b>Recommended:</b>	<b>Customer Service Representative-Lead</b>	<b>PR 530</b>

The Tax Enforcement Specialist was a new position created as part of the City Treasurer's 2003 budget to perform professional duties related to tax enforcement actions. A major function of this position was to perform all tasks necessary for the City Attorney's Office to take legal action in response to delinquent property tax accounts (primarily real estate "in rem" foreclosures). The position also was responsible for vacated judgments and had customer relations responsibilities.

During 2003 significant changes occurred in this position. These changes and the current duties performed by the incumbent were discussed with Jim Klajbor, Special Assistant to the City Treasurer, and Kerry Urban, Customer Services Specialist.

The change having the greatest impact upon the position was the automated systems created by the department to handle many of the tasks previously performed that were associated with "in rem" foreclosures and vacated judgments. As a result, the position was moved from the Administration Division and placed in the Customer Services Unit of the Collections Division and given different duties. These duties are summarized below:

45%	Tax Collection
10%	Delinquent Tax Collection
40%	Contemplated Special Improvement Bond System
5%	Additional Duties

According to the job description provided by the department, the position requires the equivalent of a related Associate's degree and four years of journey level clerical experience with at least two years at the Office Assistant III level or above.

Approximately 75% of the position's current duties are either being performed at or had previously been performed at the Customer Services Representative II level. This includes about half of the tax collection duties, the delinquent tax collection duties and the contemplated special improvement bond system responsibilities. The other 25% came from the incumbent's previous position and from lower level tasks previously performed by the Customer Services Supervisor (SG 007) and Customer Services Specialist (SG 005).

The net effect of these changes is that the position has higher level responsibilities than the Customer Service Representative II but is not quite as strong as it was previously. A comparison with other positions in the department reveals general consistency in level of responsibility with those at Pay Range 530 such as Program Assistant II, Accountant I and Lead Teller. We feel this level accurately reflects the duties and responsibilities being performed.

Our recommendation, therefore, is that this position be placed in Pay Range 530. We also recommend that the incumbent be red-circled at Pay Range 540 so there will be no loss of pay resulting from this transaction.

In lieu of the initially requested title of Tax Collection Specialist, we recommend the title of Customer Service Representative-Lead to be consistent with other titles in this unit.

<b>Current:</b>	<b>Office Assistant III</b>	<b>PR 425</b>
<b>Requested:</b>	<b>Accounting Assistant I</b>	<b>PR 435</b>
<b>Recommended:</b>	<b>Accounting Assistant I</b>	<b>PR 435</b>
<b>Current:</b>	<b>Accounting Assistant II</b>	<b>PR 445</b>
<b>Requested:</b>	<b>Accounting Assistant I</b>	<b>PR 435</b>
<b>Recommended:</b>	<b>Accounting Assistant I</b>	<b>PR 435</b>

The above two transactions result from the department's restructuring of the support staff positions in the Cash Management, Investments, and Financial Services Unit. The support staff currently consists of an Office Assistant III, an Accounting Assistant I and an Accounting Assistant II. Essentially, the department would like all three positions to be at the same level and be interchangeable. This will provide more flexibility to the supervisor in assigning work which will, in turn, assist in handling the increased volume of work being performed and in providing needed back up.

The support work being performed in this section is associated with bank account reconciliation (10%), cashiering control (30%), general fund accounting (25%), judgment administration (10%), payment distribution services (15%), payroll administration-U.S. Savings Bonds (5%), and additional duties (5%).

One job description was submitted by the department to cover all three positions. This job description, along with information obtained in discussions with Jim Klajbor, Special Assistant to the City Treasurer, was evaluated to determine the appropriateness of the requested classification.

Comparisons were made with job descriptions of other positions in the City at the Accounting Assistant I and Accounting Assistant II level as well as specifications for these classifications which resulted from the city wide study of office support positions. Overall, while



some tasks in the new job description appear to be at the Accounting Assistant II level, the majority appear to be more consistent with the Accounting Assistant I classification. Consequently, our recommendation is that these positions be classified as Accounting Assistant I in Pay Range 435. We concur with the department's request to red-circle the incumbent of the Accounting Assistant II position, Carla Tietyen, at Pay Range 445 so there will be no loss of pay resulting from this transaction.

**DEPARTMENT OF PUBLIC WORKS**  
**Infrastructure Services Division**

<b>Current:</b>	<b>Transportation Design Manager</b>	<b>SG 016</b>
<b>Requested:</b>	<b>Administration and Transportation Design Manager</b>	<b>SG 016</b>
<b>Recommended:</b>	<b>Administration and Transportation Design Manager</b>	<b>SG 016</b>

One of the initiatives for DPW-Infrastructure Services Division for 2004 is to consolidate the management of the Administration and Transportation Units. The position of Administration and Projects Manager in Salary Grade 014 was thus eliminated in the 2004 budget and the functions of that position have been incorporated into the position of Transportation Design Manager.

The department is requesting the position remain at the same Salary Grade 016 level under the new title of Administration and Transportation Design Manager. This would provide consistency across the three remaining sections in Infrastructure Services in that all three section managers would be at Salary Grade 016.

Among the responsibilities that have been added to the Transportation Design Manager position are added budget and personnel related functions, representing the City Engineer before Common Council Committees and the City Service Commission and providing overall direction for the Administration decision unit. While the scope of the position has been broadened, the added duties are primarily administrative in nature and are not higher than Salary Grade 016 level duties. We therefore concur with the department's request that this position remain in Salary Grade 016 and be re-titled to Administration and Transportation Design Manager.

<b>Current:</b>	<b>Civil Engineer I (10 positions)</b>	<b>PR 624</b>
<b>Requested:</b>	<b>Engineering Technician IV</b>	<b>PR 620</b>
<b>Recommended:</b>	<b>Engineering Technician IV</b>	<b>PR 620</b>

Four of these positions are in the Transportation Section and are responsible for preparing estimates of quantities and costs for paving projects and other studies pertaining to the Transportation Section. The other six positions are in the Construction Unit of the Field Operations Section and are responsible for leading a survey crew in the field performing surveys for various capital improvement projects.

While the official position authority for these positions is Civil Engineer I, over the years these positions have traditionally been filled with Engineering Technicians IV. The pay ranges of the two titles substantially overlap and have the same maximum (including the three

Engineering Technician IV Technical "M" steps). It should be noted that all of the incumbents currently have the Engineering Technician IV title.

The duties of these positions do not require a Bachelor's degree in Civil Engineering which is the standard requirement for Civil Engineer I. Therefore it is appropriate, and hereby recommended, that these positions be classified as Engineering Technician IV rather than Civil Engineer I.

<b>Current:</b>	<b>Civil Engineer II (6 positions)</b>	<b>PR 626</b>
<b>Requested:</b>	<b>Engineering Technician V</b>	<b>PR 622</b>
<b>Recommended:</b>	<b>Engineering Technician V</b>	<b>PR 622</b>

These positions are in the Construction Unit of the Field Operations Section. They are responsible for coordinating and directing the operations of a survey crew and preparing paving plans, including the design for streets and alleys.

While the official position authority for these positions is Civil Engineer II, over the years these positions have traditionally been filled with Engineering Technicians V. The pay ranges of the two titles substantially overlap and have the same maximum (with the two Engineering Technician V Technical "M" steps). It should be noted that all of the incumbents currently have the Engineering Technician V title.

The duties of these positions do not require a Bachelor's degree in Civil Engineering which is one of the standard requirements for Civil Engineer II. Therefore it is appropriate, and hereby recommended, that these positions be classified as Engineering Technician V rather than Civil Engineer II.

<b>Current:</b>	<b>Civil Engineer III (3 positions)</b>	<b>PR 628</b>
<b>Requested:</b>	<b>Engineering Technician VI</b>	<b>PR 628</b>
<b>Recommended:</b>	<b>Engineering Technician VI</b>	<b>PR 628</b>

One of these positions is in the Transportation Section and is responsible for supervising the Estimating work group that prepares estimates of quantities and costs for paving projects and other studies pertaining to the Transportation Section. The other two positions are in the Construction Unit of the Field Operations Section and assist the district engineer in the supervision of lower level Engineering Technicians and survey crews, assists in directing the preparation of construction plans and checks these plans when completed and performs other construction related duties.

While the official position authority for these positions is Civil Engineer III, over the years these positions have traditionally been filled with Engineering Technicians VI. Both titles are in the same pay range. It should be noted that all of the incumbents currently have the Engineering Technician VI title.

The duties of these positions do not require a Bachelor's degree in Civil Engineering which is one of the standard requirements for Civil Engineer III. Therefore it is appropriate, and hereby recommended, that these positions be classified as Engineering Technician VI rather than Civil Engineer III.

<b>Current:</b>	<b>Engineering Technician VI</b>	<b>PR 628</b>
<b>Requested:</b>	<b>Electrical Engineer III</b>	<b>PR 628</b>
<b>Recommended:</b>	<b>Electrical Engineer III</b>	<b>PR 628</b>

This position is in the Traffic and Lighting Design Unit of the Transportation Section. The basic function of this position is to coordinate and direct the engineering design of street lighting facilities in conjunction with the Capital Improvement Program.

The official position authority for this position is Engineering Technician VI in Pay Range 628. However, the position is being filled as an Electrical Engineer III in the same pay range and has been filled with this title for over ten years.

As the duties of the position require a Bachelor's degree in Electrical Engineering (in addition to two years of professional engineering experience), the position should be officially classified as an Electrical Engineer III, which is our recommendation.

<b>Current:</b>	<b>New Position</b>	
<b>Requested:</b>	<b>Civil Engineer IV</b>	<b>PR 630</b>
<b>Recommended:</b>	<b>Civil Engineer IV</b>	<b>PR 630</b>

Due to position eliminations and resulting consolidation of functions, the Civil Engineer IV position that had been in the Structural Design area was eliminated and a new position is being created in Major Projects where the main focus of the position will be on transportation systems.

The responsibilities of this position include directing the preparation of studies, reports, environmental investigations, plans, specifications, estimates and other documents, coordinating and programming projects with State, County or Federal transportation officials or other local community staffs, preparing appropriate contract documents to engage private consultants to undertake design services, preparing the Major Projects Street Improvement program and developing the 6-year capital budget, working with SEWRPC to complete the annual Transportation Improvement Plan, and monitoring project expenditures and reviewing quarterly billings from the State Department of Transportation. This position has lead worker/supervisory responsibility over nine lower level civil engineers and one engineering drafting technician. This responsibility does not include performance appraisals or disciplinary action since it is not a management position.

There is another Civil Engineer IV position in Transportation which has similar lead worker/supervisory responsibility over other civil engineers. The main purpose of this position is to work as a project manager for major transportation and development planning initiatives, and to oversee the administration of professional service contracts associated with various grant programs. The duties of this position appear comparable in level to those of the position under study. In addition both positions require a Bachelor's Degree in Civil Engineering, registration as a Professional Engineer and five to seven years of municipal engineering experience, of which at least one year of which must have been in the planning, design or construction of streets and highways.

Overall, the level and scope of duties performed by the position under study is consistent with the Civil Engineer IV classification. We therefore recommend that this position be classified as Civil Engineer IV in Pay Range 628.

<b>Current:</b>	<b>New Position</b>	
<b>Requested:</b>	<b>Bridge Design Manager</b>	<b>SG 011</b>
<b>Recommended:</b>	<b>Structural Design Manager</b>	<b>SG 012</b>

As part of the 2004 restructuring in Infrastructure Services, the Structural Design Section of the Transportation Decision Unit is being moved to the Street and Bridges Decision Unit. This reorganization consolidates all bridge engineering design functions and bridge maintenance activities under the same decision unit. The position in charge of this unit is the Street and Bridges Services Manager in Salary Grade 013.

The basic function of the position under study is to supervise, plan, direct and control all structural design work, including bridge design, parking structure rehabilitation and repair and evaluation of structural conditions on other public buildings and facilities. The position is also responsible for reviewing plans, specifications, documents and contracts prepared by others which have impact on the City and providing the City Engineer with recommendations for appropriate action.

Prior to its elimination in the 2004 budget, the position was classified as a Civil Engineer V in Salary Grade 013. However, with the exception of the last six months, the position had been underfilled as a Management Civil Engineer-Senior (Salary Grade 012) since the position was reclassified to Civil Engineer V in 1995 as part of a major reorganization in DPW. Prior to 1995 the position was officially classified as Management Civil Engineer-Senior.

A comparison of the current job description for this position with one prepared in 1995 reveals little substantive change in the position. Since the position has traditionally been filled at Salary Grade 012 and because the new supervisor of this position is at Salary Grade 013, we recommend that this position be placed in Salary Grade 012. The department request of Salary Grade 011 is judged to be too low and difficult to justify considering the importance and consequence of error of this structural design position.

The department requested a title of Bridge Design Manager. While bridges represent a significant portion of the work, it is not the only component. As noted above, parking structures, buildings and other facilities also fall under the purview of this position. Therefore, we recommend the title of Structural Design Manager as being more representative of the position's responsibilities.

<b>Current:</b>	<b>Traffic Signal Manager</b>	<b>SG 010</b>
<b>Requested:</b>	<b>Electrical Services Manager</b>	<b>SG 010</b>
<b>Recommended:</b>	<b>Electrical Services Manager</b>	<b>SG 010</b>

<b>Current:</b>	<b>Lighting Services Manager (2 pos.)</b>	<b>SG 010</b>
<b>Requested:</b>	<b>Electrical Services Manager</b>	<b>SG 010</b>
<b>Recommended:</b>	<b>Electrical Services Manager</b>	<b>SG 010</b>

<b>Current:</b>	<b>New Position (auxiliary)</b>	
<b>Requested:</b>	<b>Electrical Services Manager (auxiliary)</b>	<b>SG 010</b>
<b>Recommended:</b>	<b>Electrical Services Manager (auxiliary)</b>	<b>SG 010</b>

The Electrical Services Unit currently has three Salary Grade 010 positions that report to the Electrical Services Operations Manager. One is the Traffic Signal Manager which heads the

Signal Shop, and the other two are titled Lighting Services Manager and are in charge of street lighting construction and street lighting maintenance, respectively. To increase efficiency and flexibility the department would like all three positions to have the same title. This would facilitate moving individuals to different areas depending on need and would facilitate cross training and needed back up. In fact, one standard job description has been created to apply to all three positions.

The proposed transactions represent title changes only and do not involve any increase in pay. We have no objection to the proposed changes and therefore recommend that the titles of Traffic Signal Manager and Lighting Services Manager be changed to Electrical Services Manager.

The department also is creating an unfunded auxiliary position that, when utilized, will have the same duties as the other positions. This auxiliary position should also be classified as Electrical Services Manager in Salary Grade 010.

<b>Current:</b>	<b>Traffic Sign Manager</b>	<b>SG 008</b>
<b>Requested:</b>	<b>Electrical Services Supervisor I</b>	<b>SG 008</b>
<b>Recommended:</b>	<b>Electrical Services Supervisor I</b>	<b>SG 008</b>

The department is requesting a title change for Traffic Sign Manager in the Electrical Services Unit. The title change is consistent with the department's goal of creating broader titles with a consistent theme. The broader titles allow for more flexibility and enhance career progression possibilities for employees within the unit. We therefore recommend that the title of Traffic Sign Manager be changed to Electrical Services Supervisor I.

## **DEPARTMENT OF PUBLIC WORKS**

### **Operations Division**

<b>Current:</b>	<b>New Position</b>	
<b>Requested:</b>	<b>Environmental Policy Analyst</b>	<b>SG 006</b>
<b>Recommended:</b>	<b>Environmental Policy Analyst</b>	<b>SG 006</b>

The basic function of this grant-funded position is to prepare and monitor grants, research alternative funding sources, carry out analysis and make recommendations on policy initiatives that maximize the environmental efforts of the City of Milwaukee. Specifically, the position will:

- Develop strategies to secure grant funding for programs related to solid waste, recycling, storm water, natural resource management, air quality and environmental education.
- Conduct complex policy, operational, organizational and fiscal analysis.
- Identify citywide initiatives and non-profit collaborations that promote public/private partnerships.
- Attend meetings, demonstrations and lectures and review material of an educational nature.

Approximately half of the position's time is expected to be in the grant area, the other half in the policy and research area. The position requires a Bachelor's degree in policy

analysis, public administration or environmental policy and three years of progressively responsible policy analyst or equivalent experience (a related Master's degree may substitute for one year of experience).

Other positions in City government involved in similar activities were examined to determine the appropriate classification for this position. For example, the position of Compliance Analyst in the Health Department is heavily involved in developing, administering and monitoring grants and other contracts. This position is in Salary Grade 005, but generally is not involved in policy analysis or development except as it pertains to the grant and contract process.

The position of Legislative Research Analyst-Senior in the Common Council-City Clerk's Office, however, performs in-depth research on municipal government functions, operations, and organization, and prepares analysis on a wide variety of urban topics and performs multi-source data gathering in the preparation, interpretation and analysis of reports. The Fiscal Review Analyst-Senior position similarly prepares written analyses and makes oral presentations on budgetary, legislative and fiscal policy issues. These positions are in Salary Grade 006.

The requirements and skills needed in all three positions discussed above are similar to that of this new position. However, the policy research and development aspects of the position appear to be at a higher level than the grant-related aspects of the position, though both are critical. Because the former represents at least half of the position's emphasis, it is recommended that the position be placed in Salary Grade 006. It is also recommended that the requested title of Environmental Policy Analyst be approved and be given the following profile on the job evaluation factors:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	6	91
Knowledge and Skills	6	80
Reporting Relationships	5	32
Working Conditions	1	<u>05</u>
TOTAL		208

Salary Grade 006: 201-230

<b>Current:</b>	<b>New Position</b>	
<b>Requested:</b>	<b>Technical Services Manager</b>	<b>SG 004</b>
<b>Recommended:</b>	<b>Technical Services Supervisor</b>	<b>SG 004</b>

This position is being created in lieu of a Forestry Technical Services Coordinator in Pay Range 555 that was eliminated in the 2004 budget. This position coordinates technical services for the Environmental Services section of the Operations Division. This includes hazardous materials management and code enforcement activities, coordination of the plant health care management program, technical training activities, research and development, and a variety of management and administrative support activities.

This position will now manage a code enforcement program that combines activities that were previously done separately by Forestry and Sanitation. This involves supervising six

full-time and four seasonal positions (Urban Forestry Technicians) that will enforce ordinances relating to hazardous (e.g., diseased) trees, encroachments of bushes and branches in the public way, weed and grass violations, and sidewalk snow. Combining these activities under one supervisor will allow more effective and efficient planning and coordination. This position will also manage the various contracts to correct violations if not done in a timely manner by the property owner.

The requested salary grade seems appropriate given the level of duties and responsibilities performed by this position. For example, the former position of Urban Forestry Supervisor in Salary Grade 004 was responsible for assigning and supervising the daily work activities of forestry field crews and performing related duties. While the supervisory responsibilities of the Technical Services Supervisor are not quite as extensive, the position has greater technical and training responsibilities.

A general comparison can also be drawn with the Health Project Coordinator classification in Salary Grade 004 found in the Health Department in that these positions perform a wide variety of activities and projects within a particular area. For example, these positions work with a variety of technical programs, often independently, and typically engage in community outreach, make referrals, coordinate services, provide technical support, develop and present educational programs, represent the Health Department on various committees, evaluate programs, monitor compliance with grant requirements, write periodic progress reports and perform other related duties.

Rather than the requested title of Technical Services Manager, we recommend the title of Technical Services Supervisor to be consistent with other supervisory positions in Salary Grade 004 and eliminate the possibility of confusion with the Forestry Services Manager that supervises this position.

We therefore recommend that this position be classified as Technical Services Supervisor in Salary Grade 004 and be given the following profile on the job evaluation factors:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	4	68
Knowledge and Skills	5	68
Reporting Relationships	4	26
Working Conditions	2	<u>07</u>
TOTAL		169

Salary Grade 004: 152-174

As this position will be involved in DPW snow and ice control operations the department has requested, and we recommend, that the Salary Ordinance footnote authorizing additional compensation for such activities be extended to this position.

<b>Current:</b>	<b>Urban Forestry Technician (3 Positions &amp; 4 Auxiliary)</b>	<b>PR 545</b>
<b>Requested:</b>	<b>Urban Forestry Technician</b>	<b>PR 560</b>
<b>Recommended:</b>	<b>Urban Forestry Technician</b>	<b>PR 560</b>

<b>Current:</b>	<b>Forestry Inspector II (3 Positions)</b>	<b>PR 540</b>
<b>Requested:</b>	<b>Urban Forestry Technician</b>	<b>PR 560</b>
<b>Recommended:</b>	<b>Urban Forestry Technician</b>	<b>PR 560</b>

Historically, both the Forestry and Sanitation sections have performed code enforcement and inspection activities based on their particular areas of responsibility. With the consolidation of these sections into the Environmental Services Section, the department saw an opportunity to eliminate duplicative services and consolidate these code enforcement and inspection activities.

In Forestry, the code enforcement activities were performed by Urban Forestry Technicians and the inspection of paving, sidewalk and underground construction activities as they impact street trees, landscaped boulevards and medians was done by Forestry Inspectors. In Sanitation, code enforcement activities were done by the Sanitation Supervisors in Salary Grade 004.

With the 2004 budget, the department is placing all code enforcement and inspection activities in one section under the supervision of the proposed Technical Services Supervisor. This consolidation would take three Forestry Inspector II positions in Pay Range 540 and three Urban Forestry Technician positions in Pay Range 545 and create six full-time positions of Urban Forestry Technician in Pay Range 560. The 2004 budget also includes four auxiliary positions to assist during the peak season for code enforcement issues.

All six positions will be expected to perform the full range of duties which previously were separately done by the Urban Forestry Technicians and Forestry Inspectors. Consequently, the scope of responsibility of each classification is increased under the reorganization. For example, the Forestry Inspectors will now be expected to perform code enforcement and supervise crews and the Urban Forestry Technicians will now be performing construction inspection duties which will require the ability to read paving and underground utility plans, knowledge of engineering terminology and being able to work with engineers.

The department is requesting that the new Urban Forestry Technician positions be placed in Pay Range 560. In support of this request the department points to the additional duties that the positions will be performing as well as a serious pay compression problem that resulted when the Urban Forestry Crew Leaders were reallocated from Pay Range 260 to Pay Range 282 in 2002 as a result of a study mandated by a labor agreement between the City and District Council 48.

Traditionally, the Urban Forestry Technician classification has been higher than Urban Forestry Crew Leader and the Technician positions were typically filled from the ranks of the Crew Leaders. More significantly, Urban Forestry Technicians assist the Urban Forestry Managers in supervising Urban Forestry Crew Leaders, Urban Forestry Specialists and Urban Forestry Laborers. This importance of this role has increased with the elimination of the Urban Forestry Supervisor positions.

With the reallocation of the Urban Forestry Crew Leaders to Pay Range 282, this classification is now actually higher than Urban Forestry Technician. This creates a problem from both a career progression and a supervisory standpoint. The requested pay range of 560 would restore to a large degree the previous pay relationship and once again create a needed career ladder from which to fill the Technician positions with knowledgeable, experienced candidates from the ranks of Urban Forestry Crew Leader.

Therefore, due to the additional responsibilities of these positions and the pay compression issue between the Urban Forestry Technicians and the Urban Forestry Crew Leaders, we agree with the department's request to classify these six positions as Urban Forestry Technician in Pay Range 560.



<b>Current:</b>	<b>Buildings and Fleet Director</b>	<b>SG 016</b>
<b>Requested:</b>	<b>Buildings and Fleet Superintendent</b>	<b>SG 016</b>
<b>Recommended:</b>	<b>Buildings and Fleet Superintendent</b>	<b>SG 016</b>

This change is a "housekeeping" item so that the Salary Ordinance reflects the title currently being used for this position. When the Operations Division was created two years ago, the intent was to have this position titled Buildings and Fleet Superintendent. The change in title was made in the Positions Ordinance and the Visual Organizational Inventory, but not the Salary Ordinance.

We therefore recommend that the Salary Ordinance be amended so that under Salary Grade 016 the title of this position is listed as "Buildings and Fleet Superintendent."

<b>Current:</b>	<b>Vehicle Service Technician-Heavy</b>	<b>PR 260</b>
<b>Requested:</b>	<b>Automotive Mechanic, Lead Worker</b>	<b>PR 265</b>
<b>Recommended:</b>	<b>Automotive Mechanic, Lead Worker</b>	<b>PR 265</b>

This position functions as a full journeyman automotive mechanic and will routinely fill in for the Automotive Mechanic Supervisor II on second shift when a direct supervisory presence is usually not available for the majority of the shift. For example, this position will assist in making decisions such as whether a vehicle or piece of equipment should be repaired or not given its condition, age and cost of repair needed.

Approximately one-third of the position's time will be spent on direct maintenance and repair activities, while the other two-thirds will be spent on supervisory-related functions such as creating work orders, assigning work and ensuring the smooth and safe operation of the shop in the supervisor's absence.

The requested classification is one that already exists for purposes such as this. The proposed duties of the position are consistent with this classification. We therefore recommend that this position be reclassified to Automotive Mechanic, Lead Worker in Pay Range 265.

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

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

Reviewed by: *Florence H. Dukes*  
Florence H. Dukes, Employee Relations Director