

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: March 27, 2012

This report recommends appropriate classifications and compensation levels for various positions created or changed in conjunction with the implementation of the 2012 City of Milwaukee budget. This report contains recommendations for positions in the Administrative Services Division and the Infrastructure Services Division of the Department of Public Works.

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

**DPW – ADMINISTRATIVE SERVICES DIVISION**

Current	Request	Recommendation
Public Works Personnel Administrator PR 1IX (\$73,627 - \$103,077) Dan Thomas	Public Works Personnel and Compliance Manager PR 1KX (\$83,653 - \$117,118)	Public Works Personnel and Compliance Manager PR 1KX (\$83,653 - \$117,118)

**DPW – INFRASTRUCTURE SERVICES DIVISION**

Current	Request	Recommendation
Bicycle and Pedestrian Coordinator PR 3NN (\$43,846 - \$59,792) Vacant	Bicycle and Pedestrian Coordinator PR 2IN (\$57,028 - \$79,836) Recruitment at \$64,697	Bicycle and Pedestrian Coordinator PR 2IN (\$57,028 - \$79,836) Recruitment at \$64,697

**ACTION REQUIRED – Effective Pay Period 2, 2012 (January 8, 2012)**

In the Salary Ordinance, under Pay Range 3NN, delete the title "Bicycle and Pedestrian Coordinator"; under Pay Range 2IN, add the title "Bicycle and Pedestrian Coordinator (2)". Under Pay Range 1IX, delete the title "Public Works Personnel Administrator"; under Pay Range 1KX, add the title "Public Works Personnel and Compliance Manager".

In the Positions Ordinance, under Department of Public Works – Administrative Services Division, Office of the Commissioner, delete on position of "Public Works Personnel Administrator" and add one position of "Public Works Personnel and Compliance Manager".

**DEPARTMENT OF PUBLIC WORKS – ADMINISTRATIVE SERVICES**

**Current:** Public Works Personnel Administrator PR 1IX  
**Request:** Public Works Personnel and Compliance Manager PR 1KX  
**Recommended:** Public Works Personnel and Compliance Manager PR 1KX

The Department of Public Works (DPW) indicated they have eliminated one position of Civil Engineer V in Pay Range 1JX as part of the 2012 budget and have made changes in the duties and responsibilities for the following three positions:

Public Works Coordination Manager in PR 1KX  
 Public Works Personnel Administrator in PR 1IX  
 Recycling Specialist in PR 2HX

The majority of the duties and responsibilities of the eliminated position of Civil Engineer V have been given to the Public Works Coordination Manager in Pay Range 1KX. These duties include coordinating transportation, utility, and general infrastructure needs of major developments; providing transportation planning liaison with various city, county, state, and regional planning agencies; supervising the processing and approval of DPW and building permits, and Special Privileges, Subterranean and Airspace leases and outdoor cafes; coordinating activities with all railroad companies doing business in the City; reviewing paving projects for hollow sidewalks; supervising traffic related reviews for the Board of Zoning Appeals and DPW comments for the City Plan Commission; and coordinating public works activities relating to streetscape improvements.

In addition, two positions of Civil Engineer III and one position of Engineering Technician IV have moved from the Infrastructure Services Division to the Administrative Services Division and are now reporting to the Public Works Coordination Manager. Other duties performed by the Civil Engineer V have been divided up and absorbed by other positions in the Infrastructure Services Division.

In conjunction with these changes several duties and responsibilities of the Public Works Coordination Manager position were given to the Public Works Personnel Administrator as is explained below. Other separate changes have been made to the duties and responsibilities of the Recycling Specialist. As a result of these changes the Department has requested a reclassification of the Public Works Personnel Administrator and the Recycling Specialist. This report is regarding the Public Works Personnel Administrator position. The Recycling Specialist position will be reviewed in a subsequent report.

The basic function of the Public Works Personnel Administrator is, under the general direction of the Commissioner of Public Works and the Operations Division Director, to represent DPW on a wide variety of employee relations and contractual matters including labor relations; contract bid, award, compliance, and dispute resolution; personnel; discrimination complaints; benefits and payroll; and safety. Duties and responsibilities include the following:

- 30% Advise and represent DPW management regarding disciplinary actions, employment law, and civil service benefits. This includes development and implementation of personnel policies; providing training on various topics as needed; preparing and presenting cases before the Civil Service Commission; and advising and consulting with City Attorney staff on matters involving employee discrimination complaints.
- 30% Manage the DPW contract function with the award and administration of \$150 - \$200 million in construction and professional service contracts. This includes monitoring contractor compliance based on various statutes, ordinances, and contract law; conducting legal and procedural analysis to determine whether contractor's actions are in violation of any provisions, laws or agreements; mediating alleged violations and creating and implementing proposed economic or procedural remedies; and supervising contract staff.
- 20% Supervise Payroll, Safety, Driving Training Instructors and the Public Works University. This includes developing, implementing and monitoring the DPW Safety Program, overseeing training activities, and monitoring legislation regarding federally mandated drug and alcohol programs; developing, implementing and monitoring the payroll function and policies; and advising and training management regarding payroll and personnel related matters; developing, implementing and monitoring compliance with the Americans with Disabilities Act (ADA), case review and analysis of the Transition Duty Program, accommodations and fitness for duty requests, and referrals to the Disabled

- Employee Placement Program; monitoring and analysis related to the Family and Medical Leave Act (FMLA), case review and analysis of FMLA certification and requests for recertification, second opinions, etc; and overseeing, researching, developing, and implementing curriculum for the Public Works University and developing and implementing website training modules.
- 5% Represent DPW during grievance hearings and arbitrations, unemployment compensation hearings, and discrimination hearings. This includes researching, interpreting, and implementing various facets of employment law and matters subject to arbitration process; preparing data and exhibits; providing testimony regarding DPW policies, procedures and actions on various matters; and advising and consulting with City Attorney and Labor Relations staff regarding matters involving employee relations.
- 5% Serve as the DPW point of contact for contract compliance related matters. This includes advising the Common Council, developers, DPW personnel, community groups, and the public regarding various projects and programs; initiating planning meetings and consultations with principals as needed; and representing the Commission of Public Works at these and other related meetings.
- 5% Resolve complex problems related to personnel administration, payroll, safety, and contract administration. This includes investigating, reviewing, preparing reports and solving complex and/or politically sensitive issues and problems regarding planning and implementation of projects and programs; and representing the Commissioner of Public Works before the Common Council and at other related meetings.
- 5% Review programs, program changes, and contractual changes. This includes reviewing formal programs submitted to the Common Council, ordinance language changes, specifications and proposals, and contract bids, change orders and time extensions.

Requirements include a Bachelor's Degree in Human Resource Management or related area and eight years of experience as a high level management representative in contract management and labor relations. Equivalent combinations of education and experience may be considered. Other requirements include the ability to interpret and apply highly complex legal and contract principles to construction contracts and employee relations matters; highly developed written and oral communication skills; and high level interpersonal skills to effectively interact with the Common Council, State and Federal Courts, contractors, citizens, and other City and government agencies.

The changes in this position include responsibility for managing the award and administration of construction and professional services contracts and evaluating and implementing citywide workforce programs such as the Resident Preference Programs and the "Minority, Woman, and Small Business Enterprise Program" under Chapter 370 of the Milwaukee Code of Ordinances. These changes have greatly strengthened this position and comprise 30 – 40%, depending on the time of the year, of the position's total duties and responsibilities. The position will also supervise two additional staff, Contract Compliance Officer in Pay Range 2GX and Office Assistant IV in Pay Range 6HN which will mean supervisory responsibility for 22 positions.

These additional duties have a high consequence of error and require good judgment in making decisions related to contracts worth a total of \$150 - \$200 million per year. Previously the position was focused primarily on internal DPW operations and employee relations. With these new duties this position will also be responsible for interactions with numerous contractors and for implementing these citywide workforce programs that directly affect the public. Other positions in the requested level of Pay Range 1KX include Public Works Coordination Manager,

Facilities Manager, and Administration and Projects Manager. All of these positions have widespread authority and responsibility within DPW and are comparable to the position under study. The requested title of "Public Works Personnel and Compliance Manager" reflects well the responsibilities of the position.

Based on the above analysis we recommend that the Public Works Personnel Administrator in Pay Range 1IX be reclassified to Public Works Personnel and Compliance Manager in Pay Range 1KX.

**DEPARTMENT OF PUBLIC WORKS – INFRASTRUCTURE SERVICES**

<b>Current:</b>	<b>Bicycle and Pedestrian Coordinator</b>	<b>PR 3NN</b>
<b>Request:</b>	<b>Bicycle and Pedestrian Coordinator</b>	<b>PR 2IN</b>
<b>Recommended:</b>	<b>Bicycle and Pedestrian Coordinator</b>	<b>PR 2IN</b>

The basic function of this position is to administer the City of Milwaukee's Bicycle and Pedestrian Plan. The specific duties and responsibilities are as follows:

- 15% Serve as the Project Manager for various bicycle and pedestrian related grant and city funded projects.
- 15% Serve as staff to the City's Bicycle and Pedestrian Task Force; serve as the City's bicycle/pedestrian liaison; and coordinate programs and activities with regional agencies.
- 15% Administer the City's Neighborhood Traffic Management Program.
- 10% Design bicycle and pedestrian facilities within the right of way and oversee the work of consultants designing bicycle and pedestrian related facilities.
- 10% Coordinate efforts in complying with ADA (Americans with Disabilities Act) requirements as they relate to City facilities
- 10% Analyze reports, studies, bicycle/pedestrian plans, and related information; and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities.
- 10% Review major projects to ensure compliance with City plans and goals for bicycles, pedestrians, and accessibility; and monitor compliance with ADA requirements.
- 10% Administer and expand various City bicycle and pedestrian programs
- 5% Perform other related duties as assigned.

Requirements include four years of experience in the planning and designing of bicycle and pedestrian facilities or other duties listed above; or current status as a regularly appointed City of Milwaukee employee with at least two years of experience at the level of Civil Engineer II or Engineering Technician V with experience in the planning and designing of bicycle and pedestrian facilities. A Bachelor's Degree in Planning, Engineering, Communication, or related field is desired. Equivalent combinations of education, training and experience may also be considered. Other requirements include knowledge of principles and practices of planning and design related to bicycle and pedestrian facilities according to the American Association of State Highway and