



Department of Employee Relations

**Tom Barrett**  
Mayor  
**Maria Monteagudo**  
Director  
**Michael Brady**  
Employee Benefits Director  
**Troy M. Hamblin**  
Labor Negotiator

October 8, 2012

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

Dear Committee Members:

Re: Common Council File Number 120725

The following classification and pay recommendations were approved by the City Service Commission on **October 9, 2012**.

In the Department of City Development, one new position was recommended for classification to In Rem Property Disposition Manager, PR 1EX.

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

Sincerely,

Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report  
Fiscal Note

C: Mark Nicolini, James Carroll, Nicole Fleck, Victoria Robertson, Richard Marcoux, Martha Brown and Judy Allen

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: October 9, 2012

Department: City Development

Current	Request	Recommendation
New Position	In Rem Property Disposition Manager PR – To Be Studied	In Rem Property Disposition Manager PR 1EX (\$57,028 -\$79,836)

**Action Required**

In the Salary Ordinance, under Pay Range 1EX, add the title "In Rem Property Disposition Manager."

**Background**

The Department of City Development is planning to request the creation of a new position in the Real Estate Section of the Department at the October 11, 2012 Finance and Personnel Committee Meeting. The Department of Employee Relations received a letter from Martha Brown, Deputy Commissioner - City Development, requesting classification of this new proposed position.

The functions of this position were previously handled by a Redevelopment Authority of the City of Milwaukee (RACM) position that became vacant on September 28, 2012. The Department wishes to now create a City position. A job description was provided and discussions were held with Judy Allen, Resource and Administrative Manager. Subject to approval of this new position we make the above recommendation for classification.

**Duties and Responsibilities**

The basic function of this position is to direct activities and staff in the maintenance, marketing, preservation and disposition of City-owned, tax-foreclosed (in rem) residential real estate with one to four units. The specific duties and responsibilities are as follows:

- 20% Supervise staff by providing direction, working with staff to set goals, monitoring progress toward their achievement, providing ongoing feedback, completing annual performance evaluations, promptly addressing performance issues, and ensuring that senior management is aware of staff achievements and successes. Staff of five includes the positions of Real Estate Specialist, Real Estate Analyst, Property Manager, Program Assistant II and Office Assistant III.
- 15% Develop and implement strategies to ensure adequate management of City-owned improved property, including property inspection, leasing, tenant relations, and property maintenance.

- 15% Devise and implement disposition strategies for in rem residential properties of one to four units.
- 10% Manage efforts to market and sell in rem residential properties to owner-occupants and responsible investors, including non-profit housing agencies, in conformance with Chapter 304 of the Milwaukee Code of Ordinances and adopted buyer policies.
- 10% Maintain records and data regarding the management, maintenance, and sale of properties including expenditures.
- 10% Pursue ordinance and/or policy changes that accelerate the sales process, increase the pool of prospective buyers, reduce the costs of ownership and management of in rem property, and ensure that adequate resources are available for responsible management while property remains in City ownership.
- 5% Coordinate marketing efforts with resources that assist buyers to renovate their property, such as Community Development Block Grant (CDBG)/HOME Investment Partnership Program funded home-improvement loan products.
- 5% Coordinate efforts with the Department of Neighborhood Services to ensure the timely demolition of City-owned residential properties of one to four units.
- 5% Provide ongoing updates to policymakers regarding the status of tax-foreclosed property maintenance, management and disposition.
- 5% Oversee the expenditure of the Housing Infrastructure Preservation Fund, including identification of properties appropriate for investment, scope of work to be performed, and management of the construction process.

Requirements include a Bachelor's Degree in Urban Planning, Economics, Business Administration or related field and five years of significant professional level experience in municipal real estate management, marketing program management, and/or public program management. Equivalent combinations of education and experience may also be considered.

## Analysis

Comparisons were made to several positions including the following:

### Residential Rehabilitation Supervisor in Pay Range 1CX (\$50,206 - \$70,295)

This former position in DCD oversaw and supervised the technical staff to determine physical, structural, and financial needs in conjunction with the implementation of federal, state, and city housing and facility rehabilitation and improvement programs. Duties included assigning cases and special projects to staff; reviewing and approving scopes of work, contracts, change orders, and payments submitted by staff; and providing input to projects, processes and policies throughout the Department. The position supervised six positions including five positions of Neighborhood Housing Specialists and a Clerk Stenographer III.

### Housing Rehabilitation Manager in Pay Range 1DX (\$53,519 - \$74,922)

Plans, develops, coordinates, implements, and manages single and multi-family housing loan and grant programs for DCD through the Neighborhood Improvement Development Corporation

(NIDC). Duties include coordinating and managing the workload assuring timely and accurate completions and processing; ensuring compliance with program goals, project objectives, and contractual provisions by directing on-site construction inspections and records management; and maintaining records and preparing report. The position supervises thirteen positions including six positions of Housing Rehabilitation Specialist, Housing Services Specialist, three positions of Housing Program Specialist, Program Assistant I, Accounting Assistant II, and Office Assistant IV.

Neighborhood Improvement Project Manager in Pay Range 1EX (\$57,028 - \$79,836)

Serves as Program Manager for the Department of Neighborhood Services Neighborhood Improvement Project and the HOME Rental Compliance Monitoring program. This program assists eligible homeowners to make repairs to their homes by estimating the costs, ensuring code compliance and authorizing expenditures. Duties include supervising staff; submitting progress reports; and developing and implementing systems to provide ongoing oversight and to ensure compliance with federal regulations. This position supervises eight positions including six positions of Neighborhood Improvement Project Inspector, one position of Administrative Specialist – Senior, and one position of Office Assistant III.

Commercial and Residential Rehabilitation Manager in Pay Range 1FX (\$60,809 - \$85,129)

Responsible for overseeing, directing, and coordinating the staff and programs for the Department of City Development's housing and neighborhood redevelopment activities. Duties include supervision of staff; developing, cultivating and maintaining partnerships with local community organizations, lenders, residents and other stakeholders; ensuring compliance with program guidelines and reporting requirements; and recommending policies and programs that benefit Milwaukee neighborhoods. This position has supervisory and oversight responsibility for fifteen positions in the Housing Development Section of the Department. These positions include the Housing Rehabilitation Manager, Community Outreach Liaison, Housing Services Specialist, six positions of Housing Rehabilitation Specialist, three positions of Housing Program Specialist, Program Assistant I, Accounting Assistant II and Office Assistant IV.

All of these supervisory positions work with housing real estate. A comparison of duties and responsibilities indicates that the position under study is not as strong as the Commercial and Residential Rehabilitation Manager in Pay Range 1FX (SG 09). That position has broader responsibility to oversee the Department's housing and redevelopment activities and has supervisory and oversight responsibility for fifteen positions that includes the Housing Rehabilitation Manager in Pay Range 1DX (SG 07), the Community Outreach Liaison, and six positions of Housing Rehabilitation Specialist.

The position under study is, however, stronger than the Housing Rehabilitation Manager in Pay Range 1DX (SG 07). Although the Housing Rehabilitation Manager position supervises more positions with 13 staff, it reports to the Commercial and Residential Rehabilitation Manager position in Pay Range 1FX (SG 09) which also has supervisory and oversight responsibility for this same area. In contrast, the position under study reports directly to the Deputy Commissioner - City Development and works more independently. It also will be directly supervising the position of Real Estate Specialist, funded by RACM, which is paid the equivalent of 2GX (SG 06). As the position under study has the overall responsibility for In Rem Property Disposition the level of IEX (SG 08) would provide a more distinct differential from this direct report.

**Recommendation**

Based on the above analysis we recommend that this new position be classified as In Rem Property Disposition Manager in Pay Range 1EX.

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

Reviewed by: *Andrea Knickerbocker*  
Andrea Knickerbocker, Human Resources Manager

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