



Department of Employee Relations

January 31, 2002

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

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

Dear Committee Members: Re: Common Council File Number 011295

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on February 5, 2002. We recommend the following, subject to approval by the City Service Commission:

In the Department of Administration, Budget and Management Division, one new position in the 2002 budget is recommended for classification as Administrative Services Specialist, Salary Grade 001.

In the Department of Administration, Information and Technology Management Division, one new position in the 2002 budget is recommended for classification as City Web Administrator, Salary Grade 005.

The job evaluation reports covering the above positions are attached.

Sincerely,

Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachments: 2 Job Evaluation Reports
 Fiscal Note

c: Laura Engan
 Randolf Gschwind
 Gary Langhoff

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 5, 2002

Incumbent: New Position Department: Administration-Budget and Management Division

Present	Request
Title: New Position	Title: Administrative Services Specialist
Pay Range: Not applicable.	Salary: SG 001 (\$31,914 – 44,676)
Step: Not applicable	Source: Department
Recommendation: Title: Administrative Services Specialist Salary: Salary Grade 001: (\$31,914 – 44,676)	
Rationale: This recommendation is based on this position's administrative responsibility for coordinating the overall budget development and review process for the annual city budget, in addition to its supervisory responsibility.	
History of Position: This is a new position in the 2002 budget. Two office support positions were eliminated in the 2002 budget.	

Action Required: No action necessary.

Background:

In the 2002 budget for the Department of Administration-Budget and Management Division a new position was created which the department is requesting to be classified as Administrative Services Specialist. Discussions about the position were held with Laura Engan, Budget and Management Director.

Duties and Responsibilities:

This position is responsible for providing lead administrative management and direction in the coordination of the budget preparation process. Specific duties and responsibilities include:

- 45% Assume lead administrative responsibility for coordination and preparation of vital public information materials under statutory or critical deadlines. Generate complex budget publications (including the annual budget, plan and budget summary, and six-year capital plan); assist Budget Director in the preparation of various multimedia presentation materials for crucial meetings with bond rating agencies, Common Council committee hearings, citizen groups, and others; and maintain and update budget and strategic planning information contained on the Budget Office web page. Assist in development and preparation of budget materials used by city departments in completing their annual budget requests.
- 15% Develop and manage annual budget process calendar, including scheduling public hearings with the Mayor and department heads, and setting timelines for various processes of budget development based on the Mayor's and Common Council schedules.

- 20% Coordinate activities of Program Assistant I position (establish work priorities, review work product, provide training) and train and coordinate analytical and support staff in the creation and formatting of figures, graphs, and spreadsheets to be used in official budget documents.
- 5% Respond to requests for information from elected officials, department heads and citizens concerning budget publications and basic budget information and from departments for assistance in completing required budget forms and materials.
- 5% Perform the most complex word processing assignments.
- 5% Process payment of bills and tracks division's expenditures.
- 5% Other duties as assigned.

Analysis and Recommendation:

This position will play a key administrative role in coordinating the overall budget development process for the annual city budget. This includes working with significant independence to plan, organize, schedule and prepare the necessary documents needed for the various steps in the budget development and review process. As such, this position has responsibility to coordinate and gather needed information from internal management staff and others so that critical deadlines can be met. Similarly, the position also interacts with City department heads, elected officials and others on issues related to budget documents, the budget process and other related information. This position will also directly supervise the work of a Program Assistant I in the division.

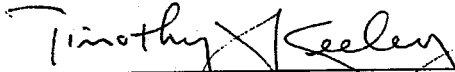
Preparing the City of Milwaukee budget is the primary function of the Budget Office. Given the nature of this position's responsibility for this function, the independence with which it is to be carried out, the significant consequence of error if these duties are not carried out properly and within deadline, plus the position's supervisory responsibility, a classification of Administrative Services Specialist is appropriate.


Given the above information and analysis we recommend the following profile on the factor comparison system used to evaluate and classify management positions:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	1	45
Knowledge and Skills	1	35
Relationships Responsibility	1	15
Working Conditions	1	<u>05</u>
Total Points		100

Salary Grade 001 Points: 100-114

We therefore recommend classifying this position as Administrative Services Specialist in Salary Grade 001, effective Pay Period 1, 2002.

Prepared by: 
Timothy J. Keeley, Human Resources Representative

Reviewed by: 
Jeffrey S. Hansen, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 5, 2002

Incumbent: New Position Department: Administration-Information & Technology Management Division

Present	Request
Title: New Position	Title: City Web Administrator
Salary Grade: Not applicable	Salary Grade: 005
Step: Not applicable	Source: Department
<p>Recommendation:</p> <p>Title : City Web Administrator</p> <p>Salary: Salary Grade 005 (\$41,182 – 57,658)*</p> <p><small>*Note: Maximum rates for the salary grade shown above is effective Pay Period 14, 2002. For Pay Periods 1-13, the maximum rate is frozen at 2001 rates of pay.</small></p>	
<p>Rationale: This recommendation is based on this position's responsibility for managing and administering the City of Milwaukee's home page. The position will require both technical knowledge and management expertise in coordinating the City's web page with individual department web pages. The position will also respond directly and/or coordinate departmental responses to citizens, businesses, and other website users concerning technical issues and content contained on the City's home page and website. For these reasons we recommend classifying this position as City Web Administrator in SG 005 effective pay period 1, 2002.</p>	
<p>History of Position: This is a new position in the 2002 budget. The Client Services Representative position was eliminated in the 2002 budget.</p>	

Action Required: Effective Pay Period 1, 2002 (December 23, 2001)

In the Salary Ordinance, under Salary Grade 005, add the title "City Web Administrator."

Background:

In the 2002 budget for the Department of Administration-Information & Technology Management Division a new position was created which the department is requesting to be classified as City Web Administrator in Salary Grade 005. Discussions about the position were held with Randy Gschwind, Chief Information Officer and Gary Langhoff, Information Resources Manager.

Duties and Responsibilities:

This position is responsible for managing/administering the City of Milwaukee's home page on the World Wide Web. Specific duties and responsibilities include:

40% Manage and administer the design and operation of the City of Milwaukee home page.

- 25% Work as a liaison between City Departments and the Information & Technology Management Division (ITMD) to ensure the City's home page remains current and topical. Act upon change requests from other departments to enhance the City's Home Page.
- 10% Respond directly and/or coordinate departmental response to citizens, businesses, and other website users concerning technical issues and content contained on the City's home page and website.
- 10% Coordinate activities with technical personnel to implement desired additions and modifications in the operation of the home page.
- 5% Direct or work with contractors as necessary on home page improvements.
- 5% Periodically consult with technical staff to monitor the home page to ensure site integrity from hackers and other unauthorized users.
- 5% Other duties as assigned.

Analysis and Recommendation:

This position will play a key administrative and technical role in the management of the City of Milwaukee's web page. This will mean managing the content and design of the main 'City of Milwaukee' home page as well as coordinating the main page with individual City Departments' home pages. For departments without technical web expertise, this position will serve as that department's web administrator and provide technical and administrative assistance in developing and managing those departments' web pages and links. This position will also be integrally involved in the design and development of further e-government functionality (such as proposals to transmit payment for permits and invoices via the Internet). The position will work with internal ITMD technical staff, and if necessary, direct the work of contractors on home page improvements.

In addition, this position will respond directly and/or coordinate departmental responses to citizens, businesses, and other website users concerning technical issues and content contained on the City's home page and website.

The duties and responsibilities of this position will require both technical knowledge and management expertise. Technically the position requires knowledge of programs that are used to produce web pages as well as programs that are used to produce components of web pages. This includes but is not limited to HTML, XHTML, Java-based programs, and programs that run on Oracle databases. The management and coordination responsibilities as well as the public contact responsibilities will require strong public relations skills, the ability to interact effectively with a wide spectrum of people and maintain effective working relationships, as well as solid problem recognition and analysis skills.

Within the City system, positions with duties and responsibilities that are similar in scope include the Public Information Coordinator in the Department of Neighborhood Services (DNS) (SG 005) and Network Coordinator-Associate in Employee Relations (SG 004).

New Position

The Public Information Coordinator position is both technical and managerial in nature. The position is responsible for all DNS communications, coordinating media events, preparing news releases, and designing training materials for inspectors and staff. Approximately one-half of the Public Information Coordinator's responsibilities involve design and maintenance of the DNS website, and communications with the public and media through the Internet.

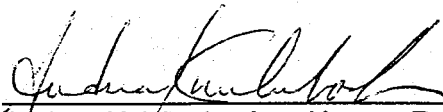
The Network Coordinator-Associate is more technical in nature. Responsibilities include managing the department's local area network, providing expertise in information systems and data management, and developing and maintaining the department's web page. Web page design involves about 20% of this position's responsibilities.

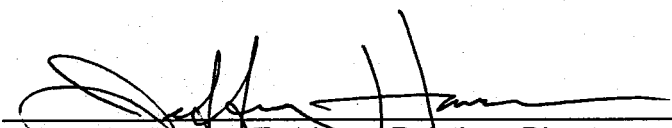
The closest comparable for this new City Web Administrator is the Public Information Coordinator given both the technical and management skills required of this position. The profile for the proposed City Web Administrator using the factor comparison system used to evaluate and classify management positions is as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	5	79
Knowledge and Skills	5	68
Relationships Responsibility	6	38
Working Conditions	1	<u>05</u>
	Total Points	190

Salary Grade 005 Points: 175-200

We therefore recommend classifying this position as City Web Administrator in Salary Grade 005.

Prepared by: 
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
 Jeffrey S. Hansen, Employee Relations Director