



Department of Employee Relations

Tom Barrett  
Mayor

Maria Monteagudo  
Director

Renee Joos  
Employee Benefits Director

Nicole Fleck  
Labor Negotiator

May 18, 2018

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

RE: Common Council File Number 180072

Dear Committee Members,

The following classification and pay recommendation was submitted to the City Service Commission meeting on May 8, 2018.

**DPW-Infrastructure Services**

Current	Recommendation
Public Works Inspector II PR 3LN (\$45,013 - \$59,095) One Position	Sidewalk Repair Specialist PR 3NN (\$49,344 - \$61,296) One Position

Sincerely,

Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Note

C: Ghassan Korban, Laura Daniels, Jeffrey Polenske, Timothy Thur, Dan Thomas, Shannon Goodwin, Dawn Crowbridge, Grace Gates, Bill Christianson, Dennis Yaccarino, Nicole Fleck, Ken Wischer, Lawrence Balestreri



**JOB EVALUATION REPORT**

City Service Commission Meeting: May 8, 2018

**DPW-Infrastructure Services**

Current	Recommendation
Public Works Inspector II PR 3LN (\$45,013 - \$59,095) One Position	Sidewalk Repair Specialist PR 3NN (\$49,344 - \$61,296) One Position

The Department of Public Works has requested a reclassification study of one position of Public Works Inspector II in Infrastructure Services. In reviewing this position, staff analyzed job descriptions and held discussions with management representatives.

The basic function of this position is to be one of two positions accountable for preparing, coordinating, and implementing the division's annual sidewalk replacement programs; surveying sidewalks within the City for defective areas and determining repair or replacement areas; preparing contracts for sidewalk replacement programs, sending notifications to property owners, marking sidewalk removals, and answering questions and complaints from property owners. Duties and responsibilities include the following:

- 35% Be responsible for preparing, coordinating and implementing one-half of the division's annual sidewalk replacement programs; and instruct, train and direct assigned Public Works Inspectors assigned to assist in developing the annual sidewalk replacement programs.
- 40% Determine contract area for the sidewalk replacement programs; notify other City agencies and utilities of proposed contract locations and scope; survey properties for defective sidewalks; and compile property data and determine approximate assessable and non-assessable costs for the contract.
- 15% Prepare letters for property owners; serve as one of two division representatives for all inquiries from property owners and public officials on sidewalk contract matters; direct and coordinate activities of the contractors; enforce division specifications; accept completed work and direct guarantee replacement; and generate and keep data current in computer spreadsheets.
- 10% Prepare daily reports of work completed by contractors to be used as a basis for payment; approve and submit sidewalk repair orders used to prepare assessment bills sent to property owners; and perform other duties as assigned.

Requirements include five seasons of experience in street and/or sidewalk construction with a minimum of two years at the level of Public Works Inspector II; or a minimum of two years of sub-professional civil engineering experience at the level of Infrastructure Repair Crew Leader, Engineering Technician II or higher. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by the Staffing Division.

For many years, there has been one position of Sidewalk Repair Specialist in Pay Range PR 3NN (\$49,344 - \$61,296) that was assisted by one or more positions of Public Works Inspector II in Pay Range 3LN (\$45,013 - \$59,095) in monitoring the sidewalk construction. In recent years, due to an increase in workload, one position of Public Works Inspector II has taken on additional duties and responsibilities so that it is performing the same work as the Sidewalk Repair Specialist including independently monitoring scattered-site and area-wide sidewalk programs, putting together contracts for bidding and construction, surveying sidewalks within the City for defective areas, determining repair or replacement areas, putting together contracts for bidding and construction, sending notifications to property owners, marking sidewalk removals, and answering questions and complaints from property owners. As a result, each position is responsible for the Sidewalk Repair Program for approximately half of the City.

Due to these changes in duties and responsibilities, we recommend that one position of Public Works Inspector II in Pay Range 3LN (\$45,013 - \$59,095) be reclassified to Sidewalk Repair Specialist in Pay Range 3NN (\$49,344 - \$61,296).

**No Ordinance Action Required – Changes listed above effective Pay Period 1, 2018 (December 31, 2017)**

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

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

Reviewed by: *Maria Monteagudo*  
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

## A

**Date** 5/18/18 **File Number** 180072  
**Subject** Classification and pay recommendations submitted to the City Service Commission for May 8, 2018 meeting.

## B

**Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter, Human Resources Representative  
Dept. of Employee Relations/X2398.

## C

- This File**
- Increases or decreases previously authorized expenditures.
  - Suspends expenditure authority.
  - Increases or decreases city services.
  - Authorizes a department to administer a program affecting the city's fiscal liability.
  - Increases or decreases revenue.
  - Requests an amendment to the salary or positions ordinance.
  - Authorizes borrowing and related debt service.
  - Authorizes contingent borrowing (authority only).
  - Authorizes the expenditure of funds not authorized in adopted City Budget.

## D

- This Note**  Was requested by committee chair.

## E

- Charge To**
- Department Account
  - Capital Projects Fund
  - Debt Service
  - Other (Specify) \_\_\_\_\_
  - Contingent Fund
  - Special Purpose Accounts
  - Grant & Aid Accounts

**F**

Assumptions used in arriving at fiscal estimate.

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**G**

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
<b>TOTALS</b>			

**H**

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years     3-5 Years

1-3 Years     3-5 Years

1-3 Years     3-5 Years

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**I**

List any costs not included in Sections E and F above.

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**J**

Additional information.

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**Department of Employee Relations  
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of May 23, 2018  
City Service Commission May 8, 2018

**NEW COSTS FOR 2018**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Infrastructure Services	Public Works Inspector II	3LN	Sidewalk Repair Specialist	3NN	N/A	N/A	N/A	Included in 2018 Budget	
1								\$0	\$0	\$0

Assume effective date is Pay Period 1, 2018 (December 31, 2017).

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Infrastructure Services	Public Works Inspector II	3LN	Sidewalk Repair Specialist	3NN	N/A	N/A	N/A	Included in 2018 Budget	
1								\$0	\$0	\$0