



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

February 10, 2006

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

Dear Committee Members: Re: Common Council File Number 051372

The following classification and pay recommendations were approved by the City Service Commission on February 7, 2006.

In the Department of Public Works-Infrastructure Services Division, two new positions were classified as Civil Engineer II, Pay Range 626, and one new position was classified as Engineering Drafting Technician II, Pay Range 602, in the 2006 budget.

In the Department of Public Works-Operations Division, one position of Architect III, Pay Range 628, was reclassified to Architect IV, Pay Range 630.

The Job evaluation reports covering the above positions, including the necessary Salary Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: 2 Job Evaluation Reports
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, Betty Schraith, Jeffrey Mantes, Dan Thomas, Jeffrey Polenske, Clark Wantoch, Martin Aquino, James Purko, Ronald Schoeneck, Dawn Crowbridge, William Sprotte, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting: February 7, 2006

This report recommends appropriate classifications and compensation levels for three positions created in conjunction with the implementation of the 2006 City of Milwaukee Budget. This report contains recommendations for positions in the Department of Public Works—Infrastructure Services Division.

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

DPW – INFRASTRUCTURE SERVICES

Current	Request	Recommendation
Two New Positions	Civil Engineer II PR 626 (\$53,646 - \$63,981)	Civil Engineer II PR 626 (\$53,646 - \$63,981)
New Position	Engineering Drafting Tech II PR 602 (\$35,390 - \$43,351*) <i>(*Includes 2 M-Steps)</i>	Engineering Drafting Tech II PR 602 (\$35,390 - \$43,351*) <i>(*Includes 2 M-Steps)</i>

Action Required:

(No Salary or Positions Ordinance changes necessary)

DPW – INFRASTRUCTURE SERVICES

Current: Two New Positions
Request: Civil Engineer II (Two Positions) PR 626
Recommended: Civil Engineer II (Two Positions) PR 626

The basic function of the first Civil Engineering II position is to work in the Research, Planning, and Storm Water Section and prepare various programs, reports, legal documents, and resolutions and assist in fulfilling the requirements of the City's Sanitary Overflow Permit and Storm Water Discharge Permit. Duties, responsibilities and requirements include the following:

- 20% Prepare resolutions for Common Council Action, documents for easements, licenses, permits, releases and allied agreements; and research and prepare the Section's comments regarding street and alley vacations.
- 20% Assist with the Storm Water Pollution Abatement Program as it relates to priority watershed projects and the Department of Natural Resources/Environmental Protection Agency Storm Water Discharge Permit and in the preparation of applications for Federal and State grants in the field of pollution abatement.
- 15% Assist with various aspects of the Capital Improvements Program, including sewer program preparation, funding, and cash flow.
- 15% Assist with the interpretation and dissemination of data collected from sanitary and storm water monitoring and sampling stations.

- 10% Assist in the preparation of Sanitary Overflow Discharge Permit Reports, Storm Water Discharge Permit Reports, Environmental Engineering Section portions of the Infrastructure Services and the Department of Public Works (DPW) Annual Reports, Capital Improvement Reports, and other reports as assigned.
- 10% Review Storm Water Management Plan applications submitted for compliance under Chapter 120 of the Code of Ordinances.
- 10% Design castings, sewer facilities, and storm water treatment devices; and perform other duties as assigned.

The basic function of the second Civil Engineer II position is to review and process requests for adjustments of the stormwater fee on nonresidential property. Duties, responsibilities and requirements include:

- 80% Review requests for adjustments of the stormwater fee, including field visits and verifying amounts of the impervious area.
- 10% Review Storm Water Management Plan applications.
- 10% Assist with various aspects of infiltration/inflow reduction work and perform other related duties as assigned.

Qualifications for both positions include a Bachelor's Degree in Civil Engineering and one year of engineering experience at the level of a Civil Engineer I.

The specifications for Civil Engineers at the I and II level indicate that positions in these classifications perform a variety of professional engineering activities that include engineering design, engineering studies and investigations, research, planning and coordination, engineering reviews, inspections, and preparation of reports and correspondence. Both of these new positions will be performing such professional engineering duties. The first one will be preparing various programs, reports, legal documents and resolutions; and assisting in fulfilling the requirements of the City's Sanitary Overflow Permit and Storm Water Discharge Permit. The other position will be focused on reviewing, processing and signing off on requests for adjustment of the stormwater fee on nonresidential properties. It is therefore recommended that these two new positions be classified as Civil Engineer II in Pay Range 602.

Current:	New Position	
Request:	Engineering Drafting Technician II	PR 602
Recommended:	Engineering Drafting Technician II	PR 602

The basic function of this position is to assist in the review of requests for adjustments of the stormwater fee on nonresidential property. Duties, responsibilities, and requirements include the following:

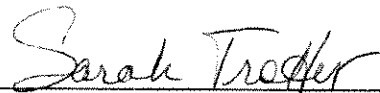
- 70% Assist in the review of requests for adjustments of the stormwater fee, including field visits and verifying amounts of the impervious area.
- 20% Enter data in various databases and spreadsheets.
- 10% Draft various maps, system plans, and construction plans for sewer work, including structural details; and perform other related duties as assigned.

Qualifications for the position include two and a half years of drafting experience including one year as an Engineering Drafting Technician I with the City of Milwaukee.

February 7, 2006

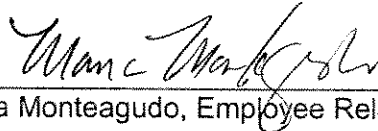
Positions in the Engineering Drafting Technician classification perform journey level drafting work and may also prepare final plans, maintain related records, work with interactive computer graphics and perform other related work. They may also take measurements, obtain field data and make computations of quantities and costs. The position under study will be performing work consistent with these duties such as assisting in the review of requests for adjustments of the stormwater fee, conducting field visits, entering data on computer databases and spreadsheets, and drafting various maps and system and construction plans. It is therefore recommended that this new position be classified as Engineering Drafting Technician II in Pay Range 602.

Prepared by:



Sarah Trotter, Human Resources Representative

Reviewed by:



Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 7, 2006

Department: Department of Public Works-Operations Division

Present	Request
Title: Architect III	Title: Architect IV
Salary: Pay Range 628 (\$60,954 – \$72,671)	Salary: Pay Range 630 (\$69,302 – \$82,551)
Step: Not Applicable	Source: Department
Recommendation:	
Title: Architect IV Salary: Pay Range 630 (\$69,302 – \$82,551)	
Rationale:	
During the last five years, the City's Architectural Planning and Design section has outsourced multiple small and large-scale projects requiring significantly more oversight of contracted architects and construction personnel. At the same time during this period, a position of Architectural Project Manager, Salary Grade 12, was eliminated. In response to these changes, the Department of Public Works requested the creation of a high-level lead architect at the IV level in lieu of one currently existing Architect III to oversee the work of contracted architects, in-house architects, and other construction personnel. Responsibilities will include monitoring project schedules and costs. The Department's request to create a IV level position appears warranted and the duties, responsibilities, and qualifications of the Architect IV are consistent with the higher level job classification. The Department will fill this position through some type of competitive process.	

Action Required

In the Salary Ordinance, under Pay Range 630, add the title "Architect IV."

Late in 2005, the Department of Public Works requested that a position of Architect IV be created in lieu of one presently existing Architect III. In studying this request, the staff reviewed a new description drafted for the position and held discussions with Ronald Schoeneck, Architectural Project Manager, the manager in charge of architectural services for the Department of Public Works.

During the past five years the City's Architectural and Planning Design section has taken on multiple small and large-scale projects requiring the services of contracted architects and other construction personnel. These projects include:

- Renovation/remodel of the Comptroller's Office occupying the entire fourth floor of City Hall
- Retrofitting the Tower Automotive facility on Capitol Drive to accommodate the equipment and personnel for the Water Works' Distribution Division, DPW's trades and construction employees, field engineers, and others.
- A study of DPW's Sanitation and Forestry facilities
- Exterior restoration of City Hall
- Multiple remodeling projects needed to bring facilities into compliance with the Americans with Disabilities Act (ADA)

In response to these work demands, the Department has requested that an Architect IV be created in lieu of a presently existing Architect III and the new Architect IV position to be filled by a current City employee.

Duties and Responsibilities

This position will function as a high-level lead Architect and report to the Architectural Project Manager. The employee filling this position will oversee the work of contracted Architects and Public Works Architects, in addition to others, such as inspectors, involved in the design and construction of new and remodeled buildings owned by the City. This will include monitoring project costs and schedules. It should be noted that lead worker duties will include assigning duties, outlining methods, directing work in progress, and approving work but will not include disciplining employees.

Specific responsibilities will include:

- Directing the preparation of preliminary designs, development of designs, and construction documents;
- Overseeing architectural construction administration and contractors' construction work, including attendance at job meetings, reviewing/approving change orders, inspecting construction work, resolving conflicts, and closing out projects;
- Developing, overseeing, and reviewing project studies that include project costs and time schedules; monitoring approved project budgets and time schedules;
- Preparing reports, budget estimates, requests for professional services, professional contracts, as directed.

Minimum qualifications for the job, as stated in the job description, include a bachelor's degree in architecture, seven years of architectural design experience, and registration as an Architect in the State of Wisconsin.

Pay Considerations

The job classification hierarchy associated with Architects and Engineers in the City service is shown below.

**Architects and Engineers
Job Classifications, Pay Ranges, and Rates**

		Minimum	Maximum
Architectural Designer I*	624	\$47,199	\$56,333
Civil Engineer I, Mechanical Engineer I, Traffic Control Engineer I, Electrical Engineer I *	624	\$47,199	\$56,333
Architectural Designer II	626	\$53,646	\$63,981
Civil Engineer II, Mechanical Engineer II, Traffic Control Engineer II, Electrical Engineer II	626	\$53,646	\$63,981
Architect III	628	\$60,954	\$72,671
Civil Engineer III, Mechanical Engineer III, Traffic Control Engineer III, Electrical Engineer III	628	\$60,954	\$72,671
Architect IV (Proposed)	630	\$69,302	\$82,551
Civil Engineer IV	630	\$69,302	\$82,551

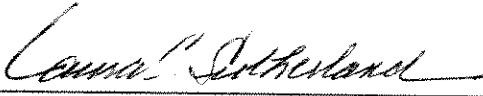
*New architects and engineers may be hired up to and including the fourth step of the pay range, as specified in the 2006 Salary Ordinance, subject to control and authorization of the City Service Commission.

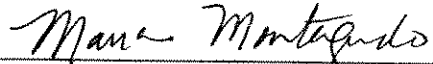
Conclusion and Recommendation

This position will function as a high-level lead Architect, performing duties that carry a higher level of responsibility than Architects at the I, II, and III level. It therefore is appropriate to classify the position at a higher level.

As indicated in the above chart, architects and engineers follow the same classification hierarchy in City government. The next logical Pay Range for the Architect IV is therefore Pay Range 630, the Pay Range to which the Civil Engineer IV is allocated.

We therefore recommend reclassification of one Architect III in the Department of Public Works-Operations Division to Architect IV.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director