



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

September 14, 2018

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

*Re: Common Council File Number 180646*

Dear Committee Members:

The following classifications and pay recommendations will be submitted to the City Service Commission meeting on September 18, 2018.

**Department of Public Works**

Current	Recommendation
New Underfill Title	Construction Laborer Intern PR 9MN (\$11.27) Underfill Title of City Laborer

**Department of Public Works - Operations Division**

Current	Recommendation
Utility Crew Worker PR 8FN (\$38,785 - \$43,335) 1 Position	Mechanical Maintenance Supervisor* PR 1BX (\$48,670 - \$67,616) 1 Position  FN: 4.8% additional for snow/ice control overtime work
Cart Maintenance Technician PR 8EN (\$37,924 - \$41,565) 1 Position	Equipment Mechanic IV* PR 7EN (\$40,640 - \$47,077) 1 Position
Rate of pay for Hydro Crane and Reach-All assignment	Rate of pay for Hydro Crane and Reach-All assignment
Special Equipment Operator I PR 8NN (\$56,655)	Special Equipment Operator II PR 8ON (\$58,760)

*\*Position authority approved in 2018 budget*

**Department of Public Works-Operations-Parking**

Current	Recommendation
Parking Checker PR 6GN (\$30,773 - \$37,260) (58 Positions)	Parking Enforcement Officer PR 5CN (\$34,067 - \$40,688) (58 Positions)
Lead Parking Checker PR 6IN (\$35,059 - \$40,389) (Four Positions)	Lead Parking Enforcement Officer PR 5EN (\$40,501 - \$46,724) (Four Positions)

Sincerely,



Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Note

C: Laura Daniels, Dan Thomas, Shannon Goodwin, Chuck Schumacher, Rick Meyers, Thomas Wozniak, Richard Dollhopf, David Lawrence, Dawn Crowbridge, Lindsey O'Connor, Nicole Fleck, Dennis Yaccarino, Thomas Bell, Wayne Slang

**JOB EVALUATION REPORT**

City Service Commission Meeting: September 18, 2018

**Department of Public Works**

Current	Recommendation
New Underfill Title	Construction Laborer Intern PR 9MN (\$11.27) Underfill Title of City Laborer

This report recommends the creation of a new classification of Construction Laborer Intern in the Department of Public Works (DPW) in conjunction with efforts designed to address the difficulty we have experienced recruiting individuals to fill City Laborer positions as well as to establish a new path to careers in construction within the City that lead to full-time and benefit-eligible positions.

Four original civil service exams conducted by the DER and DPW between January and August of 2018 have resulted in 70 new hires into the City Laborer classification. Assuming that the construction market will continue to grow and provide stable employment opportunities, DPW anticipates that the shortage of applicants for laborers will continue.

The creation of a Construction Laborer Intern classification will help the City to close the gap between individuals in need of work and the City's need to fill City Laborer positions on an ongoing basis. This initiative will offer an alternative path to enter and build upon a career in the construction field by participating in paid classroom and on-the-job training administered by DPW. While completing this internship, individuals will train to obtain a Commercial Driver's License (CDL) permit by attending DPW classes and practicing with DPW vehicles. They will shadow construction crews as they perform light to heavy manual labor such as digging, shoveling, sweeping and moving objects. Interns will be expected to be out in the field in all environmental and inclement weather conditions: hot weather, cold weather, rain, etc.

The classroom training is anticipated to also include an orientation to DPW, safety training, teamwork and interpersonal relationships, and work-life balance responsibilities. Practice sessions for successful completion of the Physical Ability Test (PAT) will be an important component of this internship.

This opportunity is similar to the City's Management Trainee program, the Code Enforcement Inspector Intern, Library Associate (Intern), Library Circulation Aide, Engineering Intern, Graduate Intern, and the Urban Forestry Arborist and Electrical Apprentice programs. These Construction Laborer Interns are designed to successfully provide the City with well-qualified and trained individuals who may become eligible for promotional opportunities, including promotion into City Laborer positions and eventually to higher level positions such as crew leaders. Training received while holding a City Laborer position may include the operation of special equipment that typically carry higher pay and are an important conduit to skilled work.

In order to be eligible for the Construction Laborer Intern position, candidates must be at least 18 years of age but not more than 20 at the time of application; in possession of a valid class D driver's license; and enrolled in a high school or equivalent program with a projected May 2019 graduation date. These requirements are subject to change based on a job analysis effort by the Staffing Division.

Upon successful completion of the training program, the interns will be promoted to the City Laborer classification. By the end of the training program, students will have received a CDL permit with an air brake endorsement and have practiced for the City Laborer PAT. Pending Civil Service Commission and Common Council approval, it is anticipated that this particular internship opportunity will result in the hiring of up to 20 individuals ages 17-19 in January of 2019.

The title of "Construction Laborer Intern" has been chosen for this position as its incumbents will be students learning how to perform unskilled manual labor while learning skills that will help them further their careers within the construction industry. To determine a rate for this title, comparisons were made to other limited term City of Milwaukee positions, including the following:

TITLE	PR	MIN	MAX	REQUIREMENTS
Police Aide	6BN	\$11.27	\$15.57	Posted September 8, 2017: Must be 17 years old at time of application and not more than 20 years old at time of appointment; high school graduate by July 1, 2018; United States citizenship; and in possession of a valid State of Wisconsin driver's license at time of appointment to Police Officer.
Fire Cadet	6BN	\$11.27	\$15.57	Posted September 8, 2017: Must be between 17 and 19 years old when hired; high school graduate or obtainment of HSED or GED by July 1, 2018; United States citizenship; and in possession of a State of Wisconsin driver's license within six months of date of hire.

The Construction Laborer Intern has comparable requirements and follows a similar model to the Police Aides and Fire Cadets as they learn skills to establish themselves within a given field before becoming full-time employees. However because the Construction Laborer Intern will be a part-time position over a period of about six months we recommend the underfill title of Construction Laborer Intern be placed within Pay Range 9MN with a single rate of \$11.27. This rate aligns with the starting rate of pay for both Police Aide and Fire Cadet.

**Action Required – Effective Pay Period 20, 2018 (September 23, 2018)**

In the Salary Ordinance

Under Pay Range 9MN:

Modify the official rates of pay table so that it reads:

Hourly	11.27
Biweekly	901.60
Annual	23,441.60

Add the title of "Construction Laborer Intern".

Prepared by: Derek Reilly  
 Derek Reilly, Human Resources Analyst

Prepared by: Andrea Knickerbocker  
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Montegudo  
 Maria Montegudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: September 18, 2018

**Department of Public Works - Operations Division**

Current	Recommendation
Utility Crew Worker PR 8FN (\$38,785 - \$43,335) 1 Position	Mechanical Maintenance Supervisor* PR 1BX (\$48,670 - \$67,616) 1 Position  FN: 4.8% additional for snow/ice control overtime work
Cart Maintenance Technician PR 8EN (\$37,924 - \$41,565) 1 Position	Equipment Mechanic IV* PR 7EN (\$40,640 - \$47,077) 1 Position
Rate of pay for Hydro Crane and Reach-All assignment	Rate of pay for Hydro Crane and Reach-All assignment
Special Equipment Operator I PR 8NN (\$56,655)	Special Equipment Operator II PR 8ON (\$58,760)

\*Position authority approved in 2018 budget

The Compensation Services Section of the Department of Employee Relations has received a request from the Commissioner of Public Works to study two positions within the department and to realign the rates of pay for Hydro Crane and Reach-All operation. In studying these positions, discussions were held with Laura Daniels, Operations Division Director, and Rick Meyers, Sanitation Services Manager.

Current	Utility Crew Worker	Pay Range 8FN (\$38,785 - \$43,335)	1 Position
Recommended	Mechanical Maintenance Supervisor	Pay Range 1BX (\$48,670 - \$67,616)	1 Position

This position authority, approved with the department's 2018 budget request, will be repurposed to provide first-line supervision to the facilities maintenance staff and assigned Sanitation yard staff to maintain and operate Sanitation facilities, equipment, and processes which include six district buildings and garages, a maintenance shop, salt domes and salt conveyor systems, and deicing liquid production and storage. Duties and responsibilities are to:

- 25% Oversee the deicing liquid program of brine, calcium, chloride, etc.  
Ensure proper inspection and maintenance of liquid equipment and facilities.  
Conduct training of staff and oversee operation.  
Conduct regular salinity sampling and maintain documentation to ensure quality control.  
Ensure inventory of product and anticipate need based on history and forecast.  
Conduct research of liquid storage, mixtures, and dispensing systems.
- 25% Oversee minor facility repairs and alterations.  
Manage minor carpentry, plumbing, electrical, painting, and masonry repairs.  
Liaise and coordinate with contractors, internal and interdepartmental contacts on projects/repairs.  
Observe and participate in equipment inspections and testing.  
Review inspection reports and make recommendations concerning contracted operators' performance.
- 15% Provide direct supervision to the Equipment Mechanic IV.  
Set priorities and follow up on projects and tasks.  
Work with area managers to coordinate deicing supplies, storage, and methods.  
Act as a lead to Sanitation Yard Attendants to coordinate their involvement.  
Follow up with area managers to ensure compliance with Standard Operating Procedures.  
Train new yard staff in Standard Operating Procedures for winter supply and operations.

- 15% Manage the salt inventory at nine storage locations.  
Assist with reorder levels and coordinate deliveries to ensure adequate supply.  
Monitor proper loading of pre-season salt deliveries to ensure safety and proper procedure is met.  
Oversee delivery of the final shipment to verify no salt has been left on the dock.  
Coordinate the maintenance of material handling equipment.  
Diagnose problems or issues and take corrective action.
- 10% Maintain inventory of refuse containers, parts, and supplies.  
Oversee the repair and maintenance of containers.  
Take delivery of new stock and oversee organized inventory.  
Maintain records of inventory and report status to area managers.
- 10% Coordinate the purchase, manufacturing, maintenance, and repair of equipment and tool supplies.  
Maintain inventory records and documentation.  
Research new products and review with area managers for possible purchase and implementation.  
Design and prepare the layout plans to fabricate special tools and equipment.

Minimum requirements include four years of related experience in operation, maintenance, and repair and two years of demonstrated leadership ability. These requirements have not yet been assessed by the Staffing Division for recruitment purposes.

In determining the proper classification for this position, comparisons were made to other City positions including the following:

<u>TITLE:</u> Inventory Manager <u>PAY RANGE:</u> 1AX (\$48,670 - \$63,426) <u>DEPARTMENT:</u> DPW – Infrastructure	<u>FUNCTION:</u> Expedite and schedule incoming stock shipment, coordinate materials inspection, oversee transfers and deliveries to contractors, and enter payments and vouchers into the system.
<u>TITLE:</u> Mechanical Maintenance Supervisor <u>PAY RANGE:</u> 1BX (\$48,670 - \$67,616) <u>DEPARTMENT:</u> Health Department	<u>FUNCTION:</u> Coordinate maintenance/repair activities of staff, prepare projects performed by contractors, develop preventative maintenance, assist with budget, and assign work schedules.
<u>TITLE:</u> Equipment Inventory Manager <u>PAY RANGE:</u> 1CX (\$51,469 - \$72,063) <u>DEPARTMENT:</u> DPW – Operations	<u>FUNCTION:</u> Implement inventory policies and procedures, direct daily activities of up to 16 employees, maintain over 100 vendor service contracts, submit requisitions, and approve payments.

After comparing and contrasting these titles, it has been determined that this title most accurately reflects the Mechanical Maintenance Supervisor classification in Pay Range 1BX (\$48,670 - \$67,616). Both of these positions are responsible for liaising with contractors, overseeing maintenance and repair activities and their staff, assigning work, training new employees, and developing preventative maintenance procedures.

We therefore recommend that one position of Utility Crew Worker in Pay Range 8FN (\$38,785 - \$43,335) be reclassified to Mechanical Maintenance Supervisor in Pay Range 1BX (\$48,670 - \$67,616). We further recommend that this position be eligible for snow pay.

Current	Cart Maintenance Technician	Pay Range 8EN (\$37,924 - \$41,565)	1 Position
Recommended	Equipment Mechanic IV	Pay Range 7EN (\$40,640 - \$47,077)	1 Position

This position authority was also approved with the department’s 2018 budget request and acts as a lead worker for Sanitation yard support staff to maintain and operate yard facilities such as brine production equipment and storage tanks, facilities, and equipment. Duties and responsibilities are to:

- 25% Coordinate inventory of refuse container supplies.  
Repair and maintain containers by replacing wheels, covers, etc.  
Take delivery of new stock and provide or oversee organized inventory storage of containers.  
Maintain records of inventory and report status to supervisors and area managers.
- 25% Operate deicing liquid production and storage.  
Conduct inspections and maintenance of liquid equipment and facilities.  
Assist in training staff and monitor operation to ensure quality of product and accurate production.
- 15% Maintain various equipment and tool supplies.  
Record location and document use to keep track of tools and supplies.  
Research new products and review with management for possible purchase and implementation.  
Review maintenance needs and solve issues or repair obsolete equipment.  
Design, layout, and fabricate special tools and equipment.
- 15% Conduct minor facility repairs and alterations.  
Conduct minor carpentry, plumbing, electrical, painting, and masonry repairs.
- 10% Diagnose problems or issues with the material handling, dispensing systems, and product storage.  
Conduct repairs and provide preventative maintenance.
- 10% Assist with the coordination of salt deliveries.  
Monitor the proper loading of pre-season salt deliveries.  
Ensure proper loading methods, protection of structures, and safety requirements are met.  
Assist with the training of new yard staff in these procedures.

The minimum requirement is two years of related experience in operation, maintenance, and repair. This requirement has not yet been assessed by the Staffing Division for purposes of recruitment.

In determining the proper classification for this position, comparisons were made to other City positions including the following:

<p><u>TITLE:</u> Equipment Mechanic I <u>PAY RANGE:</u> 7BN (\$38,350 - \$42,842) <u>DEPARTMENT:</u> DPW – Infrastructure</p>	<p><u>FUNCTION:</u> Assists in the repair, maintenance, and operation of all of the division’s non-automotive equipment and accessories within the repair shop as well as in the field.</p>
<p><u>TITLE:</u> Equipment Mechanic IV <u>PAY RANGE:</u> 7EN (\$40,640 - \$47,077) <u>DEPARTMENT:</u> DPW – Infrastructure</p>	<p><u>FUNCTION:</u> Maintain, repair, and inventory the division’s equipment; establish preventative maintenance; research and recommend equipment for purchase; and perform admin work.</p>
<p><u>TITLE:</u> Lead Equipment Mechanic <u>PAY RANGE:</u> 7FN (\$42,880 - \$48,402) <u>DEPARTMENT:</u> DPW – Infrastructure</p>	<p><u>FUNCTION:</u> Performs similar duties to the Equipment Mechanic IV but also trains subordinates, and takes on a greater role of decision-making in troubleshooting repairs and admin processes.</p>

After comparing and contrasting these titles, it has been determined that this title most accurately reflects the Equipment Mechanic IV classification in Pay Range 7EN (\$40,640 - \$47,077). Both positions are responsible for repairing and maintaining equipment, keeping track of inventory, researching and recommending new products for implementation, and performing some administrative work. We therefore recommend that one position of Cart Maintenance Technician in Pay Range 8EN (\$37,924 - \$41,565) be reclassified to Equipment Mechanic IV in Pay Range 7EN (\$40,640 - \$47,077).

Current	Special Equipment Operator I Hydro Crane, Reach-All	Pay Range 8NN (\$56,655)	Special Equipment Operator III 27 Positions
Recommended	Special Equipment Operator II Hydro Crane, Reach-All	Pay Range 8ON (\$58,760)	Special Equipment Operator III 27 Positions

Operations Driver Workers in the Department of Public Works with sufficient departmental training and successful work performance in operating the heavier special equipment assignments are able to be promoted into the Special Equipment Operator titles. These Special Equipment Operators operate the most complicated special equipment on an ongoing basis. The current pay rates for Special Equipment Operator I, II, and III shown below were established in 2017.

**Current Special Equipment Operator Rates of Pay**

Assignment	Pay Rates	
<b>Special Equipment Operator I</b>	<b>PR 8NN</b>	
<ul style="list-style-type: none"> <li>Hydro Crane</li> <li>Reach-All</li> <li>Sidewalk Tractor</li> </ul>	\$56,655	
<ul style="list-style-type: none"> <li>Sidewalk Tractor (GIC)</li> <li>Skid Steer (GIC)</li> </ul>	\$58,087	
<b>Special Equipment Operator II</b>	<b>PR 8ON</b>	
<ul style="list-style-type: none"> <li>Bulldozer (Road)</li> <li>End Loader (Road)</li> <li>Miscellaneous Tractors</li> <li><i>SEO II is a certified title - an employee that holds this title will have vacation and sick leave benefits paid at this rate.</i></li> </ul>	\$58,759	
<ul style="list-style-type: none"> <li>Prentice Loader (Pay Period 9 – 24)</li> </ul>	\$59,176	
<ul style="list-style-type: none"> <li>End Loader (GIC)</li> <li>Prentice Loader (Pay Period 25 – 8)</li> </ul>	\$60,382	
<b>Special Equipment Operator III</b>	<b>PR 8PN</b>	
<ul style="list-style-type: none"> <li>Backhoe</li> <li>Bulldozer (Demolition)</li> <li>Pavement Grinder</li> <li><i>SEO III is a certified title - an employee that holds this title will have vacation and sick leave benefits paid at this rate.</i></li> </ul>	<b>Minimum</b>	<b>Maximum</b>
	\$61,697	\$64,190
<ul style="list-style-type: none"> <li>Excavator (Road)</li> <li>Gradall</li> </ul>	<b>Additional 2%</b>	
	\$62,931	\$65,473
<ul style="list-style-type: none"> <li>Excavator (Demolition)</li> </ul>	<b>Additional 5%</b>	
	\$64,782	\$67,399

The **Reach-All** is a truck-mounted crane that allows a Special Equipment Operator to suspend and maneuver staff members in a bucket underneath a bridge. This equipment allows DPW-Infrastructure Civil Engineers to inspect the condition of the City’s bridges. The **Hydro Crane** is used to pull larger debris from sewer catch basins. This operation is necessary with debris too large to be removed by a Vac Con that uses water pressure to loosen and pull out debris through suction action.

Changing the rate of pay for the Hydro Crane and Reach-All from Special Equipment Operator I to Special Equipment Operator II associates the level of skill and complexity of the assignment with that of a Bulldozer (Road), End Loader (Road), and a miscellaneous larger tractor as opposed to that of the Sidewalk Tractor or Skid Steer. This change appears appropriate considering the level of complexity of the associated assignments.



**Recommended Special Equipment Operator Rates of Pay**

Assignment	Pay Rates	
<b>Special Equipment Operator I</b>	<b>PR 8NN</b>	
• Sidewalk Tractor	\$56,655	
• Sidewalk Tractor (GIC) • Skid Steer (GIC)	\$58,087	
<b>Special Equipment Operator II</b>	<b>PR 8ON</b>	
• Hydro Crane • Reach-All • Bulldozer (Road) • End Loader (Road) • Miscellaneous Tractors • <i>SEO II is a certified title - an employee that holds this title will have vacation and sick leave benefits paid at this rate.</i>	\$58,759	
• Prentice Loader (Pay Period 9 – 24)	\$59,176	
• End Loader (GIC) • Prentice Loader (Pay Period 25 – 8)	\$60,382	
<b>Special Equipment Operator III</b>	<b>PR 8PN</b>	
• Backhoe • Bulldozer (Demolition) • Pavement Grinder • <i>SEO III is a certified title - an employee that holds this title will have vacation and sick leave benefits paid at this rate.</i>	<b>Minimum</b>	<b>Maximum</b>
	\$61,697	\$64,190
• Excavator (Road) • Gradall	<b>Additional 2%</b>	
	\$62,931	\$65,473
• Excavator (Demolition)	<b>Additional 5%</b>	
	\$64,782	\$67,399

**Action Required – Effective Pay Period 22, 2018 (October 21, 2018)**

In the Salary Ordinance

Under Pay Range 1BX:

Add the (1) designation to the title of “Mechanical Maintenance Supervisor”.

Under Pay Range 8NN:

Modify footnote (1) so that it reads:

- (1) An employee assigned to operate the Sidewalk Tractor to be paid \$2,179.05 biweekly (\$56,655.30 annually). An employee assigned to operate the Sidewalk Tractor or Skid Steer during a General Ice Control/Snow Removal operation to be paid \$2,234.12 biweekly (\$58,087.12 annually).

Under Pay Range 8ON:

Modify footnote (1) so that it reads:

- (1) An employee assigned to operate the End Loader (Road), Bulldozer (Road), Reach-All, Hydro Crane, or miscellaneous tractors to be paid \$2,259.98 biweekly (\$58,759.48 annually). An employee assigned to operate the Prentice Loader (PP 9-24) to be paid \$2,276.00 (\$59,176.00 annually). An employee assigned to operate the End Loader (GIC) or Prentice Loader (PP 25-8) to be paid \$2,322.40 (\$60,382.40 annually).

In the Positions Ordinance

Under Department of Public Works-Operations Division, Field Operations:

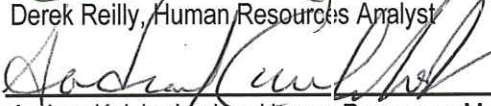
Delete one position of "Cart Maintenance Technician".


Delete one position of "Sanitation Yard Supervisor"

Add one position of "Mechanical Maintenance Supervisor".

Add one position of "Equipment Mechanic IV".

Prepared by:   
Derek Reilly, Human Resources Analyst

Prepared by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: September 18, 2018

**Department of Public Works-Operations-Parking**

Current	Recommendation
Parking Checker PR 6GN (\$30,773 - \$37,260) (58 Positions)	Parking Enforcement Officer PR 5CN (\$34,067 - \$40,688) (58 Positions)
Lead Parking Checker PR 6IN (\$35,059 - \$40,389) (Four Positions)	Lead Parking Enforcement Officer PR 5EN (\$40,501 - \$46,724) (Four Positions)

**Background**

The Department of Public Works (DPW) has requested a classification study of their Parking Checker and Lead Parking Checker positions in the Operations Division – Parking Services. The Department indicated that there have been a number of changes in the duties and responsibilities for these two classifications and that they have had difficulty in retaining employees. In a review of General City Resignations by Job Title from 2010 – 2016, Parking Checker has one of the highest numbers at 33.

New job descriptions were provided and three of the Parking Checkers and two of the Lead Parking Checkers completed job analysis questionnaires. Job Audits were conducted with three employees and discussions were held with Thomas Woznick, Parking Services Manager; Richard Dollhopf, Parking Enforcement Manager; and David Lawrence, Parking Enforcement Assistant Manager.

Current	Parking Checker	PR 6GN (\$30,773 - \$37,260)	58 Positions
Recommended	Parking Enforcement Officer	PR 5CN (\$34,067 - \$40,688)	58 Positions

The basic function of these positions is to be responsible for customer service and enforce parking and abandoned vehicle regulations; determine eligibility for citations and tows; enter citation, tow, location and vehicle data into handheld wireless computers; create tow authorizations; record relevant notes into the software system; operate the License Plate Recognition system (LPR) or other assigned enforcement equipment; conduct stolen vehicle checks; respond to subpoenas and testify in court; and perform routine maintenance and hooding operations for parking meters. Duties and responsibilities include the following.

- 60% Enforce parking through coaching, issuing citations, relocating and overseeing the towing of vehicles related to citizen and aldermanic complaints, and identifying illegally parked and abandoned vehicles.
- 10% Enter vehicle and location data into handheld wireless computers; and create associated electronic notes and digital photographs for all citations, warnings, and vehicle tows and relocations.
- 5% Use the LPR system or other means to identify illegally parked and scofflaw vehicles.
- 5% Create patrol strategies to maximize safety and efficiency for exception areas, assigned routes, and complaint requests using GPS (Geographic Positioning System) or other assigned locating systems.
- 5% Identify stolen vehicles and report them to the Milwaukee Police Department electronically or by phone.

- 5% Respond to subpoenas, schedule time for testimony, and then testify in court using assigned electronic calendars.
- 5% Perform parking meter hooding and hood removal; identify and report any defects; and make requested repairs to parking meters.
- 5% Provide parking information to the public.

Other peripheral duties include traffic control at accident or incident scenes when directed by supervisor; serving as a school crossing guard when needed; providing assistance with emergencies by requesting medical attention or emergency lookouts involving children; reporting law violations to nonemergency number; performing bicycle or foot patrols as assigned; and creating electronic and written incident reports.

Minimum requirements include one year of data entry or computer operation experience and a valid driver's license. An associate's degree in business administration, criminal justice, or related field is desirable. These requirements have not yet been assessed by the Staffing Division.

### **Analysis and Recommendation**

These positions were last reviewed in 1989 when their rates of pay were adjusted due to a change in the scope of responsibility. The positions were located in the Police Department at that time and many of the changes in the positions were due to the addition of certain duties previously performed by Police Officers. These changes included conducting investigations of abandoned automobiles; assisting citizens who were locked out of their vehicles; standing by for vehicle tows initiated by squad personnel; transporting interdepartmental mail deliveries, property and equipment; and conveying department personnel.

In 2000, when these positions were moved from the Police Department to the DPW some of these and other duties were eliminated or greatly reduced. In more recent years, however, there have been other changes that have shifted the skills and abilities required for successful performance. Specifically, incumbents must now be able to do the following:

- Utilize handheld wireless computers for processing and issuing citations, creating tow requests, and dispatching tow trucks in an accurate and timely manner.
- Use the LPR system to identify vehicles as needed.
- Utilize the MKE Park online parking system to determine whether a parking space was paid for through the MKE Park App.
- Use the GPS (Global Positioning System) when driving and locating vehicles as assigned.

Other changes include an expanded emphasis on customer service through providing information to the public on parking regulations and other City services through the use of their handheld computer, using photography to ensure accuracy of illegally parked cars, and the responsibility to void citations for errors and "just arrived" parkers. These positions also identify malfunctioning parking meters for repair, perform simple repairs on their own and make referrals for more complex repairs, and hood and de-hood meters based on special events.

These changes have impacted the minimum requirements for the position. Although a job analysis process will need to be completed by the Staffing Division, it is clear that the minimum requirements may shift to include data entry skills, an ability to exercise judgment in the interpretation of rules, and greater customer service and interpersonal communication skills.

In studying this classification, comparisons were made to other positions in the City including the following. Please note that positions in the same pay range may have different rates of pay due to footnoted rates.

Title	Pay Range	Minimum	Maximum
Community Service Officer	5EN	\$39,518	\$46,439
Communications Assistant IV	6JN	\$39,611	\$44,546
License Specialist I	5DN	\$39,566	\$42,916
Communications Assistant III	6HN	\$37,830	\$41,863
Tow Lot Assistant III	6HN	\$37,830	\$41,863
Tow Lot Attendant	8DN	\$36,843	\$40,450
City Laborer	8DN	\$31,409	\$40,450
Sanitation Inspector	3BN	\$36,252	\$39,970
Customer Service Representative II	6GN	\$36,252	\$39,943
Tow Lot Assistant II	6GN	\$36,252	\$39,943
Parking Checker	6GN	\$30,773	\$37,260

Although the positions under study perform some of the duties and responsibilities of the positions listed above they also have a unique combination of administrative, customer service and field work. It is a 24/7 job that may require working on the second or third shift. Employees primarily work alone, driving through the City in all types of weather, and some interactions with the public may be challenging as an individual may be upset about receiving a citation or that their vehicle will be towed. City Laborers also work in all types of weather and depending on their assignment may have to work on second or third shift including driving City trucks or vehicles. They do not have parking enforcement duties such as issuing citations but they do perform light to heavy manual work related to streets, sewers, electrical services, sanitation, water and forestry, and must be able to lift 50 pounds. License Specialist I positions in Pay Range 5DN work in the office but must also know ordinances, have good customer service skills and requirements include four years of office support experience including two years of high intensity customer contact or telephone work and advanced-level experience with computer software.

Comparisons were also made to the Bureau of Labor Statistics and other cities including Columbus, Ohio; Madison, Wisconsin; Portland, Oregon; and San Antonio, Texas as shown in the chart below. It should be kept in mind that some of the positions are stronger due to additional duties, such as investigative work, but still provide a general comparison for parking enforcement work.

Parking Enforcement Positions				
Title	Location	PR	Rates	Adjusted Rates**
Parking Enforcement Worker	City of Columbus, OH		\$37,939 – \$54,954	\$37,930 – \$59,604
Parking Enforcement Worker	Bureau of Labor Statistics*		\$34,200 – \$49,880	\$34,200 – \$49,880
Parking Enforcement Officer	City of Madison, WI		\$49,912 - \$55,650	\$45,205 - \$49,725
Parking Code Enforcement Officer	City of Portland, OR		\$48,984 – \$64,314	\$37,607 – \$48,888
Parking Enforcement Officer	City of San Antonio, TX		\$30,160 – \$33,339	\$33,102 – \$38,619
<b>Parking Checker</b>	<b>DPW – Operations</b>	<b>6GN</b>	<b>\$30,773 – \$37,260</b>	<b>\$30,773 – \$37,260</b>

\*Rates based on 25<sup>th</sup> and 75<sup>th</sup> percentile from Bureau of Labor Statistics – Wisconsin - May 2017

\*\*Adjusted for Cost of Living.

Finally, these positions have lower footnoted rates as they were previously represented by the ALEASP union (Association of Law Enforcement Allied Services Personnel). Bringing their rates up to the regular minimum and maximum rates of Pay Range 6GN would give them a range of \$33,976 - \$39,943.

Based on the changes in the duties, responsibilities and requirements of these positions and a comparison to other City positions and the market rate, we recommend these positions be put in the paraprofessional section of the

Salary Ordinance in Pay Range 5CN (\$34,067 - \$40,688). To update this title and make it more consistent with positions in other jurisdictions, we recommend the title of Parking Enforcement Officer.

This report therefore recommends these 58 positions be reclassified from Parking Checker in Pay Range 6GN (\$30,773 - \$37,260) to Parking Enforcement Officer in Pay Range 5CN (\$34,067 - \$40,688).

<b>Current</b>	<b>Lead Parking Checker</b>	<b>PR 6IN (\$35,059 - \$40,389)</b>	<b>8 Positions</b>
<b>Recommended</b>	<b>Lead Parking Enforcement Officer</b>	<b>PR 5EN (\$40,501 - \$46,724)</b>	<b>8 Positions</b>

The basic function of these positions is to serve as leadworkers to the Parking Checkers. Duties and responsibilities include the following.

- 60% Direct the enforcement of parking regulations through coaching, issuing citations, relocating and overseeing the towing of vehicles related to citizen and aldermanic complaints, and identifying illegally parked and abandoned vehicles.
- 10% Schedule, make assignments, conduct informational roll calls, and recommend disciplinary actions.
- 5% Use the LPR system or other means to identify illegally parked and scofflaw vehicles; enter vehicle and location data into handheld wireless computers; and create associated electronic notes and digital photographs for all citations, warnings, and vehicle tows and relocations.
- 5% Review patrol strategies of Parking Checkers to maximize productivity, safety and efficiency for exception areas; and review assigned routes and complaint requests conducted by Parking Checkers.
- 5% Ensure Parking Checkers are identifying stolen vehicles and reporting them properly.
- 5% Schedule and provide reminders for staff who must appear in court
- 5% Oversee parking meter hooding and hood removal; identify and report any defects; and make requested repairs to parking meters.
- 5% Oversee all field parking enforcement activities; ensure through direct observation that staff members are providing accurate parking information to the public; respond to subpoenas, schedule time for testimony, and then testify in court using assigned electronic calendars; and use software to remotely identify productivity, coverage and compliance of staff.

Other peripheral duties include assigning staff and/or performing the work themselves related to traffic control at accident or incident scenes; serving as a school crossing guard when needed; providing assistance with emergencies by requesting medical attention or emergency lookouts involving children; reporting law violations to nonemergency number; and completing reports.

Minimum requirements include two years of experience in parking enforcement and data entry or computer operations and a valid driver's license. An associate's degree in business administration, criminal justice, or related field is desirable. These requirements have not yet been assessed by the Staffing Division.

**Analysis and Recommendation**

In 2001, an additional 20 positions of Parking Checker were created in the Department of Public Works for a total of 60 positions. That same year, four positions of Lead Parking Checker were created to help with the supervision of the Parking Checkers. In addition to performing the work of the Parking Checkers, these positions were responsible for training, leading and assisting others. Since that time, the duties, responsibilities and requirements of the Lead

Parking Checker have also changed due to more complex technology utilized on the job, an expanded emphasis on customer service and performing simple repairs on the parking meters and hooding and de-hooding meters.

Based on the data listed above, the rates of pay for these positions should also be increased and provide a differential above the recommended classification of Parking Enforcement Officer. The Lead Parking Checker positions also have lower footnoted rates as they were previously represented by the ALEASP union. Bringing their rates up to the regular minimum and maximum rates of Pay Range 6IN would give them a range of \$36,935 - \$43,335. To provide a meaningful differential, we recommend that these positions also be placed in the paraprofessional section of the Salary Ordinance in Pay Range 5EN (\$40,501 - \$46,724). To be consistent with the recommended Parking Enforcement Officer title, we recommend the new title of Lead Parking Enforcement Officer.

This report therefore recommends these four positions be reclassified from Lead Parking Checker in Pay Range 6IN (\$35,059 - \$40,389) to Parking Enforcement Officer in Pay Range 5EN (\$40,501 - \$46,724).

**Action Required – Effective Pay Period 20, 2018 (September 23, 2018)**

In the Salary Ordinance

Under Pay Range 5CN:

Add the title of "Parking Enforcement Officer".

Under Pay Range 5EN:

Add the title of "Lead Parking Enforcement Officer".

Under Pay Range 6GN:

Delete the title of "Parking Checker (6)" and footnote (6) in its entirety.

Under Pay Range 6IN:

Delete the title of "Lead Parking Checker (1)" and footnote (1) in its entirety.

In the Positions Ordinance

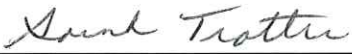
Under Department of Public Works - Parking Fund, Parking Enforcement/Information Desk:

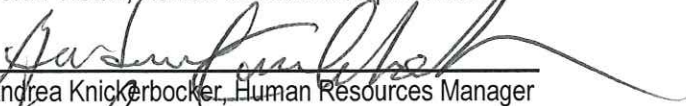
Delete four positions of "Lead Parking Checker".


Add four positions of "Lead Parking Enforcement Officer."

Delete fifty-eight positions of "Parking Checker".

Add fifty-eight positions of "Parking Enforcement Officer".

Prepared by:   
Sarah Trotter, Human Resources Representative

Prepared by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

## A

**Date** 9/14/18 **File Number** 180646  
**Subject** Classification and pay recommendations submitted to the City Service Commission for September 18, 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**
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund          |
| <input type="checkbox"/> Capital Projects Fund         | <input type="checkbox"/> Special Purpose Accounts |
| <input type="checkbox"/> Debt Service                  | <input type="checkbox"/> Grant & Aid Accounts     |
| <input type="checkbox"/> Other (Specify) _____         |   |



**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**

City Service Commission Meeting of September 18, 2018  
Finance and Personnel Committee Meeting of September 19, 2018

<b>NEW COSTS FOR 2018</b>										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
0	Dept of Public Works	New Underfill Title	N/A	Construction Laborer Intern*	9MN	N/A	N/A	N/A	Underfill Title Only	
1	DPW-Operations	Utility Crew Worker	8FN	Mechanical Maintenance Supervisor	1BX	\$44,324	\$48,670	\$836	\$142	\$978
1	DPW-Operations	Cart Maintenance Technician	8EN	Equipment Mechanic IV	7EN	\$37,924	\$40,640	\$522	\$107	\$629
3	DPW-Operations	Rate for Hydro Crane/Reach All ASSG.	8NN	Rate for Hydro Crane/Reach All Assg.**	8ON	\$56,665	\$58,760	\$1,934	\$395	\$2,329
58	DPW-Operations	Parking Checker	6GN	Parking Enforcement Officer***	5CN	Varies	Varies	\$42,865	\$8,766	\$51,631
4	DPW-Operations	Lead Parking Checker	6IN	Lead Parking Enforcement Officer***	5EN	Varies	Varies	\$3,871	\$792	\$4,663
67								\$50,028	\$10,202	\$60,230

Assume effective date is Pay Period 22, 2018 (October 23, 2018) unless indicated otherwise.

\*Assume effective date is Pay Period 20, 2018 (September 23, 2018).

\*\*Rates based on 3 operators using equipment for a portion of the year (Hydro-Crane-36 PP and Reach-All-21 PP).

\*\*\*Assume effective date is Pay Period 20, 2018 (September 23, 2018). Rates based on 5% increase or new min rate, whichever is higher, and limited by new max rate.

<b>NEW COSTS FOR FULL YEAR</b>										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
0	Dept of Public Works	New Underfill Title	N/A	Construction Laborer Intern	9MN	N/A	N/A	N/A	Underfill Title Only	
1	DPW-Operations	Utility Crew Worker	8FN	Mechanical Maintenance Supervisor*	1BX	\$44,324	\$48,670	\$4,346	\$739	\$5,085
1	DPW-Operations	Cart Maintenance Technician	8EN	Equipment Mechanic IV*	7EN	\$37,924	\$40,640	\$2,716	\$555	\$3,271
3	DPW-Operations	Rate for Hydro Crane/Reach All Assg.	8NN	Rate for Hydro Crane/Reach All Assg.*	8ON	\$56,665	\$58,760	\$13,779	\$2,818	\$16,596
58	DPW-Operations	Parking Checker	6GN	Parking Enforcement Officer***	5CN	Varies	Varies	\$159,215	\$32,559	\$191,774
4	DPW-Operations	Lead Parking Checker	6IN	Lead Parking Enforcement Officer***	5EN	Varies	Varies	\$14,378	\$2,940	\$17,318
67								\$194,434	\$39,612	\$234,045

Rates may not be to the exact dollar due to rounding.