



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Vacant
Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting: November 19, 2024

Water Works

| Current | Recommended |
|--|---|
| Office Assistant IV PR 6KN (\$49,095- \$58,914) FN: Recruitment is at \$49,399 (One Position) | Administrative Assistant IV PR 5JN (\$60,036 - \$75,045) FN: Recruitment is at \$62,229 (One Position) |

Note: Residents receive a rate that is 3% higher.

The Department of Public Works – Water Works has requested the reclassification of one position of Office Assistant IV to Administrative Assistant IV due to evolved duties and responsibilities. A current job description was provided and conversations were held with Jane Islo, Water Works Administration Manager; and Amy Hefter, Water Works Human Resources Administrator.

This position serves as the payroll clerk for the Distribution Section of Milwaukee Water Works (MWW) and prepares, processes, and tracks documents required for all types of personnel actions for 145 staff members. The position also provides administrative support to Distribution Section management, which includes accounts payable and inventory management of safety and office supplies. Duties and responsibilities include:

- Organize daily timesheets, sign-in sheets, and daily logs.
- Maintain call-out lists and rosters.
- Process forms related to vacation, sick leave, and other forms of leave.
- Ensure supervisory approval of employee’s timesheets.
- Enter section payroll using the City’s online time reporting system and report anomalies to Section management and MWW payroll.
- Track all leave use by employees and prepare reports for the review process.
- Review use of leave under the Family and Medical Leave Act (FMLA) against approved leave designations.
- Prepare, process, and/or distribute forms and reports related to personnel actions within the section.
- Confirm completion of probationary reviews.
- Assist with the onboarding process and the annual employee information update.

- Conduct purchasing to maintain appropriate levels of routine supplies for office operations/plant chemicals on blanket orders.
- Initiate orders when appropriate, and using FMIS, acknowledge receipt of items to begin payment cycle.
- Order various supplies for laboratory and maintenance groups upon request.
- Process invoices for payment.
- Process complex and detailed contract documents, bid items, specifications, change orders, etc.
- Order office and safety supplies and print jobs; schedule shipping pick-ups; maintain records and files in accordance with MWW record retention policies.
- Other duties as assigned.

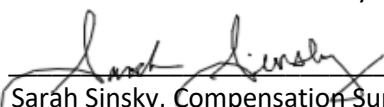
Minimum qualifications include four years of progressively responsible administrative experience working in an office setting, including performing tasks such as serving as a confidential executive assistant, managing calendar and preparing for meetings, coordinating travel arrangements, handling internal and external communications, tracking data, and maintaining physical and electronic files.


The department has noted that the position now provides administrative support to the Water Distribution Manager, Operations Manager, Water Scheduling Manager, and three Water Distribution Construction Managers. The incumbent also provides a variety of human resources duties, including payroll functions to 140 employees working with the Distribution section, along with accounts payable and inventory management of safety and office supplies. It has also been noted that this position has become involved in the Essential Employee Workforce Development Program (EEWDP), which is part of a \$687,000 grant through Employ Milwaukee and requires additional timecard reporting and payroll entries necessary for grant invoicing.

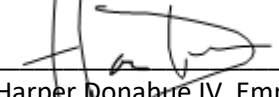
Based off of the evolved duties and responsibilities, we recommend reclassifying one position of Office Assistant IV in Pay Range 6KN (\$49,095- \$58,914) with a recruitment rate of \$49,399 as an Administrative Assistant IV in Pay Range 5JN (\$60,036 - \$75,045) with a recruitment rate of \$62,229.

Action Required - Effective Pay Period 26, 2024 (December 8, 2024)

* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by: 
 Sarah Sinsky, Compensation Supervisor

Reviewed by: 
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
 Harper Donahue IV, Employee Relations Director