



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

December 19, 2006

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

Dear Committee Members: Re: Common Council File Number 061081

Classification and pay recommendations were approved by the City Service Commission on December 5, 2006, for nine positions created or changed in conjunction with the implementation of the 2007 budget. The positions are located in the Department of City Development, Department of Neighborhood Services, City Treasurer's Office and Department of Administration-Business Operations Division.

The Job evaluation report covering the above positions, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Report
Fiscal Note

c: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Betty Schraith, Richard Marcoux, Martha Brown, Beverly Johnson, Martin Collins, Jeffrey Crouse, Wayne Whittow, James Klajbor, Sharon Robinson, Cheryl Oliva, Harry Kreuser (Local 75); Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting: December 5, 2006

This report recommends appropriate classifications and compensation levels for nine positions created or changed in conjunction with the implementation of the 2007 City of Milwaukee Budget. This report contains recommendations for positions in the Department of City Development, Department of Neighborhood Services, City Treasurer, and Department of Administration-Business Operations Division.

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

CITY DEVELOPMENT

Current	Request	Recommendation
New Position	Youth Development Coordinator SG 008 (\$54,814-\$76,736)	Youth Development Coordinator SG 008 (\$54,814-\$76,736)
New Position	Director of Finance and Administration SG 013 (\$75,421-\$105,598)	Finance and Administration Manager SG 012 (\$70,767-\$99,074)
New Position	Lead Accountant SG 008 (\$54,814-\$76,736)	Accounting Manager-City Development SG 008 (\$54,814-\$76,736)

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current	Request	Recommendation
3 New Positions	Plumbing Inspector II (3 positions) PR 788 (\$56,223-\$63,279)	Plumbing Inspector II (3 positions) PR 788 (\$56,223-\$63,279)

CITY TREASURER

Current	Request	Recommendation
Customer Services Supervisor SG 007 (\$51,440-\$72,013)	Customer Services Manager SG 007 (\$51,440-\$72,013)	Customer Services Manager SG 007 (\$51,440-\$72,013)
Revenue Collection Supervisor SG 007 (\$51,440-\$72,013)	Revenue Collection Manager SG 007 (\$51,440-\$72,013)	Revenue Collection Manager SG 007 (\$51,440-\$72,013)

DEPARTMENT OF ADMINISTRATION-BUSINESS OPERATIONS DIVISION

Current	Request	Recommendation
New Position	Office Assistant II PR 410 (\$28,057-\$33,014)	Office Assistant II PR 410 (\$28,057-\$33,014)

Action Required – Effective Pay Period 1, 2006

In the 2007 Salary Ordinance

Under Salary Grade 007, delete the titles "Customer Services Supervisor" and "Revenue Collection Supervisor" and add the titles "Customer Services Manager" and "Revenue Collection Manager." Under Salary Grade 008, add the titles "Youth Development Coordinator" and "Accounting Manager-City Development." Under Salary Grade 012, add the title "Finance and Administration Manager."

In the 2007 Positions Ordinance

Under Department of Administration - Business Operations Division, Administrative Services, delete one position of "Office Assistant I" and add one position of "Office Assistant II."

Under Department of City Development, General Management and Policy Development Decision Unit, Office of the Commissioner, delete one position of "Development Manager (Y)" and add one position of "Youth Development Coordinator (Y)." Under Administration and Control Division, delete one position of "Director of Finance and Administration" and add one position of "Finance and Administration Manager." Under General Accounting, delete one position of "Lead Accountant TID/BID/Housing Development" and add one position of "Accounting Manager-City Development."

CITY DEVELOPMENT

Current:	New Position	
Request:	Youth Development Coordinator	SG 008
Recommended:	Youth Development Coordinator	SG 008

This basic function of this position is to operate City of Milwaukee youth employment initiatives and related youth programming activities. Duties, responsibilities and requirements include:

- 35% Operate City of Milwaukee Summer Youth Internship program. Solicit positions from City departments, screen youth employees, hire team leaders, train supervisors on youth program, develop educational programs for youth employees, evaluate program, manage contract with temporary employment agency, and prepare financial records and reports.
- 35% Operate youth employment programs sponsored by City government and funded by public or private sources, that make it possible for non-profit and faith-based agencies to develop youth jobs. Recruit participating agencies, screen youth employees, evaluate program, manage contract with temporary employment agency, and prepare financial records and reports required by funders.
- 10% Recruit private employers to provide youth employment opportunities, and screen youth employees. Maintain records and reports on these employment opportunities.
- 10% Work with local colleges and city departments to develop college internship-for-credit programs within city government.

The position requires a Bachelor's Degree in Public Administration, Communications, Human Resources or related area. Experience in youth programming or employment is preferred.

This new position will operate the City of Milwaukee Summer Youth Program and work to develop other youth jobs within the community through private and public funding sources. In addition to coordinating all aspects of the City of Milwaukee program, the position will recruit funders to operate these additional programs and agencies in the community to employ the youth in meaningful work internships. The position will continue to work with an external temporary employment agency in

recruiting youth, but will also screen youth and refer them for placement. In addition, the position will work to develop college internships for credit within city government.

The recommended classification for this new position of Youth Development Coordinator is Salary Grade 008. This position will have policy impact on youth employment within city government as well as within the City of Milwaukee community in the private and public sector.

Current:	New Position	
Request:	Director of Finance and Administration	SG 013
Recommended:	Finance and Administration Manager	SG 012

This position is to be responsible for accounting, budgeting, and financial administration services for the Department of City Development, Redevelopment Authority (RACM), Neighborhood Improvement Development Corporation (NIDC), Tax Incremental Districts (TID) and City of Milwaukee programs. Duties, responsibilities and requirements include:

General Accounting

- Supervise accounting, investments & banking, accounts payable, special program accounting, servicing of loans, and general and subsidiary ledger maintenance.
- Supervise preparation of financial reports to the City of Milwaukee by June 30th for RACM and NIDC Boards, external customers and regulatory agencies.
- Supervise the maintenance of all books of accounts and supporting documentation.
- Supervise the preparation of year-end adjusting and closing entries and work closely with external auditors in preparing annual RACM, NIDC, and TID financial statements.

Budget and Reporting

Provide direction for the preparation of annual budgets of the Department of City Development, RACM, and NIDC. Provide direction for the preparation of management reports related to these budgets.

Cash and Investment Management

- Supervise the management of cash flow for both RACM and NIDC, including investing excess cash and liquidating investment as needed. Transfer money as needed to cover payroll and accounts payable runs.
- Monitor property rent collection for RACM and City of Milwaukee
- Monitor receipts of revenues and record on RACM and NIDC accounting system according to Generally Accepted Accounting Principals.

Legal Documents

- Review and execute all deeds, notes, satisfactions, subordinations and other legal documents.
- Review documentation and sign checks for payments to contractors, banks and loan receivers.
- Attend Administrative Review Committee meetings and approve all loans being made from grant funds.

The position will have management oversight of 14 staff in the Department of City Development, RACM, and NIDC responsible for budgeting, accounting, payroll and purchasing.

The position requires a Bachelor's Degree with a major in Accounting, Business Management or closely related field and 5 years of management accounting experience including two years in a supervisory position. A CPA certification is required.

This new position will manage the functions of budgeting, general accounting and payroll administration for the Department of City Development, RACM, NIDC, TID, and City of Milwaukee

programs. The position is similar in scope of responsibility to the Investments and Financial Services Manager, Salary Grade 012, in the City Treasurer's Office that is responsible for the management of City funds in the custody of the City Treasurer. The Investments and Financial Services Manager is responsible for developing investment strategies, implementing day-to-day cash flow requirements of the City and Milwaukee School Board, supervising the accounting of all receipts and disbursements by the department, supervising employee judgment account administration, and payroll operations.

The scope of responsibility is somewhat higher than that of the Finance & Planning Manager, Salary Grade 011, in DPW-Administrative Services Division. That position is responsible for budget preparation and control, accounting activities, payroll management, and procurement administration.

We therefore recommend classifying this position as Finance and Administration Manager in Salary Grade 012.

Current:	New Position	
Request:	Lead Accountant	SG 008
Recommended:	Accounting Manager-City Development	SG 008

The basic function of this position is to provide professional accounting and related financial management services for the Department of City Development specifically for Tax Increment Districts (TID), Business Improvement, Community Development Block Grant (CDBG), and required City of Milwaukee accounting activities. Duties, responsibilities and requirements include:

General Accounting

- Maintain all City accounts and provide all General Accounting entries necessary for TID Financing, Business Improvement District Financing, CDBG, and other City Activities of the Department of City Development.
- Act as the Lead Accountant on meeting all reporting and audit deadlines
- Maintain all necessary City accounts.
- Provide all City interim financial reports.
- Review and approve all accounting staff biweekly payroll.
- Assist the lead accountant for RACM.
- Approve and review all City payment requests.
- Review and reconcile travel advances periodically.

Financial Statements

- Take lead role in year-end closing of all TID, Business Improvement District, CDBG, and other City activities for the Department of City Development accounts and preparation of financial data. Prepare closing journal entries, review ledgers, and distribute city account balances to the appropriate ledgers.
- Prepare year-end financial statements and assist in preparation of HUD-required financial filings.
- Prepare notes for financial statements.
- Work closely with City and RACM external auditors and staff.

This position requires a Bachelor's Degree in Accounting and three years of professional accounting experience in accounting or financial analysis. A CPA designation is required.

This position will be responsible for day-to-day supervision of staff responsible for maintaining all city accounts and providing all general accounting activities and financial statements necessary for TID financing, BID financing, CBGA, and other city activities. The level and scope of responsibility for this position is consistent with the previous classification of Accounting Manager-City Development in Salary 008. We therefore recommend classifying this position as Accounting Manager-City Development in Salary Grade 008.

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current:	New Positions –3 positions	
Request:	Plumbing Inspector II–3 positions	PR 788
Recommended:	Plumbing Inspector II–3 positions	PR 788

These three positions will be involved with the Expanded Cross Connection Control Program that prevents the contamination of drinking water. Milwaukee Water Works will reimburse salaries for these positions.

The basic function of this position is to conduct plumbing cross connection inspections in commercial, industrial, and residential buildings to ensure compliance with the applicable codes. Duties and responsibilities include:

- 58% Inspect all drainage and plumbing installations and witness all tests.
- 6% Inspect occupancies and zoning certificates for taverns and restaurants.
- 10% Perform periodic fire suppression system inspections.
- 10% Investigate complaints and aldermanic service requests.
- 7% Advise journey level and master plumbers of modifications required to make an installation compliant with existing regulations. Consult with contractors, builders and architects on plumbing installations. Explain plumbing rules and regulations to owners of buildings when requested.
- 9% Keep accurate records of inspections and make detailed reports on complaints and rejections.

The requirements for this position include two years of experience as a Plumbing Inspector I in the Department of Neighborhood Services (DNS), successful completion of internal qualifying tests, a journey-level plumber's license from the State of Wisconsin and an ongoing responsibility to meet the requirements for state certification as a plumbing inspector.

A review of job descriptions for other Plumbing Inspector positions indicates that the duties and responsibilities are very similar and the requested title of Plumbing Inspector II is appropriate. We therefore recommend these positions be classified as Plumbing Inspector II in Pay Range 788.

CITY TREASURER

Current:	Customer Services Supervisor	SG 007
Request:	Customer Services Manager	SG 007
Recommended:	Customer Services Manager	SG 007

The City Treasurer has requested a change in title for this position to Customer Services Manager with no change in Salary Grade. This position is responsible for the day-to-day operations of the Customer Services Division of the City Treasurer's Office. The recommended classification is Customer Services Manager in Salary Grade 007.

Current:	Revenue Collection Supervisor	SG 007
Request:	Revenue Collection Manager	SG 007
Recommended:	Revenue Collection Manager	SG 007

The City Treasurer has requested a change in title for this position to Revenue Collection Manager with no change in Salary Grade. This position is responsible for the day-to-day operations of the Revenue Collection Division of the City Treasurer's Office. The recommended classification is Revenue Collection Manager in Salary Grade 007.

DEPARTMENT OF ADMINISTRATION-BUSINESS OPERATIONS DIVISION

Current:	New Position	
Request:	Office Assistant II	PR 410
Recommended:	Office Assistant II	PR 410

This basic function of this position is to provide clerical support to Business Operations Division staff in the Emerging Business Enterprise Program and Procurement Services Section. The position will be responsible for phone inquiries from city departments and the public, routine correspondence for division staff, clerical duties for public bid openings and distribution, Procard statement distribution, photocopies, organizing data for charts, filing, sorting mail, and scheduling meetings.

The job description is consistent with the standard job description for an Office Assistant II:

Perform varied clerical duties in accordance with standard procedures. Applies knowledge of departmental policies and procedures and uses a general understanding of other departments' functions. Screens telephone calls, answers questions and provides information. May work with others on a team to complete special projects. Uses office equipment and microcomputer software to prepare standard and complex documents from various sources of written input.


We therefore recommend this position be classified as Office Assistant II in Pay Range 410.

Prepared by:



Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Maria Monteagudo, Employee Relations Director