



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

September 9, 2014

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

Dear Committee Members: Re: Common Council File Number **140562**

The following classification and pay recommendations were approved by the City Service Commission on **August 19, 2014**.

In Employee Relations, one position of Human Resources Analyst – Senior, PR 2FX was recommended for reclassification to Human Resources Representative, PR 2HX.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw
Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, Deborah Ford, Nicole Fleck, Maria Monteagudo and Carl Nagy



Job Evaluation Report

City Service Commission Meeting: August 19, 2014

Department of Employee Relations

Current	Requested	Recommendation
Human Resources Analyst-Senior PR 2FX (\$48,294 - \$67,616)	Human Resources Representative PR 2HX (\$54,865 - \$76,806)	Human Resources Representative PR 2HX (\$54,865 - \$76,806)
The position is assigned to the Staffing Division and carries with it the full range of professional duties and responsibilities as other Human Resources Representatives in the Department. Changing the position authority to Human Resources Representative will reflect the actual level of duties and responsibilities performed and allow the career ladder established for human resources professional in Employee Relations to operate as intended.		

Action Required

In the Positions Ordinance, under Department of Employee Relations – Operations Division, Staffing Services Section, delete one position of “Human Resources Analyst-Senior” and add one position of “Human Resources Representative.”

Background

This singular position exists in the Positions Ordinance within the Department of Employee Relations as a Human Resources Analyst-Senior. The Manager of the DER Staffing Division, Carl Nagy, has indicated that the level of the duties and responsibilities performed by the position are the same as other Human Resource Representative positions within the Division and Department and has requested the position be reclassified to that higher title.

In about 1998, your Commission established a career ladder for professional human resources positions in the Department of Employee Relations consisting of the following job classifications. This series remains in effect today.

Human Resources Analyst	PR 2DN	\$42,500 - \$59,497
Human Resources Analyst-Senior	PR 2FX	\$48,294 - \$67,616
Human Resources Representative	PR 2HX	\$54,865 - \$76,806


The Analyst job classification was (and still is) the entry-level for the series and Human Resources Representative is the highest level. All professional positions in Employee Relations were established at the level of Human Resources Representative, thus providing an opportunity for employees to be promoted to Human Resources Analyst-Senior and ultimately Human Resources Representative by demonstrating a greater depth and/or broader scope of technical knowledge and the application of higher level competencies. Due to the learning curve associated with many professional occupations, this type of career is common for many professional jobs in both the public and private sector.

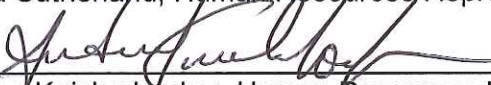
The Human Resources Analyst - Senior that is the subject of this report is an anomaly. At one time it performed a limited assignment that included information technology duties. This situation no longer exists and has been replaced with a position assigned to the Staffing

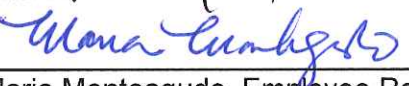
Division. This position is now responsible for the full range of professional human resources in that function including job analysis, recruitment planning, test development, test administration, test analysis, special projects, and consultation with departments about staffing issues.

Changing the authority of the position from Human Resources Analyst-Senior to Human Resources Representative will bring the position in conformance with other professional positions in the Department and, most importantly, reflect the position's ultimate actual level of duties and responsibilities. It will also allow the career ladder for this job series to function as intended.

It is therefore recommended that one position of Human Resources Analyst-Senior, (PR 2FX) in the Positions Ordinance in the Department of Employee Relations be changed to Human Resources Representative, (PR 2HX).

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

Reviewed by: 
Maria Monteagudo, Employee Relations Director