



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

May 6, 2014

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

Dear Committee Members:                      Re: Common Council File Number **140052**

The following classification and pay recommendations were approved by the City Service Commission on **April 8, 2014**.

In the Department of City Development,

One new position was recommended for classification as Human Resources Officer, Pay Range 1FX.

One new position was recommended for classification as Grant Budget Specialist, Pay Range 2IX.

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:fcw  
Attachments: Job Evaluation Report  
Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, Deborah Ford, Nicole Fleck, Richard Marcoux, Martha Brown, Judith Allen, Sandra Rotar, David Schroeder, and Melissa Fulgenzi.



**JOB EVALUATION REPORT**

City Service Commission Meeting Date: April 8, 2014

This report recommends appropriate classifications and compensation levels for positions in the Department of City Development (DCD). The two new positions are part of the Department's long-term budget strategy to eliminate certain RACM (Redevelopment Authority for the City of Milwaukee) positions that perform work related to or in support of real estate, redevelopment, and economic development activities on behalf of the City and recreate them in the Department of City Development. Recommended appointment rates for the individuals moving over from RACM are included in the Salary Ordinance changes under "Action Required".

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives.

**DEPARTMENT OF CITY DEVELOPMENT**

Current	Request	Recommendation
New Position	Resource and Administration Manager PR 1FX (\$61,721 - \$86,406)	Human Resources Officer PR 1FX (\$61,721 - \$86,406)
New Position	Grant Budget Analyst, Senior PR 2JX (\$61,721 - \$86,406)	Grant Budget Specialist PR 2IX (\$57,884 - \$81,034)

**Action Required – Effective Pay Period 1, 2014 (December 22, 2013)**

In the Salary Ordinance, under Pay Range 1FX add the footnote designation "5" to the title "Human Resources Officer" with the footnote to read "(5) Appointment of Judith Allen is authorized at the rate of \$3,125.68 biweekly." Under Pay Range 2IX, add the title "Grant Budget Specialist (6)" with the footnote to read "(6) Appointment of Melissa Fulgenzi is authorized at the rate of \$3,031.53."

In the Positions Ordinance, under the Department of City Development, General Management and Policy Development Decision Unit, Finance and Administration, delete one position of "Resource and Administration Manager" and one position of "Grant Budget Analyst"; and add one position of "Human Resources Officer" and one position of "Grant Budget Specialist".

**Requested:                    Resource and Administration Manager    PR 1FX**  
**Recommended:            Human Resources Officer                            PR 1FX**

This position is the personnel director/human resources manager for the Department of City Development and the Redevelopment Authority of the City of Milwaukee (RACM); coordinates the City's Youth Development and Employment Initiative; provides DCD/RACM grant facilitation; and directs the Department's wellness programs. Duties and responsibilities include the following:

- 45% Human Resource Management and Administration – includes staffing, training, and development; processing personnel transactions; administering FMLA and other leaves; providing guidance on performance reviews, work rules, policies and procedures; conducting disciplinary actions for DCD/RACM/HACM employees and handling any related grievances; representing the City at City Service Commission (CSC) meetings,

Council Committee meetings, and Board meetings; responding to Unemployment Compensation and Worker's Compensation claims and providing testimony if needed; working with employees and supervisors to solve problems or complaints; processing employee separations; and writing and implementing the Employee Handbook.

- 25% Payroll Management – includes oversight of DCD/RACM payroll functions, mileage, Sick Leave Incentive Program, and salary increases related to promotions; and the City's Combined Giving and UPAF campaigns.
- 20% Youth Development and Employment Initiative – Earn and Learn Program – manage all aspects of the program including program design, budget development, and expenditure approval; contract with team leaders and youth; identify youth placement opportunities; establish educational opportunities with the southeastern Wisconsin university and college consortium; coordinate City participation in private sector job connection programs; manage the Youth Development Coordinator's efforts to build and maintain relationships with the Milwaukee Area Workforce investment Board (MAWIB), corporate partners, and City officials to identify youth placement opportunities; and work with participating organizations to strengthen and grow programs and encourage youth employment.
- 5% Grant Processing – track grant applications and awards to ensure that all grants are recorded and reported to the Mayor, the Department of Administration, and various granting agencies; establish administrative file for grants; and issue expenditures and program activity reports as needed.
- 5% Wellness and Other Duties – serve as the DCD and RACM representative to the City's Wellness Committee and chair of the internal DCD/RACM Wellness Committee; provide guidance and advice on the Wellness Your Choice Milwaukee Program; and perform other duties as assigned.

Requirements include a Bachelor's Degree in Public or Business Management, Human Resources or closely related field; and five years of experience in human resources and administration of economic development or housing programs; and demonstrated expertise in federal grants and youth employment. Equivalent combinations of education and experience may also be considered.

### Analysis and Recommendation

To study this position, comparisons were made to other positions including the following:

Classification	Pay Range	Department
Police Payroll Supervisor	1CX (\$50,959 - \$71,349)	Police
Fire Personnel Officer	1DX (\$54,322 - \$76,046)	Fire
Health Personnel Officer	2HX (\$54,322 - \$76,046)	Health
Human Resources Officer	1FX (\$61,721 - \$86,406)	Library
Labor Relations Officer	2JX (\$61,721 - \$86,406)	Employee Relations
Human Resources Administrator	1HX (\$70,126 - \$98,173)	Police

In making comparisons we considered whether or not a position supervised other staff and if so at what level, whether the position had responsibility for recommending and administering discipline, whether the position was the highest level position for human resources within the

department, whether the position had city-wide responsibility, the size of the department, and whether the position was responsible for advising the Department head directly on a regular basis regarding issues of significance such as discipline and department strategies. All of these factors affect the amount of impact and accountability, relationships responsibility, and consequence of error.

The most similar position is the Human Resources Officer in Pay Range 1FX in the Library. It is responsible for the human resources functions of the Milwaukee Public Library (MPL) including personnel administration; employee relations administration; personnel action appeals to the Library Board of Trustees, Department of Employee Relations, and the City Service Commission; staff development and training; performance evaluation process; organizational development; Employee Handbook and policy adherence; Librarian Internship Program with Library Schools; volunteers and substitute program; Sick Leave Program and Family Medical Leave Administration (FMLA); Equal Employment Opportunity, Worker's Compensation, and employee safety and wellness; to work closely with the City Attorney's Office regarding employee actions; and to develop strategies and policies to enhance the operations of the Library.

This position in DCD is responsible for the human resource functions of the Department of City Development and RACM and has many similar responsibilities to those listed above plus oversees the Youth Development and Employment Initiative. The position supervises three positions including a Youth Development Coordinator in Pay Range 2IX, a Program Assistant II in PR 5FN and a Personnel Payroll Assistant III in PR 5EN.

Based on the above comparisons and analysis we recommend this new position be classified as Human Resources Officer in Pay Range 1FX (\$61,721 - \$86,406). We recommend the title of Human Resources Officer as it will reflect the primary responsibilities of the position and be consistent with other titles in the City such as Human Resources Administrator, Human Resources Specialist, and Human Resources Analyst.

<b>Requested:</b>	<b>Grant Budget Analyst, Senior</b>	<b>PR 2JX</b>
<b>Recommended:</b>	<b>Grant Budget Specialist</b>	<b>PR 2IX</b>

This position is responsible for the planning, development, preparation, accounting, and control of budgets for all DCD, RACM, and Neighborhood Improvement Development Corporation (NIDC) grants. Duties and responsibilities include the following:

50% Budget Management – includes planning and implementing budget development schedules for all DCD, RACM and NIDC grant programs; preparing preliminary and final budgets and applications for funds in accordance with city, state and federal guidelines including facilitating program review and communicating decision regarding approval with requesting party; developing, designing and implementing procedures to monitor budget performance and compliance with regulations; creating and maintaining a variety of grant databases and financial information for analysis and forecasting; Preparing and implementing proper budget, accounting and audit functions to ensure financial controls and systems are in place to support the grant function; preparing budget revisions/amendments as required; assisting in the preparation of DCD and RACM budgets; auditing Common Council resolutions, grant analysis forms, grant budget forms, contracts and agreements prior to final signature; preparing resolutions for consideration by Common Council, and RACM and NIDC Boards when required; providing supervisory, technical and administrative assistance to DCD and RACM staff;

coordinating and implementing various administrative and financial policies and procedures; and responding to questions from other divisions, departments, grantors and auditors.

- 20% Financial Management – Grant Programs – includes preparing and submitting financial and expenditure reports for DCD and RACM grant programs; preparing and processing all grant reimbursements; providing bank wire verification authority on behalf of DCD and RACM; monitoring grants, resolving accounting and reporting issues, and preparing budget-versus-actual status reports; serve as primary point of contact for all staff receiving grant funding; participate in negotiating terms and conditions of agreements with grantors; estimating cash needs and preparing cash requisitions; and managing the loan portfolios for the Neighborhood Stability Program (NSP) loan and the Brownfield revolving Loan fund (BRLF).
- 20% General Accounting – includes assisting in the development of accounting policies and procedures and cost overhead distribution methods for all programs related to DCD, and RACM grants; coordinating and supervising all phases of the RACM single audit engagement and preparing draft and final Single Audit report; acting as primary point of contact in support to Comptroller’s Office for the Single Audit engagement as it relates to DCD grants; preparing grant reimbursements; preparing various cost studies and reports; assisting with RACM accounting and approval of all payment requests; and taking lead role in year-end closing of RACM grant programs.
- 10% Oversight Responsibilities and Other Duties – serve as a mentor and resource to accounting staff and train new employees; provide specific work direction, review and sign-off for grant required reporting and accounting to one Program Analyst I, one Accountant I, and two Accountant II’s; be directly involved with new software systems and upgrades including participation on implementation teams and perform other duties as assigned.

Requirements include a Bachelor’s Degree in Business, Economics, Accounting or closely related field and four years of government accounting or financial experience. Equivalent combinations of experience may be considered.

**Analysis and Recommendation**

To study this position, comparisons were made to other City positions as shown in the chart below.

<b>Classification</b>	<b>Pay Range</b>	<b>Department</b>
Grant Monitor	2GX (\$50, 959 - \$71,349)	Dept. of Admin.
Budget and Policy Specialist	2HX (\$54,322 - \$76,046)	Dept. of Admin.
Budget and Management Special Assistant	2IX (\$57,884 - \$81,034)	Dept. of Admin.
Assistant Grant Fiscal Manager	2IX (\$57,884 - \$81,034)	Comptroller’s Office
Grant-In-Aid Fiscal Coordinator	1GX (\$65,777 – \$92,089)	Comptroller’s Office

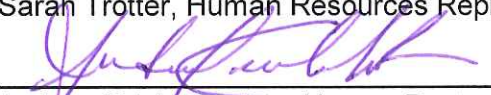
There was not a clear match with any of these positions but there are some duties and responsibilities that are similar to the Budget and Management Special Assistant position in Pay Range 2IX .For example, a Budget and Management Special Assistant in the Department of Administration is responsible for developing an annual executive budget proposal for assigned

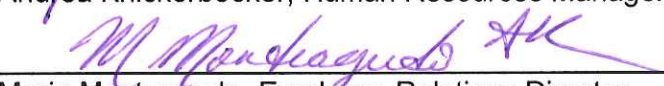
City departments; management analysis; fiscal policy analysis; and operating budget administration.

Another position at this level of 2IX is the Assistant Grant Fiscal Manager in the Comptroller's Office. This position has responsibility to determine that the City is complying with the Accounting and Financial Reporting provisions of the Community Development Block Grant (CDBG) Program; works closely with the Community Block Grant Agency and sub-grantee agencies to ascertain that accounting and financial reporting procedures are being followed with Housing and Urban Development (HUD) guidelines and City requirements; and assists in the daily supervision and direction over the Revenue and Cost staff of 12 positions. According to the Comptroller's website the City's Community Development Block Grant program and all federal and state grants to Milwaukee were in excess of \$93 million in 2010.

Based on the above analysis we recommend this new position be classified as Grant Budget Specialist in Pay Range 2IX. The title "Grant Budget Specialist" will reflect the responsibility related to grants and avoids the "senior" designation which implies there is a lower level position.

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

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