



Department of Employee Relations

March 14, 2006

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

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

Dear Committee Members: Re: Common Council File Number 051457

The following classification and pay recommendations were approved by the City Service Commission on March 7, 2006.

In the Health Department, one position of Clinic Assistant, Pay Range 309, held by Craig Sanders, was retitled to Community Education Assistant, Pay Range 309.

In the Election Commission, one position of Customer Services Representative II, Pay Range 435, held by Kathleen Thornton, was reclassified to Program Assistant I, Pay Range 460.

In the Department of Neighborhood Services, three positions of Special Compliance Inspector, Pay Range 553, were reclassified. Two of the positions (one held by Lawrence Woytek and one vacant) were reclassified to Code Enforcement Inspector II, Pay Range 541; and one position (vacant) was reclassified to Program Assistant II, Pay Range 530.

In the Department of Public Works-Operations Division, Fleet Services, one position of Vehicle and Equipment Repairs Manager, Salary Grade 011, held by Frederick Gunther, was reclassified to Fleet Operations Manager, Salary Grade 013; and three positions of Automotive Mechanic Supervisor II, Salary Grade 005, were reclassified to Fleet Repair Supervisor III, Salary Grade 007.

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

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: 4 Job Evaluation Reports
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, Betty Schraith, Bevan Baker, Vivian Chen, Michelle Stein, Lisa Dobs-Haske, Craig Sanders, Susan Edman, Neil Albrecht, Kathleen Thornton, Martin Collins, Tracy Williams, Jeffrey Crouse, Candice Maynard, Lawrence Woytek, Jeffrey Mantes, Dan Thomas, Dorinda Floyd, James Purko, Venu Gupta, Frederick Gunther, Dawn Crowbridge, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

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JOB EVALUATION REPORT

City Service Commission Meeting Date: March 7, 2006

Incumbent: Craig Sanders

Department: Health Department

Present	Request
Title: Clinic Assistant	Title: Community Outreach Assistant
Salary: Pay Range 309 (\$28,058 - \$34,423)	Salary: Same
Step: Not Applicable	Source: Department
Recommendation: Title: Community Education Assistant Salary: Pay Range 309 (\$28,058 - \$34,423)	
Rationale: The duties and responsibilities of this position have changed so that a different title is warranted. Instead of performing general clinic duties such as conducting screening tests and basic health history this position is performing community outreach and education regarding public health, attending community meetings and assisting with planning for health and related services.	

Action Required

In the Salary Ordinance, under Pay Range 309, add the title of "Community Education Assistant."

In the Positions Ordinance, under the Health Department, Maternal and Child Health Division, Northwest Health Center, delete one position of Clinic Assistant (X) (AA) (FF) (O) (QQ) and add one position of Community Education Assistant (X) (AA) (FF).

Background:

The Department of Employee Relations (DER) received a letter, dated May 11, 2005, from the Milwaukee Health Department (MHD) requesting a change in title for one position of Clinic Assistant in Pay Range 309. A new job description was submitted and discussions were held with Michelle Stein, Health Personnel Officer.

Duties and Responsibilities:

The basic function of this position is, under general supervision, to instruct individuals and families in the community about health education and disease prevention. The duties and responsibilities are as follows:

- 75% Community Outreach and Education – Provide information to the community on identified topics in multiple settings such as MHD clinics, schools, community-based organizations, churches and community events. Distribute educational materials in the community, participate in community activities that heighten the awareness of health, help clients obtain necessary resources and refer clients to other agencies as appropriate.
- 10% Community Meetings and Planning – Establish and garner community support for MHD programs and messages, and promote services; obtain feedback from community groups regarding education materials; assist community members and health field personnel to assess, plan for, and provide needed health and related services; and attend community meetings and serve as a liaison representing MHD interests.

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- 10% Documentation - Utilize evaluation tools and maintain data to support the effectiveness of community outreach and to determine effectiveness of presentations; document education provided in accordance with established protocol; and prepare reports as required by various federal , state, and local programs.
- 5% Perform other duties as assigned.

According to the job description submitted by the department this position requires language skills including an ability to present information in one-on-one and small group situations; mathematical skills; reasoning ability; knowledge of computer software and basic keyboarding skills; an ability to build and maintain good working relationships with a multi-cultural and multi-disciplinary staff, other agencies and the public; and an ability to provide services in a culturally sensitive manner.

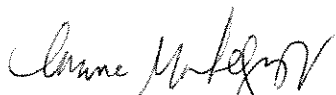
Analysis:

The department indicated that over time this position has changed significantly from other Clinic Assistant positions. For example, the major function of Clinic Assistants is to perform a variety of assignments at the MHD clinic including screening tests, basic health history, observations, routine referrals, assisting the Public Health Nurse in daily service delivery, and office duties including data entry. In contrast, the duties of the position under study have changed so that the focus is now on community outreach and education, attending community meetings, and documentation. The differences between these positions suggest that a different title for the position under study would be appropriate. We do not recommend the requested title of Community Outreach Assistant since it is similar to the title for a position in another program and department. Instead, we recommend the title of Community Education Assistant which reflects a key part of the position but is also sufficiently different from the title of the other unrelated position. The level of duties and responsibilities and the requirements for the position under study are sufficiently similar to other Clinic Assistants so we do not recommend a change in pay range.

Recommendation

Based on the above analysis we recommend the title of this position be changed from Clinic Assistant to Community Education Assistant in Pay Range 309.

Submitted by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: March 7, 2006

Incumbents: Kathleen Thornton Department: Election Commission

Present	Request
Title: Customer Service Representative II Salary: Pay Range 435 (\$33,316 - \$36,708) Current Rate: Step 4 \$35,544	Title: Program Assistant I Salary: Pay Range 460 (\$37,221-\$41,715)
Recommendation: Title: Program Assistant I Salary: Pay Range 460 (\$37,221-\$41,715) New Rate: Step 1 \$37,221	
Rationale: The focus of this position has changed from providing front-counter customer service work to maintaining the City's voter registration database, that now accounts for 75% of the position's time. The level of responsibility exercised by this position has increased due to a greater emphasis upon the accuracy of voter registration records and the fact that the employee filling the position has taken a lead role in maintaining the database and overseeing the work of temporary employees who enter voter data.	

Action Required: No action required in the Salary or Positions Ordinances.

Background

In September of 2005, the Executive Director of the Election Commission, Susan Edman, requested that this position be studied for proper title and level. In studying this request, Employee Relations staff reviewed job documentation contained in a revised job description and information submitted by the employee in the form of a completed Job Analysis Questionnaire. Discussions were also held with Neil Albrecht, Election Services Manager, and Ms. Edman.

Duties and Responsibilities of the Position

The Election Commission has requested that this position of Customer Service Representative II (Pay Range 435) be classified as a Program Assistant I (Pay Range 460). There are currently two Program Assistants I in the Election Commission:

- One position has responsibility for some 1,600 Poll Workers and is referred to as the "Poll Worker Coordinator"
- The second Program Assistant I functions as the Commission's "Absentee Ballot Coordinator"

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The duties and responsibilities of the position under study have changed from providing front-counter customer service to the public and candidates seeking information regarding the polling places, the election process, campaign finance reports filings, open records requests, and other related information to maintaining the voter registration database. During the last 18 months the focus of the position has changed to spending 75% of the time maintaining the City's voter registration database. Maintenance of this database requires supervision of temporary employees on a regular basis, printing standard reports, communicating with the State and County election offices, and deputizing voter registrars as required.

Database duties include entering and checking all information entered for each person (full name and address) and designating the correct Aldermanic District and Ward. Until recently this information was transmitted to the State Election Board's Statewide Voter Registration System, which requires specific formatting to comply with its database requirements. As announced by Mayor Barrett on January 2 of this year, the City has begun an independent purge of its voter registration list in preparation for 2006 elections. This requires sending notices to electors who haven't voted since the 2000 presidential election to determine whether they should remain on voter registration lists.

The Election Commission staff has stated that one of the benefits of reclassifying this job to a higher level, equal to that of other Program Assistants I, would be to cross-train all three Program Assistants.

Recommendation

The changes that have taken place in the duties and responsibilities of this job indicate that the level of responsibility exercised by this Customer Service Representative II has increased due to a greater emphasis upon the accuracy of voter registration records and the fact that the employee filling the position has taken a lead role in maintaining the database and overseeing the work of temporary employees who enter voter data. Because of this increase in responsibility, we are recommending that this position be reclassified to a Program Assistant I in Pay Range 460.

Submitted by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Montegudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: March 7, 2006

Department: Neighborhood Services

Present	Request
<p>Title: Special Compliance Inspector PR 553 (\$43,910-\$52,174)*</p> <p>A. Lawrence Woytek Step 8 \$53,740</p> <p>B. Vacant</p> <p>C. Vacant</p>	<p>Titles:</p> <p>A. Code Enforcement Inspector II PR 541 (\$41,368-\$49,056)**</p> <p>B. Code Enforcement Inspector II PR 541 (\$41,368-\$49,056)**</p> <p>C. Program Assistant II PR 530 (\$39,094-\$44,257)</p>
<p>Recommendation:</p> <p>A. Code Enforcement Inspector II PR 541 (\$41,368-\$49,056)** Incumbent soft red-circled at PR 553 rates of pay</p> <p>B. Code Enforcement Inspector II PR 541 (\$41,368-\$49,056)**</p> <p>C. Program Assistant II PR 530 (\$39,094-\$44,257)</p>	
<p>Rationale: The department has changed the duties and responsibilities of these three positions as part of a small reorganization. Two of the positions will be performing the duties associated with Code Enforcement Inspector II and one position will be responsible for the administrative tasks related to the Reinspection Program, Rent Withholding Program, and Certificate of Code Compliance Program</p>	

*Three additional increments, One (\$52,696), Two (\$53,218), and Three (\$53,740), may be received based on acquiring and maintaining specific certifications.

**Three additional increments, One (\$49,522), Two (\$49,988), and Three (\$50,455), may be received based on acquiring and maintaining specific certifications.

Action Required (Effective Pay Period 1, 2006 – January 1, 2006)

In the Salary Ordinance, under Pay Range 541, add the footnote designation “5/” following the title “Code Enforcement Inspector II” and add the following footnote: “5/ One position filled by Lawrence Woytek to be paid at rates consistent with Pay Range 553.” Under Pay Range 553, delete the title of “Special Compliance Inspector.”

In the Positions Ordinance, Department of Neighborhood Services, Residential Inspection Division, Code Enforcement Section, delete three positions of “Special Compliance Inspector (X)” and add two positions of “Code Enforcement Inspector II (X)” and one position of “Program Assistant II.”

Background

This report recommends reclassifying three positions in the Department of Neighborhood Services (DNS) as part of a small reorganization. These positions are located in the Residential Code Enforcement Division and are part of the Code Compliance Program. In reviewing these positions, job descriptions were analyzed and discussions were held with Candice Maynard, Business Operations Manager, and Jeffrey Crouse, Code Enforcement Inspection Supervisor.

The City's Certificate of Code Compliance Program began in 1980. The purpose of the program is to maintain housing stock, particularly in neighborhoods where there is a danger of decline. Over the years the nature of the work as well as the number of positions assigned to the Program have changed. Previously the certificate required both an interior and exterior inspection of a property and now it only requires an exterior inspection. As a result of this change in inspection requirements, the department feels that the positions are overclassified.

Under this reorganization the department wishes to classify two of the positions to the standard classification of Code Enforcement Inspector II in Pay Range 541. Instead of having these positions specialize in performing inspections under this program the inspections would be distributed to all Code Enforcement Inspector II positions according to their assigned geographic area. The department wishes to have the third position classified as a Program Assistant II in Pay Range 530. This position would have responsibility for overseeing the administrative tasks associated with the Reinspection Program, Rent Withholding Program, and the Certificate of Code Compliance Program. Duties would include adding and monitoring monthly reinspection charges that are eventually added to the property tax bill.

Current:	Special Compliance Inspector (2 positions)	PR 553
Request:	Code Enforcement Inspector II (2 positions)	PR 541
Recommendation:	Code Enforcement Inspector II (2 positions)	PR 541

The basic function of these two positions is to conduct various types of inspections to insure that residential and commercial structures meet City and State Building Codes. Duties and responsibilities include:

- 40% Conduct various types of inspections, both interior and exterior, to identify code violations in a thorough, efficient, and professional manner.
- 55% Conduct follow-up inspections when appropriate; complete supporting documentation for updates to written and electronic records; issue violation letters, complete daily route sheets; and update the Neighborhood Services System (NSS) on complaints, orders, surveys and fire inspections.
- 5% Learn, understand, and keep informed of any changes to related city, state and national codes; meet with residents, property owners, block clubs, and community groups to discuss approaches to improving neighborhood conditions and sharing services provided by DNS; attend various training sessions; represent the department in legal proceedings when necessary; and train and mentor new employees.

The requirements for this position include two years of experience as a Code Enforcement Inspector I in the DNS, obtaining and maintaining certifications in the Wisconsin Commercial Building Code, Wisconsin Uniform Dwelling Code—Construction, and the International Fire Code.

As indicated above the interior inspections under the Certificate of Code Compliance are no longer being done. The Department has proposed that the exterior inspections under this program be distributed to all Code Enforcement II positions according to the location of their work assignment. These two positions of Special Compliance Inspector would no longer be working exclusively on inspections under the Certificate of Code Compliance Program. Rather, they would be performing the duties and responsibilities of a Code Inspector II in Pay Range 541 as listed above. The department has requested that the one incumbent be soft red circled until he vacates the position and we concur.

We therefore recommend that two positions of Special Compliance Inspector in Pay Range 553 be reclassified to Code Enforcement Inspector II in Pay Range 541.

Current:	Special Compliance Inspector	PR 553
Request:	Program Assistant II	PR 530
Recommendation:	Program Assistant II	PR 530

The basic function of this position is to be responsible for the oversight of the administrative tasks associated with the Residential Section's monthly Reinspection Program, the City's Rent Withholding Program, and the City's Certificate of Code Compliance Program. The duties and responsibilities include the following:

50% Monthly Reinspections

Review the processing of monthly files to insure that all properties are reinspected, that reinspection fee letters are mailed, and associated fees are posted on the database in a timely and efficient manner; respond to daily phone inquiries, provide background information to supervisor for decisions on adjustment or cancellation; research files and prepare draft responses to written appeals of monthly charges submitted to the Administrative Review Appeals Board; Review monthly files and recommend alternate enforcement actions when appropriate; load pictures on NSS and monthly reinspection file; and close monthly folders and make appropriate referrals.

30% Rent Withholding

Open new accounts; monitor accounts to insure that accounts are closed and monies are refunded in a timely manner; handle phone inquiries regarding rent withholding issues from landlords, tenants, lawyers, judges and court commissioners; coordinate related activities with Community Advocates including repairs to properties paid for with rent withholding funds; assemble information for supervisor approval for possible owner prosecution for retaliation; and provide presentations on rent withholding and rent abatement to staff and interested groups.

20% Other

Monitor orders to apply for Certificates of Code Compliance and tax roll application fees; create applications; enter complaints on NSS to initiate inspections; and undertake special projects as requested.

The requirements for this position include five years of office experience with at least one year of experience at the level of Office Assistant III or above; an orientation to detail; good written and oral communication skills; and working under the pressure of monthly deadlines.

In the specification for the Program Assistant series it is indicated that these positions perform a variety of office support and administrative work in support of a program or distinct area of operations within a City department. The term "program" is intended to be broad in application, encompassing the work of a bureau, division, section, or specific program within a department. The

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level of work performed is characterized as semi-professional. The II level is for positions that require the knowledge, skill and abilities equivalent to that of a bachelor's degree. These positions also exercise a greater amount of responsibility than what is assigned to the I level.

The position under study will be responsible for the office and administrative work for the department's Residential Section's monthly Reinspection Program, the City's Rent Withholding Program, and the City's Certificate of Code Compliance Program. The position will work with a high degree of independence and will direct and inspect work of a Customer Service Representative II that will be assisting with these programs. Good communication skills will be needed for working with property owners who may be angry or upset with the recommendations or decisions of the department. The position will need to thoroughly know and understand the programs he or she will be working with.

The department has another Program Assistant II position in the Administration Division that provides administrative and office support for the Board of Standards and Appeals and Condemnation work which includes the administration of demolition contracts. This position also reviews and updates the records management system. Both this position and the position under study perform a variety of administrative duties in support of a program or distinct area of operations in the department, work independently, and require extensive knowledge of the programs in which they work. Based on the above the requested level of Program Assistant II in Pay Range 530 is appropriate.

We therefore recommend that one position of Special Compliance Inspector in Pay Range 541 be reclassified to Program Assistant II in Pay Range 530.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Maria Monteagudo
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission: March 7, 2006

Department: Public Works, Operations Division/Fleet Services

Present	Request
<p>Title: A. Vehicle and Equipment Repairs Manager Frederick Gunther</p> <p>B. Automotive Mechanic Supervisor II 3 positions</p>	<p>Title: A. Municipal Equipment and Dispatch Manager</p> <p>B. Automotive Repair Supervisor III</p>
<p>Salary: A. Salary Grade 011 (\$66,407 - \$92,966) B. Salary Grade 005 (\$45,280 - \$63,396)</p>	<p>Salary: A. Salary Grade 013 (\$75,421 - \$105,598) B. Salary Grade 007 (\$51,440 - \$72,013)</p>
<p>Step: A. \$92,966 (SG 011-Step 12) B. Not Applicable</p>	<p>Source: Department</p>
<p>Recommendation:</p> <p>Title: A. Fleet Operations Manager, Salary Grade 013 (\$75,421 - \$105,598) B. Fleet Repair Supervisor III Salary Grade 007 (\$51,440 - \$72,013)</p> <p>New Rate A. \$96,325 (SG 013-Step 9) B. To be determined by Salary Ordinance</p>	
<p>Rationale:</p> <p>A. This position, currently the Vehicle and Equipment Repairs Manager, will assume responsibility for directing all fleet repairs, services, and dispatching operations, including snow and ice control operations and be primarily responsible for reducing costs and improving service. The level of responsibility and skill is equivalent to other high-level managers in the Operations Division of the Department of Public Works in the forestry and sanitation services.</p> <p>B. The level of responsibility exercised by these three positions will increase when they assume all day-to-day responsibility for either light repairs, heavy repairs, or all repairs on the second-shift, in addition to performing many of the duties previously performed by the Vehicle and Equipment Repairs Manager in Salary Grade 11. Each Supervisor will be required to independently plan and prioritize work and will be required to have a wider scope of repair operations at the Central Garage. From an organizational point of view, placement in Salary Grade 07 will equate these positions to other middle managers in the Operations Division in forestry and sanitation operations with similar levels of responsibility.</p>	

Action Required

In the Salary Ordinance, under Salary Grade 007, add the title and footnote designation "Fleet Repair Supervisor III 3/." Under Salary Grade 008 delete the title "Automotive Mechanic Supervisor III". Under Salary Grade 011, delete the title "Vehicle and Equipment Repairs Manager" and under Salary Grade 013 add the title "Fleet Operations Manager."

In the Positions Ordinance, Department of Public Works-Operations Division, Fleet Services Section, delete one position of "Vehicle & Equipment Repairs Manager (X)" and three positions of "Auto. Mechanic Supervisor II" and add one position of "Fleet Operations Manager (X);" and three positions of "Fleet Repair Supervisor III." Under Auxiliary Positions, delete one position of "Auto Mechanic Supervisor III" and add one position of "Fleet Repair Supervisor III."

Background

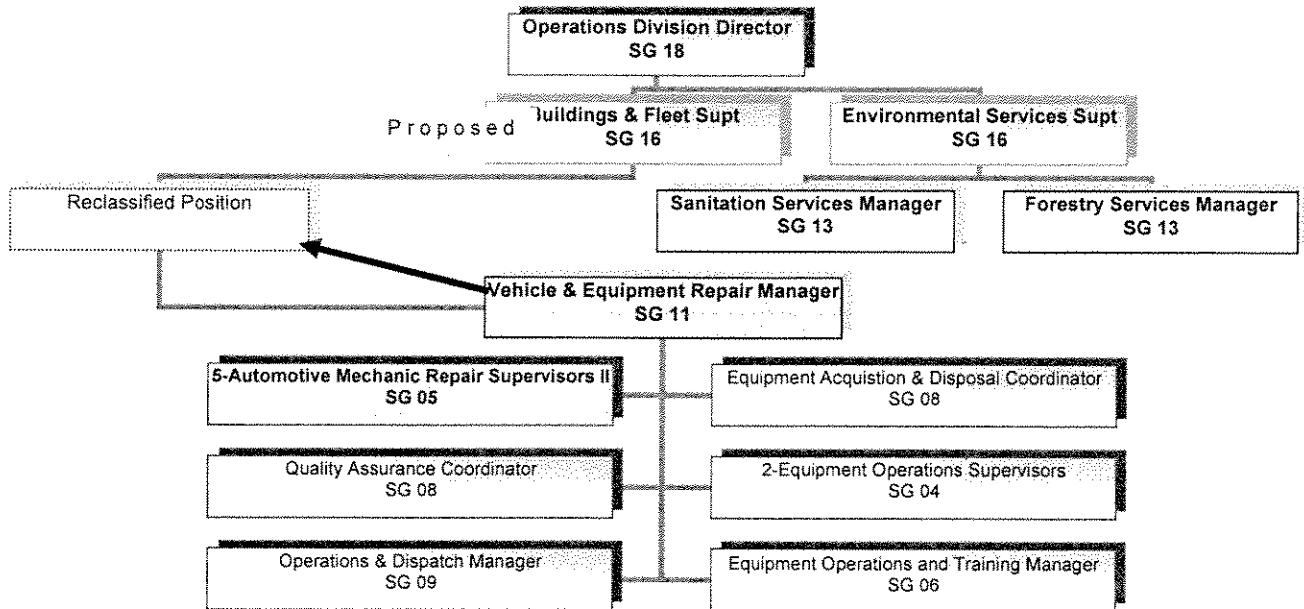
On February 6, 2006, the Department of Public Works requested that the managerial staff of its Fleet Services Division be reorganized to maximize the Division's effectiveness in meeting critical work and service goals, including improved fleet maintenance and repairs, and increased fuel efficiency for over 4,000 vehicles. At the present time the Department of Public Works does not have a position with overall responsibility for its large fleet operations consisting of 4,000 vehicles, a staff of approximately 120 and dispatching operations for over 400 drivers. The Department maintains that the lack of this position is significantly impeding its efforts to achieve its improvement in service and cost reduction goals. The Department has therefore requested classification changes that will allow the restructuring of its operations to address the aforementioned needs.

The letter submitted to Employee Relations requested that a position of Vehicle and Equipment Repairs Manager filled by Mr. Fred Gunther responsible for all repairs be reclassified and elevated to a position that has overall responsibility for all of fleet operations. The Department has requested that this position be classified in Salary Grade 13, commensurate with other high-level managers in the Department of Public Works.

Three Automotive Mechanic Supervisors II who currently report to Mr. Gunther would then be assigned significantly more responsibility, including duties previously performed by Mr. Gunther. The Department is therefore requesting that the positions of Automotive Mechanic Supervisor II be reclassified from Salary Grade 05 to 07.

In studying this request, the staff held discussions with Mr. James Purko, and Mr. Venu Gupta, and reviewed new job descriptions written by the Division for all four positions that would be affected by this reorganization. As shown in the staffing chart below, DPW's Operations Division is Divided into two major areas—1. Fleets and Buildings and 2. Environmental Services. More detail is provided for the Fleet Services section.

Department of Public Works-Fleet Services –Nonrepresented Positions



Vehicle and Equipment Repairs Manager

As indicated in the above chart, the Department has requested that the Vehicle and Equipment Repairs Manager, Salary Grade 11, be reclassified to Salary Grade 13, to the same level as other high-level managers in Environmental Services, which is also a part of the Operations Division. As stated on the new job description, this position will have overall responsibility for planning, directing, managing, and evaluating all fleet services operations and staff, including mobilizing equipment and personnel for snow plowing and salting operations.

In addition to snow and ice control operations, other key accountabilities include managing preventative maintenance programs; increasing efficiencies and reducing costs in vehicle repairs, vehicle replacement, and fuel use; increasing fleet reliability; promoting cooperative labor relations; and maintaining compliance with health, safety, and labor contract provisions. In addition, the employee filling this position will manage outside vendors. The manager filling this job must have strong management, leadership, business, communication, and qualitative skills to establish strategies, set goals and objectives, develop and monitor budgets, coach subordinates.

Minimum requirements for the job include a bachelor's degree in business, public administration or related area (or equivalent) and a minimum of five years of fleet management experience in a managerial or supervisory position and extensive work experience in a large fleet operation. The most importance competencies associated with the job are an in-depth knowledge of fleet operations in terms of maintenance, repair, and replacement; knowledge of inventory control related to large fleet operations; computer skills; and the ability to communicate effectively with elected officials, the public, labor representatives while achieving the City's goals and those of Fleet Services.

Considering the impact of this position upon City government, and the Salary Grade placement of other high-level managerial positions in the Operations Division, specifically the Sanitation Services Manager and Forestry Services Manager in Salary Grade 13, the Department's request to reclassify this position to a level 13 appears warranted. We therefore recommend that this position be reclassified to Fleet Operations Manager, Salary Grade 13. The profile for this job would be as depicted below.

Factor	Level	Points
Impact and Accountability	14	277
Knowledge and Skill	12	213
Relationships Responsibility	11	97
Working Conditions	1	5
Total		592
SG 13 (535-614)		

Automotive Mechanic Supervisors II

According to new job descriptions submitted by the Department, all three reclassified Automotive Mechanic Supervisors will have the same core of duties and responsibilities: supervising an Automotive Mechanic Supervisor II and skilled technicians; managing work flow; managing expenditures; approving purchases of emergency parts; improving efficiencies; responding to emergencies; working during snow and ice control operations; and closely supervising the preventative maintenance program.

Each Automotive Mechanic Supervisor will, however, have a different job assignment or shift. One Supervisor will work on the second shift managing repairs at four work locations—the Central Garage, Northwest garage Lincoln garage, and field operations headquarters. This Supervisor will have oversight of two II level Supervisors and approximately 30 skilled technicians.

Another Supervisor will work at the Central Garage, overseeing the repair of all light vehicles as well as body shop repairs (including Police cars), hydraulic work, and electrical work. This Supervisor will oversee the work of a II Supervisor and about 30 skilled technicians. The third Supervisor will be responsible for the repair of all heavy equipment at the Central Garage and oversee a Supervisor II and about 30 skilled technicians. Both Supervisors, it should be noted, will be required to manage the entire Central Garage when the other is absent which means they will be required to have an in-depth knowledge of all repair work on both the heavy and light side of the operations.

The job analysis indicates that the minimum qualifications for the job of Automotive Mechanic Supervisor II are the equivalent of an associate degree (or equivalent work experience) and significant experience as a fleet supervisor. The knowledge, skills, and competencies required of these Supervisors include a broad knowledge of vehicle mechanics, hydraulics, electronics systems, maintenance and repair; ability to use standard office software and information systems unique to the City; and the ability to lead, manage, coach, develop, and supervise employees.

These Supervisors are presently allocated to Salary Grade 05. If the requested reorganization is implemented, the Department has stated that these Supervisors will perform a number of the duties previously performed by the Vehicle and Equipment Repairs Manager in Salary Grade 11. These include independently determining work priorities; monitoring expenditures; approving emergency

purchasing requests; implementing work efficiencies where possible; communicating with union representatives; working with employee relations matters; and working closely with managers throughout the Department of Public Works to ensure the availability and reliability of equipment. One key responsibility will be to closely supervise the Division's preventative maintenance program.

It is anticipated that the level of responsibility exercised by these three reclassified Automotive Mechanic Supervisors will increase when they assume all day-to-day responsibility for either light repairs, heavy repairs, or all repairs on the second-shift, in addition to performing many of the duties previously performed by the Vehicle and Equipment Repairs Manager in Salary Grade 11. Each Supervisor will be required to independently plan and prioritize work and will be required to have a wider scope of knowledge regarding all types of repair operations at the Central Garage. From an organizational point of view, Placement in Salary Grade 07 will equate these positions to other middle managers in the Operations Division in forestry and sanitation operations with similar levels of responsibility.

It is therefore recommended that three positions of Automotive Mechanic Supervisor II be reclassified from Salary Grade 05 to 07 and be given the title Fleet Repair Supervisor III, which is a more contemporary title reflective of managerial duties. The profile for this job classification is as follows:

Factor	Level	Points
Impact and Accountability	7	104
Knowledge and Skill	7	94
Relationships Responsibility	6	38
Working Conditions	2	7
Total		243
SG 7 (231-265)		

The Department intends to inform all employees in the Department that a higher-level opportunity is available and select employees to fill these jobs on the basis of their work history and demonstrated competencies.

Conclusion and Recommendations

We recommend reclassification of one position of Vehicle and Equipment Repairs Manager, Salary Grade 11 to Fleet Operations Manager, Salary Grade 13.

We further recommend that three positions of Automotive Mechanic Supervisor II, Salary Grade 05 be reclassified to Fleet Repair Supervisor III, Salary Grade 07.

Prepared by: Laura Sutherland
Laura Sutherland, Human Resources Representative

Reviewed by: Maria Monteagudo
Maria Monteagudo, Employee Relations Director