



Department of Employee Relations

June 1, 2005

**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 050032

The following classification and pay levels were approved by the City Service Commission on May 24, 2005.

In the Department of City Development one new position was classified as Community Outreach Liaison, Salary Grade 004.

In the Department of City Development, 205 new positions were classified as Summer Youth Intern, Pay Range 902; and 25 new positions were classified as Team Leader, Pay Range 910.

In the Health Department, three new positions were classified as Communicable Disease Specialist, Pay Range 530.

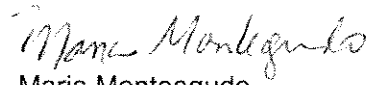
In the Department of Public Works-Water Works:

One position of Plant Automation Specialist, Salary Grade 007, held by David Kaminski, was reclassified to Water Plant Automation Manager, Salary Grade 009.

One position of Electrical Mechanic, Pay Range 978, held by Kenneth Meyer, was reclassified to Automated Systems Specialist, Pay Range 598.

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  
                      1 Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, David Kwiatkowski, Richard Marcoux, Martha Brown, Bonnie Vaughn, Michael Veith, Judy Allen, Danielle Luer, Bevan Baker, Vivian Chen, Michelle Stein, Amy Doczy, Paul Biedrzycki, Jeffrey Mantes, Dan Thomas, Carrie Lewis, Laura Daniels, David Kaminski, Kenneth Meyer, Samuel Purdy, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: May 24, 2005

Incumbents: New Position

Department: City Development

Present	Request
Title: Not Applicable	Title: Community Outreach Liaison
Salary: Not Applicable	Salary: Salary Grade 004 (\$41,604 - \$58,245)
Step: Not Applicable	Source: Department
<p><b>Recommendation:</b>            Title: Community Outreach Liaison            Salary: Pay Range 004 (\$41,604 – 58,245)            New Rate: Not Applicable</p>	
<p><b>Rationale:</b> The duties and responsibilities of this new position is most comparable to the Health Project Coordinator (Lead) in Salary Grade 004 which also serves as a liaison with the community and assists with promoting departmental goals and participation in City programs. The title of Community Outreach Liaison reflects well the type of work that an incumbent of this new position will be performing.</p>	

**Action Required:**

In the Salary Ordinance, under Salary Grade 004, add the title "Community Outreach Liaison".

**Background:**

The Department of Employee Relations received a letter, dated April 6, 2005, from the Deputy Commissioner of City Development, requesting the classification study of a new position with the Neighborhood Improvement Development Commission (NIDC) in the Department of City Development (DCD). Discussions were held with Michael Veith, Commercial and Residential Rehabilitation Manager, who will be the supervisor of the position, and Bonnie Vaughn, DCD Personnel Officer.

**Duties and Responsibilities:**

The basic function of this position is to lead the Community Outreach Program on behalf of the Neighborhood Improvement Development Commission (NIDC) and create a bridge between the community and the housing development programs. The community outreach will be with residents, neighborhood organizations, real estate professionals, lenders and other community stakeholders. The duties and responsibilities are as follows:

- 15% Integrate community outreach activities into housing and economic development programs and activities, including representing Department efforts at community meetings and events.
- 10% Identify, train, and support Targeted Investment Neighborhoods (TIN) Coordinators.
- 10% Work with TIN Coordinators on issue identification and strategy development.
- 10% Act as liaison between community groups, residents and City services and departments.
- 10% Make personal contacts to identify, empower, and train neighborhood leaders who will address neighborhood challenges and implement improvement projects.
- 10% Work with Community Based Organizations to enhance resident involvement in targeted neighborhoods.
- 15% Facilitate partnerships among schools, community organizations, businesses, lenders, real estate industry, foundations and others.
- 5% Provide research and technical assistance to participating neighborhoods.
- 5% Assist with fundraising and grant writing under direction of Housing Program Director.
- 5% Complete reports relating to goals and objectives.
- 5% Other duties as assigned.

Based on the job description provided by the department, the requirements for this position include a Bachelor's Degree in Community Organizing, Public Administration or related field and three years of experience in community development. Equivalent combinations of education and experience may also be considered. The position also requires expertise in working with low income families and diverse populations; public relations; and effective community outreach. Further, the position requires a knowledge of organizing, leadership development and computer systems including application of spreadsheets, word processing, and internet research. Proficiency with a second language such as Spanish or Hmong is desirable.

**Analysis:**

A review of other positions in the City that focus on community outreach indicated that the Health Project Coordinator (Lead) position in Salary Grade 004 is a good match. The basic function of this position is to be responsible for day-to-day coordination of activities that create lead-safe and habitable housing through Housing Advocacy and Community Organizing. This includes coordinating community-based education, outreach, screening and advocacy efforts; providing training and technical assistance; fostering collaborative relationships; and facilitating implementation of community-designed and community-driven health interventions aimed at both behavior and systems change. Similar to the position under study this position also provides support and guidance to community based organizations and community leaders. Requirements include a Bachelor's Degree in Community Organizing, Health Education, Public Health, Urban Studies or other related area and three years of experience. Other combinations of education and experience may be considered. Both positions serve as a liaison with the community and assist with promoting departmental goals and participation in City programs.

Some Health Project Coordinator positions are in Salary Grade 005 and usually serve as the point person for a specific project with broad responsibilities and in some cases have supervisory responsibilities. The position under study does not have any supervisory responsibilities but like the Health Project Coordinator (Lead) will provide guidance and support to positions in community based organizations. The position under study will also be working closely with and assisting their supervisor in carrying out the Division's goals. Therefore Salary Grade 004 is more appropriate.

Based on our review the management job evaluation factors should be as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	4	68
Knowledge and Skills	4	57
Relationships Responsibility	5	32
Working Conditions	2	<u>7</u>
		164

Salary Grade 004 (152-174)

**Recommendation**

Based on the above analysis we recommend this new position be classified as Community Outreach Liaison in Salary Grade 004.

Prepared by: *Sarah Trotter*  
Sarah Trotter, Human Resources Representative

Reviewed by: *Maria Monteagudo*  
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: May 24, 2005

Incumbent: New Positions

Department: City Development

Present		Request	
Title:	New Position (205 positions)	Title:	Summer Youth Intern
Pay Range:	TBD	Pay Range:	902 (\$6.92 - \$8.09)
Title:	New Position (25 positions)	Title:	Team Leader
Pay Range:	TBD	Pay Range:	910 (\$9.23 - \$12.11)
<b>Recommendation:</b>			
Title:	Summer Youth Intern		
Pay Range:	902 (\$6.92 - \$8.09)		
Title:	Team Leader		
Pay Range:	910 (\$9.23 - \$12.11)		
<b>Rationale:</b>			
<p>The position of Summer Youth Intern is comparable to the current classification of High School Intern in Pay Range 902. The position of Team Leader is comparable to the current classification of College Intern in Pay Range 910. We recommend a footnote that allows appointment up to the 3<sup>rd</sup> step of the pay range based upon prior experience.</p>			

**Action Required** (Effective June 13, 2005):

In the Salary Ordinance, under Pay Range 902, add the title "Summer Youth Intern" and under Pay Range 910, add the title "Team Leader."

**Background:**

The Department of Employee Relations received a request to study these positions for proper classification in May of 2005. Job descriptions were reviewed and discussions were held with Bonnie Vaughn, Personnel Officer for the Department of City Development, Judy Allen with the Housing Authority of the City of Milwaukee, and Danielle Luer, Summer Youth Program Coordinator.

Community Development Block Grant funds have been committed to create a six week Milwaukee Summer Youth Internship Program in 2005. The mission is to provide employment opportunities in City departments for high school youth and young adults that will prepare them for the working world. This program will employ 205 high school students in City government positions. Approximately 25 Team Leaders will be hired to serve as liaisons between the City department contacts and the Summer Youth Interns and facilitate weekly team meetings.

### **Summer Youth Intern**

Summer Youth Interns will work under the direction of a City department supervisor. Interns will work within City departments four days a week, four hours a day. The fifth day will be dedicated to workforce development and training sessions. Summer Youth Intern assignment will include work in the following or related areas:

- Filing and data entry
- Database maintenance
- Internet research
- Job shadowing
- Landscaping and plantings
- Community surveys on pertinent topics
- Minutes and other documentation
- Mailing and correspondence generation
- Answering phones
- Phone calls in support of constituent relations
- Help desk support in community computer labs
- Mapping and point plotting

Summer Youth Interns must be a resident of a CDBG district within the City of Milwaukee between the ages of 16-19 and have excellent high school attendance records.

There is currently a classification in the City system of High School Intern in Pay Range 902. This classification provides a comparable match for these short-term youth intern positions. We therefore recommend these positions be classified as Summer Youth Intern in Pay Range 902.

### **Position Description—Team Leader**

Team Leaders will work under the direction of the Summer Youth Intern Program Coordinator and will be responsible for monitoring the activities and work experience of interns within specific City departments. These positions will serve as a resource for the Program Coordinator by addressing issues impacting intern conduct, performance, and attendance. City departmental contacts will direct intern duties and daily tasks. Team Leaders will work with the interns on day-to-day problems such as tardiness and behavior.

One designated Team Leader will work directly with the Program Coordinator and will facilitate daily Team Leader meetings and coordinate facilities, educators and other resources needed for mentoring and development opportunities for student interns.

Team Leaders must be City of Milwaukee residents and be at least 21 years of age. Experience working with youth is required and college level coursework in Psychology and/or Secondary Education is preferred.

There is currently a classification in the City System for College Intern in Pay Range 910 that provides a comparable match for these positions. We further recommend the classification include a footnote that allows appointment up to the 3<sup>rd</sup> step of the pay range based upon prior experience. We therefore recommend these positions be classified as Team Leader in Pay Range 910.


Student Youth Intern  
Team Leader . . . #3

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**Recommendation**

Based upon the above summary and analysis, we recommend the title of Summer Youth Intern in Pay Range 902 and the title of Team Leader in Pay Range 910.

Prepared by:

  
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Andrea Knickerbocker, Human Resources Manager

Reviewed by:

  
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Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: May 24, 2005

Incumbents: Three New Positions

Department: Health Department

Present		Request	
Title:	Not Applicable	Title:	Public Health Educator I
Salary:	Not Applicable	Salary:	Pay Range 592 (\$36,605 - \$43, 924)
Step:	Not Applicable	Source:	Department
<b>Recommendation:</b>			
Title:	Communicable Disease Specialist		
Salary:	Pay Range 530 (\$37,956 - \$42,968)		
New Rate:	Not Applicable		
<b>Rationale:</b> The duties and responsibilities of these three new grant funded position are comparable to other entry level professional positions in the Health Department in Pay Range 530. The title of Communicable Disease Specialist better reflects the type of work that these positions will be performing.			
<b>History of Positions:</b> These are new grant funded positions.			

**Action Required:**

In the Salary Ordinance, under Pay Range 530, add the title of "Communicable Disease Specialist".

**Background:**

The Department of Employee Relations (DER) received a letter, dated April 26, 2005, from the Commissioner of Health, requesting the classification study of three new grant funded positions. The Health Department currently has eight State of Wisconsin positions that work at the Keenan Health Center supporting sexually transmitted disease (STD) surveillance, treatment activities and intervention. In 2004 the Wisconsin Department of Health and Family Services prepared the "Public Health Restructuring Report" in which options were developed to restructure and/or shift responsibility for public health with the goals of streamlining state government, eliminating redundancy in state level public health functions, increasing resources available in communities for effective public health work, improving the state's capacity to carry out the state's public health mission and achieve the goals set in 'Healthiest Wisconsin 2010', and tapping into new funding sources.

In the report it is recommended that the state move other direct services now performed by state staff, including field investigations and direct client follow-up for AIDS/HIV and STDs, to local government. As a result three of the state positions, that are currently vacant, will transition from State employment to City employment as of July 1, 2005. The State will fund the positions through a grant to the City. The remaining five positions will transition to the City on



July 1, 2006. A file to accept grant funding from the state and create these positions is being requested at the June 8, 2005 Common Council Committee on Finance and Personnel. If these positions are approved we recommend the above classifications. Discussions were held with Amy Doczy, Communicable and Infectious Disease Program Manager, who will be the supervisor of these positions and Michelle Stein, Health Personnel Officer.

**Duties and Responsibilities:**

The basic function of this position is to independently provide STD and human immunodeficiency virus (HIV) partner counseling and referral services to clients and their partners. These services include risk reduction counseling; STD, HIV, Hepatitis, and Tuberculosis (TB) screening; assistance with the notification of sexual and needle sharing partners; and referral to a broad range of medical care and other services. The goal is to reduce the spread of HIV and STDs and promote the health of persons with STD/HIV using scientific public health principles and working collaboratively with other agencies and individuals. The duties and responsibilities are as follows:

70% Detection, intervention, reporting, surveillance and referral activities related to persons with STD/HIV infections and their contacts at risk for STD/HIV transmission. Activities include:

- Contact all identified and locatable clients who have been exposed to HIV and STDs and provide contact interviewing, prevention information, risk reduction counseling, referrals, and follow-up procedures, in accord with established state and national standards.
- Initiate, maintain, and complete STD/HIV infection investigative report forms and other data collection and reporting materials.
- Conduct STD and HIV related clinical testing procedures including the collection and processing of laboratory specimens for HIV antibody testing, conducting rapid HIV Testing analyses, interpreting test results, adhering to laboratory quality assurance standards, conducting and interpreting TB related skin tests, and counseling clients regarding test results and needed follow-up.
- Provide non-English speaking clients access to culturally and linguistically appropriate STD and HIV partner counseling and referral services using bilingual or translation services when necessary.
- Follow established procedure to ensure strict confidentiality of client information.

30% Education, consultation, technical assistance, and training of public and private health agencies and community groups. Activities include:

- Provide training, consultation, and technical assistance to local health providers on STD/HIV/AIDS case detection, case intervention techniques, policies and procedures, quality assurance standards, and data collection tools.
- Advise local health providers and laboratories on the development and implementation of STD and HIV related testing, counseling, and diagnostic and treatment services. Encourage complete and rapid reporting of cases.
- Provide educational presentations and workshops on a range of topics related to STD/HIV to multi-disciplinary community groups.
- Participate in the planning, implementation, and evaluation of STD/HIV prevention demonstration and research projects directed at persons at risk for STD/HIV infection.
- Represent the City of Milwaukee Health Department by participating in local and statewide task forces and committees, advisory groups, and professional organizations focused on systems of STD/HIV care and prevention services.

- Assist with the development and evaluation of educational materials and information resources for organizations and individuals such as health professionals, community service providers, clients and their contacts and families. Review and provide input into statewide educational resources when requested by the State Division of Public Health.
- Assist with development, implementation and evaluation of curriculums and health education programs that focus on STD/HIV prevention and individual risk reduction.

The requirements for this position include a Bachelor's Degree in Health Education, Public Health or related field; or four years of related experience and/or training plus other job related competencies. Equivalent combinations of education and experience may also be considered.

**Analysis:**

To study these positions we made comparisons to other positions in the Health Department. For example, the requested classification of Public Health Educator I has some similar duties to the positions under study such as training and education but the percentage of time spent on these duties as well as other administrative functions is higher than the positions under study. Further, the City, for many years, has recruited at the Public Health Educator II level and the requirements are higher including a Master's Degree or Bachelor's Degree plus experience.

The classification of Environmental Health Specialist I in Pay Range 530 is more comparable to the positions under study. It is an entry level professional position in the Consumer Environmental Health Division and requires a Bachelor's Degree in a related area or an Associate's Degree plus two years of experience. The basic function of this position is to inspect, license and enforce applicable health, convenience store security and fire prevention codes in food, tattoo and body piercing, and liquor establishments. The position also certifies commercial weighing and measuring devices and enforces applicable city, state and federal codes. Another entry level professional position in Pay Range 530 is Lead Risk Assessor I. These positions conduct inspection/risk assessments of residential properties for lead exposure in children, facilitate lead hazard reduction and conduct enforcement activities as needed. These positions also require a Bachelor's Degree or equivalent and specifically allow other degrees or certifications. Based on the above comparisons we recommend Pay Range 530 for these new positions.

We recommend the title of Communicable Disease Specialist which is reflective of the type of work they do and is consistent with their supervisor's title of Communicable and Infectious Disease Program Supervisor.

**Recommendation**

Based on the above analysis we recommend these three new grant funded positions be classified as Communicable Disease Specialist 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 Meeting Date: May 24, 2005

Incumbent: (a) David Kaminski  
 (b) Kenneth Meyer

Department: DPW-Water Works

Present	Request
Title: (a) Plant Automation Specialist (b) Electrical Mechanic	Title: Study of Position
Pay Range: (a) SG 007 (\$50,383 - \$70,532) (b) PR 978 (\$23.93/hr.; equates to \$49,774 annually – 2002 rate)	Salary: Study of Position
Step: (a) 12 (\$70,532) (b) 1 (\$23.93/hr. + \$1.50/hr. for crew chief duties; equates to \$52,894 annually – 2002 rate)	Source: Department
<p><b>Recommendation:</b></p> <p>Title : (a) Water Plant Automation Manager                      (b) Automated Systems Specialist</p> <p>Salary Grade: (a) 009 (\$57,246 - \$80,141)                      (b) 598 (\$50,650 - \$61,520)</p> <p>New Rate: (a) step 9 (\$73,112)                      (b) step 3 (\$54,618)</p>	
<p><b>Rationale:</b></p> <p>(a) This position has assumed full responsibility for planning and directing water plant automation systems and activities and supervising a staff of five. Salary Grade 009 is consistent with the scope of responsibility and potential consequence of error on water quality.</p> <p>(b) This position is no longer functioning as an Electrical Mechanic. It is programming, maintaining and troubleshooting all aspects of the Water Works Supervisory Control and Data Acquisition (SCADA) and Automation systems. Pay Range 598 is consistent with the scope of duties being performed.</p>	
<p><b>History of Position:</b></p> <p>(a) This position was reclassified from Electrical Mechanic, Pay Range 978, to Plant Automation Specialist, Salary Grade 007, in January 2000.</p> <p>(b) This position has not been previously studied.</p>	

**Action Required:**

In the Salary Ordinance, under Salary Grade 009, add the title "Water Plant Automation Manager." Under Pay Range 598, add the title "Automated Systems Specialist."

In the Positions Ordinance, under Department of Public Works-Water Works, Plants – North Organization, Electrical and Instrumentation, delete one position of "Electrical Mechanic" and under Linnwood and North Production, delete one position of "Plant Automation Specialist (X)" and add one position of "Water Plant Automation Manager (X)" and one position of "Automated Systems Specialist."

**Background:**

In October 2004 the Department of Employee Relations received completed Job Analysis Questionnaires for the positions of Plant Automation Specialist and Electrical Mechanic. Since both positions are in the same section of the Water Works and are related, both positions are included in this report.

Separate interviews were conducted with the two incumbents: David Kaminski, Plant Automation Specialist, and Kenneth Meyer, Electrical Mechanic. Mr. Kaminski's interview included discussions about Mr. Meyer's position, which he supervises. Discussions were also held with Carrie Lewis, Superintendent.

**(a) Plant Automation Specialist Incumbent: David Kaminski**

**Duties, Responsibilities and Requirements:**

The basic function of this position is to direct and oversee the Plant Automation Group, specifying, operating and maintaining critical information technology systems relative to the control and automation of the water treatment plants and delivery system. This position has a leadership role in selecting and implementing the hardware and software technologies which will be used in these systems. This position also fulfills the duties and responsibilities of the Electrical Services Supervisor II in his absence. Specific duties and responsibilities include the following:

40% Develop and implement control systems, strategies and communication standards to enhance and protect critical hardware and software related to automation of Milwaukee Water Works water treatment and production facilities. These systems include SCADA (Supervisory Control and Data Acquisition) and CMMS (Computerized Maintenance Management System). Develop and execute a backup and disaster recovery plan for these systems. Work with the Technical Services Group and Water Security Manager to develop strategies appropriate for the City's IT and security environment.

35% Lead activities of the Automation Group. Set priorities, make assignments, and oversee work performed, including maintaining system and communication operability, analyzing network performance, ensuring data integrity and recoverability, providing maintenance for hardware and software, and providing "on call" support for emergency and off-hour problems. Provide specialized expertise and guidance as needed. Work with Plant Managers and Electrical Services Supervisor II to coordinate and prioritize work.

15% Evaluate and recommend software and hardware purchases; prepare budget documents. Ensure quality of products and services received. Install, test and troubleshoot software and hardware.

10% Fulfill all the duties and responsibilities of the Electrical Services Supervisor II in his absence.

According to the job description provided by the department, a Bachelor's Degree in Electrical Engineering, Computer Programming or related field is desirable. Alternatively, 5 years of experience as an Electrical or Maintenance Supervisor or similar position, or Information Technology position with the

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Milwaukee Water Works including significant skills and coursework in the intricacies of the SCADA system will be considered. Must have complete understanding of the operation of control and monitoring systems utilizing Programmable Logic Controllers (PLCs) and specialized SCADA equipment. Experience working with Rockwell products is highly desirable. Proven supervisory skills are required. Excellent verbal and written communication skills, ability to work under pressure with tight deadlines, and the ability to work effectively in a team environment are also required.

**Changes in Duties and Responsibilities:**

In January 2000 the incumbent's position was reclassified from Electrical Mechanic, Pay Range 978, to Plant Automation Specialist, Salary Grade 007. Changes in the position since that time include the following:

Technical Responsibility. At the time this position was last studied in early 2000, it was responsible for overseeing and directing activities related to the design and implementation of a computerized preventive maintenance program for the plants, performing SCADA programming necessary for the maintenance and expansion of the system, and instructing and leading Electrical Mechanics and Instrument Technicians in field application of SCADA equipment including calibration, maintenance and troubleshooting. Approximately two years ago this position assumed full responsibility for all SCADA software and hardware. Responsibility for the SCADA system prior to that time rested with a Network Coordinator-Senior, Salary Grade 006, in the Technical Services section of the Water Works. This position is now supervised by the incumbent.

This position has now assumed the leadership role for all plant automation activities such as implementing new systems and strategies based on the needs of the Water Works. For example, plans are currently being made for a \$1 million upgrade to a portion of the SCADA system that should occur in late 2005 and early 2006. In 2004 three additional software systems have been added to the Plant Automation Group under the responsibility of this position. The first is a change management system that manages and verifies device configurations and detects any changes. The second is energy software that allows the measurement and management of energy use in the facility to optimize efficiency and save on energy costs. The third is software that manages the preventive maintenance function and facilitates project management including the tracking of costs, labor and materials for particular work orders.

Reporting Relationship. This position formerly reported to the Electrical Services Supervisor II in the Electrical and Instrumentation section. The position now reports directly to the Water Plant Manager-North. The position has significant independence in the selection of projects and methods by which objectives are achieved. The Water Plant Manager provides general direction and assists in coordination with other work units.

Supervisory Responsibility. At the time this position was last studied in 2000 it supervised two positions: a Water Maintenance Scheduler in SG 005 and an Inventory Control Assistant III in PR 340. The position now supervises five positions: a Network Coordinator-Senior (SG 006), a Network Coordinator-Associate (SG 004), an Electrical Mechanic (PR 978) which is also part of this report, and two positions of Program Assistant II (PR 530).

**Analysis and Recommendation:**

As seen above, the scope of responsibility of this position has evolved since the last time it was studied in 2000. While that reclassification resulted from this position overseeing and directing activities related to automating the preventive maintenance program for the water treatment plants and performing SCADA programming, maintenance and troubleshooting tasks, it was part of the Electrical and Instrumentation section, reported to the Electrical Services Supervisor II, and did not have full responsibility for the SCADA system.

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The position now reports directly to the Water Plant Manager as does the Electrical Services Supervisor II. The position has now assumed the leadership role for planning and directing all plant automation activities, including SCADA and the other systems described in the above section, and leads a plant automation group consisting of five other positions. This role includes responsibility for developing and implementing control systems, strategies and communication standards to enhance plant automation, developing and executing a back-up and disaster recovery plan and working with the Water Security Manager to maintain security of the above systems. It also involves ensuring data integrity, providing expertise and guidance to others, and providing emergency and off hour support. The position is also responsible for other related activities such as evaluating and recommending software and hardware purchases, drafting RFP's for large projects, preparing budget documents, and installing, customizing, testing and troubleshooting software and hardware.

Management positions are currently classified according to four job evaluation factors: impact and accountability (45%), knowledge and skill (35%), reporting relationships (15%), and working conditions (5%). The impact and accountability of this position has increased given that this position has assumed responsibility for all plant automation activities, the degree of independence with which it functions and the consequence of error which could directly impact water quality. We therefore recommend that the rating on this factor be increased from 8 to 10. In terms of knowledge and skill, the qualifications required of this position did not significantly change with the exception that "proven supervisory skills" are now required to reflect the greater supervisory responsibility. New systems that have recently been installed are Microsoft based versus UNIX based and this has required a new skill set. Overall, we recommend increasing the knowledge and skill factor one level, from 7 to 8. Relationship responsibility has been increased given the level of contacts with engineering staff, outside vendors and the on-going IT planning meetings with other Water Works and DPW IT and other management staff. We recommend that this factor be increased from 6 to 8. Finally, we recommend that working conditions be reduced from 2 to 1 to reflect the office environment in which this position primarily operates.

These changes in the job evaluation factors results in the following profile:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact & Accountability (IA)	10	158
Knowledge & Skills (KS)	8	111
Relationships Responsibility (RR)	8	55
Working Conditions (WC)	1	5
Total Points:		329
Salary Grade:		009 = 306 - 351 points

This new allocation would place this position in Salary Grade 009. Based on an evaluation of various information technology positions within the department and throughout the City's classification structure, and discussions with Water Works management, we believe this level is appropriate. We therefore recommend placing this position in Salary Grade 009 and changing the title to Water Plant Automation Manager to better reflect the scope of responsibility.

**(b) Electrical Mechanic**

**Incumbent: Kenneth Meyer**

**Duties, Responsibilities and Requirements:**

The basic function of this position is to program, maintain and troubleshoot the Water Works automation systems from the Human Machine Interface (HMI), through the PLCs and down to the device level. This position is responsible for documentation as it relates to the Automation system, and providing user technical support and training. Specific duties and responsibilities include the following:

- 60% Program, maintain and troubleshoot all aspects of the Water Works Supervisory Control and Data Acquisition (SCADA) and Automation systems. Configure new and replacement hardware. Implement control strategies per the Plant Automation Specialist. Monitor hardware and software performance. Appropriately utilize specialty software and proprietary and vendor software.
- 15% Maintain system documentation and update and maintain vendor software.
- 10% Provide input to engineering and plant staff for expansion of SCADA/Automation systems. Utilize knowledge of system to continually implement improvements and expansions.
- 10% Provide user technical support and training to the Electrical and Instrumentation staff.
- 5% Provide "on call" support for emergency and off-hour problems.

According to the job description provided by the department, this position requires complete understanding of the operation of systems utilizing Remote Telemetry Units (RTUs) and PLCs, preferably those used at the Milwaukee Water Works, including experience in their programming and troubleshooting. Experience working with Rockwell Software and Hathaway proprietary software is essential. Knowledge of multiple network communication protocols is required.

A Bachelor's Degree in Electrical Engineering, Computer Programming, or a related field is desirable. Alternatively, 5 years experience as an Electrical Mechanic with the Water Works, or similar position, including significant skills and coursework in the intricacies of the SCADA system is required. In addition, good interpersonal and communication skills, both written and verbal, are required as is the willingness to keep current with changing technologies.

**Changes in Duties and Responsibilities:**

This position is currently classified as an Electrical Mechanic. An Electrical Mechanic in the Water Works is responsible for performing major electrical repairs, alterations and preventive maintenance to electrical systems at the water purification plants, pumping stations, booster stations and other locations where the Water Works has electrical equipment.

Over the last two to three years this position has completely moved out of the Electrical Mechanic role and assumed the programming, maintenance and troubleshooting of the components of the plant automation systems described above. While the position has no formal supervisory responsibility, it does function in a lead worker capacity to electricians and instrument technicians approximately 10-15 percent of the time, providing advice, guidance and training.

**Analysis:**

As seen above, the duties of this position no longer fit Electrical Mechanic and therefore should be changed to a more appropriate classification. This appears to be a unique position within City government. It should be noted, however, that this function had previously been performed by the Plant Automation Specialist who had been reclassified from Electrical Mechanic in 2000. This position was placed in SG 007 when it was reclassified. The SG 007 level was based on higher level responsibilities including design and implementation of a computerized preventive maintenance program, staff supervision, and filling in for the Electrical Services Supervisor when needed.

In addition to the present position and Plant Automation Specialist discussed above, the Plant Automation Group consists of a Network Coordinator-Senior (SG 006) who works with the UNIX work stations and input-output controllers, a Network Coordinator-Associate (SG 004) who works with the MS

David Kaminski, Plant Automation Spec and  
Kenneth Meyer, Electrical Mechanic/Water Dept. . . #6

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server and two Program Assistants II (PR 530) who perform a variety of support activities. In discussions with the incumbent and the incumbent's supervisor, approximately 60 percent of the incumbent's time is spent on PLC programming and troubleshooting. The incumbent also works closely with the network coordinators to ensure the proper interface and functioning of the entire system.

According to the Department of Labor Bureau of Labor Statistics, electronics and controls related positions such as those that perform PLC programming generally earn less than network or systems administrators, though there is some overlap between the two salary ranges. It should be noted, however, that the salaries of the latter have a greater range depending on variables such as the size and complexity of the network or system involved.

This position does get involved in hardware, software and network issues since compatibility of the entire system is required. Therefore, placing this position in a range comparable to other network positions in the City appears reasonable. Since none of the duties of this position require it to be placed in the Management Pay Plan, we therefore recommend that this position be placed in PR 598, the same pay range as Network Analyst-Associate, which is closest to the industry pay scales based on data from the Bureau of Labor Statistics. This is the mid-level of the non-management Network Analyst series created as part of the 1999 City-wide IT study. The lower level, Network Analyst-Assistant, (PR 596) does not equate to the level of duties being performed and the higher level, Network Analyst-Senior (PR 591), is higher than Salary Grade 006 and not consistent with the scope of duties being performed. Therefore, PR 598 is most appropriate. Because the focus of this position is not on computer networks per se, we recommend a new title of Automated Systems Specialist as being more descriptive of the position.

In summary, we recommend that this position of Electrical Mechanic be reclassified to Automated Systems Specialist in PR 598.

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