



Department of Employee Relations

February 15, 2001

John O. Norquist  
Mayor

Jeffrey Hansen  
Director

Florence Dukes  
Deputy Director

Frank Forbes  
Labor Negotiator

Michael Brady  
Employee Benefits Manager

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

Dear Committee Members:                    Re: Common Council File Number 001445

The following classification and pay recommendation will be submitted to the City Service Commission for consideration on February 20, 2001. We recommend this reclassification subject to approval by the City Service Commission:

In the Comptroller's Office, one position of Accounting Supervisor, Salary Grade 007, held by Claudia Orugbani, is recommended for reclassification to Assistant Grant Fiscal Manager, Salary Grade 008.

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

Sincerely,

Jeffrey S. Hansen  
Employee Relations Director

JSH:pb

Attachment:    Job Evaluation Report  
                  Fiscal Note

c:    W. Martin Morics  
      Anita Paretto  
      Claudia Orugbani

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: February 20, 2001

Incumbents: Claudia Orugbani

Department: Comptroller

| <b>Present</b>  | <b>Request</b>   |
|---|--|
| <b>Title:</b> Accounting Supervisor,<br><b>Salary Grade:</b> 007 (\$44,315 – 62,037)<br><b>Step:</b> 8 (\$54,893 annually)  | <b>Title:</b> Assistant Grant Fiscal Manager<br><b>Salary Grade:</b> 008 (\$47,221 – 66,106) |
| <b>Recommendation:</b><br><br><b>Title:</b> Assistant Grant Fiscal Manager<br><b>Salary Grade:</b> SG 008 (\$47,221 – 66,106)<br><b>New Rate:</b> Step 7 (\$56,730)<br>Effective date: Pay Period 1, 2001 to coincide with the recommendations of the Comptroller Market Study.   |  |
| <b>Rationale:</b><br><br>This report recommends reclassifying one position of Accounting Supervisor to Assistant Grant Fiscal Manager in the Revenue & Cost Division of the Comptroller's Office. The duties and responsibilities of this position are comparable in level and scope to the Assistant Accounting Manager and Assistant Payroll Manager in the Comptroller's Office. |  |
| <b>History of Positions:</b><br><br>This position was reallocated effective pay period 1, 2001 from an Accountant III in Salary Grade 006 to Accounting Supervisor in Salary Grade 007 as a part of the Comptroller's Office Reallocation study.  |  |

**Action Required (Effective Pay Period 1, 2001):**

In the Salary Ordinance, under Salary Grade 008, add the title "Assistant Grant Fiscal Manager."

In the Positions Ordinance, under Comptroller, General Accounting Division, delete one position of Accounting Supervisor and add one position of Assistant Grant Fiscal Manager."

**Background**

The Department of Employee Relations was contacted by the Comptroller's Office in January 2001 and asked to study this position for comparability with the newly created positions of

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Assistant Payroll Manager and Assistant Accounting Manager. A new job description was provided for the position.

### **Standards Used in Determining Reclassification for Management Positions**

The City uses a qualitative factor comparison system to evaluate management positions. This system requires that each position be compared to all other positions in the Management Classification Plan separately on each of four job evaluation factors.

|                              |          |     |
|------------------------------|----------|-----|
| Impact & Accountability      | Weighted | 45% |
| Knowledge & Skill            | Weighted | 35% |
| Relationships Responsibility | Weighted | 15% |
| Working Conditions           | Weighted | 5%  |

Once an appropriate comparison has been made, job evaluation staff assigns a level and corresponding number of points according to a chart. In analyzing any position for proper classification, it is critical to assess any changes that have taken place in the nature of work performed and level of responsibility, knowledge, skill and effort required. Changes in working conditions are also assessed, although this factor is considerably less important for management positions.

### **Duties, Responsibilities & Requirements**

The basic function of this position is to determine that the City of Milwaukee is complying with the Accounting & Financial Reporting Provision of the Community Development Block Grant Program (CDBG). The position works closely with the Community Block Grant Administration (CBGA) and sub-grantee agencies under contract with CBGA to ascertain that accounting and financial reporting procedures are being followed in accordance with Department of Housing & Urban Development (HUD) guidelines and City requirements. Through continual and effective monitoring of financial use by more than 100 sub-recipients and 12 City departments, the position helps to minimize federally questioned costs. This assures the City's continued use of \$70 million of non-tax-levy-supported revenue. The position assists in the daily supervision and direction of the Revenue & Cost staff and serves as division head for the unit in the absence of the Grant-In-Aid Fiscal Coordinator. Duties, responsibilities, and minimum requirements include:

- 25% **AUDITING:** Coordinate and supervise all phases of audit engagements of more than 100 agencies receiving federal and state awards through the City to carry out a particular federal or state program.
- 25% **ACCOUNTING:** Manage and coordinate the CDBG accounting functions in support of Common Council policy objectives and federal guidelines including establishing general ledger accounts, appropriations transfer and monitoring, analysis and reconciliation of grant transactions to insure timeliness, accuracy, consistency and completeness in financial data.
- 20% **REVIEW:** Audit Common Council resolutions, contracts, and cooperation agreements prior to the comptroller's signature as well as reviewing and approving sub-grantee's budgets to ensure clarity, accuracy and compliance with City procedures and HUD guidelines.

- 10% **REPORTING:** Responsible for year-end closing activities including account reconciliation, financial statement preparation and analysis, including supporting schedules necessary to complete the City's Comprehensive Annual Financial Report. Analyze and summarize CDBG closeout financial information to facilitate the review of reprogramming dollars reported by the CBGA in the Statement of Contingency Funds. Assist CBGA with the preparation of the Financial Summary Attachment to the Grantee Performance Report to ensure compliance with HUD reporting requirements.
- 10% **DIVISION ADMINISTRATION:** Assist in the daily supervision and direction over professional and support staff in areas such as work planning, scheduling, performance appraisals, disciplinary recommendation and hiring. Keep divisional supervisors and staff informed of problem areas, concerns and activities and take follow-up corrective actions as necessary.
- 5% **GRANT ADMINISTRATION:** Develop and implement accounting policies and procedures required by federal regulations so that the City's eligibility for more than \$22 million per year of CDBG funds is maintained.
- 5% **OTHER:** Provide ongoing support to end-users of the Project & Grant Module of the City's financial system by troubleshooting and resolving problems and assisting with special projects to ensure effective use of the system.

The position requires a BA with major emphasis in accounting and three years of professional auditing accounting and management experience.

### Analysis & Recommendation

This position has served as the Assistant to the Grant-In-Aid Fiscal Coordinator in the Revenue & Cost Division of the Comptroller's Office since December of 1998. The position has responsibility for ensuring that the City of Milwaukee is complying with the Accounting & Financial Reporting Provision of the CDBG. The position ensures that both HUD and City accounting and financial reporting procedures are being followed. The position assists in the daily supervision and direction of the Revenue & Cost staff and serves as division head for the unit in the absence of the Grant-In-Aid Fiscal Coordinator. The work of this position ensures the City's continued use of \$70 million of non-tax-levy-supported revenue.

With the implementation of the recent market study for the Comptroller's Office, classification levels in the Revenue & Cost Division include:

| Title                            | Level  | # of Positions                     |
|----------------------------------|--------|------------------------------------|
| Grant-In-Aid Fiscal Coordinator  | SG 010 | 1                                  |
| Assistant Grant Fiscal Manager   | SG 008 | 1 <i>Proposed reclassification</i> |
| Auditing Specialist              | SG 006 | 1                                  |
| Mgmt. Accounting Specialist-Sr.  | SG 006 | 7                                  |
| Administrative Specialist        | SG 002 | 1                                  |
| Accounting Program Assistant III | PR 475 | 1                                  |
| Office Assistant IV              | PR 445 | 1                                  |
| Accounting Intern                | PR 930 | 3                                  |

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The general nature of work and level of responsibility of this position is comparable to other SG 008 assistant manager positions in the Comptroller's Office including the Assistant Accounting Manager and Assistant City Payroll Manager. An assessment of this position according to the job evaluation factors is as follows:

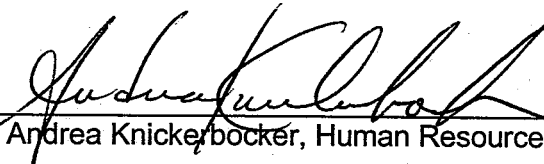
|                              | Level | Points   |
|------------------------------|-------|----------|
| Impact & Accountability      | 9     | 138      |
| Knowledge & Skill            | 7     | 94       |
| Relationships Responsibility | 6     | 38       |
| Working Conditions           | 1     | <u>5</u> |
| Total Points:                |       | 275      |

Salary Grade 008 points: 266-305

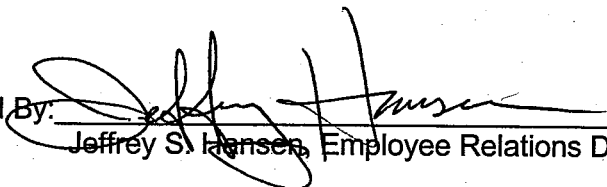
### Recommendations

We therefore recommend reclassifying this position as Assistant Grant Fiscal Manager in Salary Grade 008. We further recommend that this reclassification be effective pay period 1 of 2001 to coincide with the recommendations of the Comptroller's Office Market Study Reallocation report.

Prepared By:

  
Andrea Knickerbocker, Human Resources Manager

Reviewed By:

  
Jeffrey S. Hansen, Employee Relations Director