



Department of Employee Relations

September 14, 2006

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

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

Dear Committee Members: Re: Common Council File Number 060477

The following classification and pay recommendations were approved by the City Service Commission on September 12, 2006:

- In the Health Department, one position of Office Assistant IV, Pay Range 445, held by Marilyn Kirtley, was reclassified to Program Assistant I, Pay Range 460.
- In the Milwaukee Public Library, one vacant position of Librarian V, Salary Grade 009, was retitled to Marketing and Public Relations Officer, Salary Grade 009.
- In the Department of Public Works-Administrative Services Division, seven positions were classified as follows:
 - Two positions of Accounting Assistant I, Pay Range 435, held by Charlene Pena and Sandra Carstensen, were reclassified to Accounting Assistant II, Pay Range 445.
(No change was recommended for three positions of Accounting Assistant II, Pay Range 445.)
 - One position of Program Assistant II, Pay Range 530, held by Jo-Anne Lessing, was reclassified to Program Assistant III, Pay Range 550.
 - One position of Office Assistant IV, Pay Range 445, held by Henrietta Haase, was reclassified to Accounting Program Assistant III, Pay Range 475.
- In the Department of Public Works-Infrastructure Services Division, one position of Inspection Specialist, Pay Range 540, held by Jane Simons, was reclassified to Construction Materials Inspector, Pay Range 550.

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; 1 Fiscal Note

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Betty Schraith, Bevan Baker, Vivian Chen, Michelle Stein, Victoria Robertson, Loyce Robinson, Susan Biaustein, Marilyn Kirtley, Paula Kiely, Judith Zemke, Jeffrey Mantes, James Purko, Dan Thomas, Dorinda Floyd, Cheryl McNaughtan, LaQuisha Schroeder, Daniel Rotar, Charlene Pena, Sandra Carstensen, Carol Shenkenberg, Diana Diaz, Susan Heimsch, Jo-Anne Lessing, Henrietta Haase, Alderman Joseph Dudzik, Jeffrey Poienske, Dale Mejaki, Ghassan Korban, Jane Simons, Dawn Crowbridge, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

200 East Wells Street, Room 706, Milwaukee, WI 53202, Phone (414) 286-3751, FAX 286-0800, TDD 286-2960
Employee Benefits and Labor Relations – Room 701 • Labor Relations Phone (414) 286-2357, Fax 286-0900
Medical Benefits Phone (414) 286-3184 • Worker's Compensation (414) 286-2020, Fax 286-2106

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 12, 2006

Incumbent: Marilyn Kirtley

Department: Health Department

Present	Request
Title: Office Assistant IV	Title: Study of Position
Salary: Pay Range 445 (\$34,767-\$38,474)	Salary: Study of Position
Current Rate: \$39,441 (with footnote)	Source: 2004 – 2006 District Council 48, AFSCME, AFL-CIO Labor Agreement
Recommendation: Title: Program Assistant I Salary: Pay Range 460 (\$37,221 - \$41,715) New Rate: Step 4 (\$40,191)	
Rationale: This position has taken on new duties and responsibilities that include overseeing the collection of approximately \$1.9 million in license fees annually and the increased responsibility of working with the new Consumer Health Inspection Licensing Database (CHILI).	

Action Required:

In the Positions Ordinance, under Health Department, Consumer Environmental Health Division, delete one position of Office Assistant IV and add one position of Program Assistant I.

Background

As part of the 2004-2006 District Council 48, AFSCME, AFL-CIO Labor Agreement the City agreed to conduct a study of one position of Office Assistant IV in the Consumer Environmental Health Division of the Health Department. The incumbent completed a job analysis questionnaire and discussions were held with the incumbent; the position's supervisor, Loyce Robinson, Consumer Environmental Health Manager; and Michelle Stein, Health Personnel Officer.

Duties and Responsibilities

The basic function of this position, according to the Job Analysis Questionnaire, is to serve as a group leader for two positions of Office Assistant III and coordinate the flow of work as it relates to data entry; the support, maintenance, and troubleshooting of the licensing portion of the Consumer Health Inspection Licensing Database (CHILI); generation and interpretation of statistical reports; customer service duties; licensing and processing payments; and other duties as assigned. The specific duties and responsibilities include the following:

40% **Group Leader**

- Provide training and technical and other support
- Provide assistance to Division Inspectional staff as it relates to licensing policies and procedures
- Oversee the distribution, workflow and completion of work assigned to the Office Assistant III positions
- Format procedures and design forms
- Discern when there is a problem that warrants the attention of the Division Manager and facilitate remedial action as necessary
- Provide administrative support to the Division Manager
- Serve as lead agent contact and problem solver on licensing issues related to contracts from the Department of Health and Family Services (DHFS) and the Department of Agriculture, Trade and Consumer Protection (DATCP)
- Assist management and make recommendations regarding the creation of new policies, procedures, and data collection methods
- Oversee the collection and reconciling of fees and operation of the filing system.

25% **Licensing Portion of the CHILI Database System**

- Assist with development, maintenance, troubleshooting and oversee the licensing portion of the CHILI Database System
- Provide technical assistance and training to Division Staff on the use of this portion of the database
- Perform dynamic queries, creating reports, analyzing results, and making recommendations
- Develop and provide computerized statistical tables and spreadsheets for management and staff
- Assist with the development and use of an electronic payment system under the control of the Department of Administration – Information and Technology Management Division.

15% **Customer Service**

- Provide assistance to customers as to licenses needed to open a business
- Answer inquiries, take complaints, and forward calls to the appropriate person or agency
- Distinguish between routine food illness complaints and those that should be routed to management
- At times assist with the Department Hot Line during the flu season, outbreaks, or other emergencies.

10% **License and Payment Processing**

- Assist customers in completing the appropriate application
- Compute the fees due based on a complex fee structure and policies
- Obtain corporation registration information
- Collect payments
- Append data in the system and create a record
- Generate the accounting form to process payment and forwarding necessary paperwork to Accounting and the assigned Environmental Health Specialist for approval
- Reconcile cash register receipts
- Track and create reports to resolve delinquent licenses and fees
- Coordinate and disseminate license application information to the Police Department, City Clerk's Office, and the Wisconsin Department of Financial Institutions.

10% **Other Duties**

- Process and distribute vending machine inspection reports to DHFS
- Track and input fire inspection data into the Department of Neighborhood Services (DNS) database
- Review and calculate personal mileage
- Process open-record requests
- Maintain inventory of forms and supplies
- Provide general word processing assistance for Division staff.

Requirements for this position include advanced training beyond high school including experience and advanced proficiency in word processing, database and spreadsheet applications, and Crystal Reports; six years of general office experience with at least two years at the Office Assistant IV level or higher; an ability to plan and prioritize work, use good and independent judgment, exercise leadership skills, and maintain good working relationships with other support staff, inspectional and supervisory employees and the public; and good written and verbal communication skills.

Changes in the Position

According to the job analysis questionnaire this lead worker position is now responsible for overseeing the collection of licensing fees that was previously done by Environmental Health Specialists. This involves the collection, tracking, and reporting of \$1.9 million dollars in fees and familiarity with applicable City Ordinances, State Codes and policies. This task is somewhat complex due to the number of variables that can affect the amount of the fee and the type of license.

This position has also taken on more responsibility with the new CHILI licensing database. This position now assists with the development, maintenance, troubleshooting and oversight of the licensing portion of the database system and prepares a variety of reports. This position worked closely with an outside consultant when this system was first introduced to the Division. This position is now involved with maintaining and troubleshooting problems that may arise. The position also creates various reports that require a detailed knowledge of the system including various tables that can be used for reports. The position also assists others in creating reports.

Analysis

The changes listed above have strengthened this position. For comparison purposes the job specifications for Office Assistant III, Office Assistant IV, Program Assistant I and Program Assistant II are described below:

Office Assistant Series

This series includes all office positions in City government performing general office duties, as distinguished from those working directly with one or a few managers, professionals, or elected officials in a secretarial capacity.

Office Assistant III

Performs diverse and complex duties involving the application of standard procedures to a variety of office assignments. Selects and interprets data, and demonstrates a thorough knowledge of departmental and organizational policies and procedures in assigned area of responsibility. Screens telephone calls, answers questions, and provides information. Some telephone and in-person work may be difficult due to the nature of questions or customers served. Uses advanced features of software packages on a regular basis to produce

complex documents. May work with others on a team to complete special projects. May guide and check the work of other employees.

Requirements: Four years of office experience with at least one year of experience at the Office Assistant II level or above. Job-related coursework may be substituted for up to six months of experience requirement.

Office Assistant IV

In addition to all of the duties listed for the Office Assistant III, and the corresponding knowledge, skills, and abilities associated with them, acts as a group leader for lower level employees. Responsibility as a group leader usually includes basic office management such as monitoring equipment and ordering supplies, monitoring and improving office procedures and practices, and directing a small group of employees. May work with others on a team to complete special projects.

AND/OR

Exercises responsibility for a specific function or service area requiring extensive knowledge of technical and/or complex procedures and processes having a significant consequence of error. This requires responsibility for monitoring and improving those procedures on a continuous basis.

Requirements: Four years of office experience with at least six months of experience at the Office Assistant III level or above. Job-related course work may be substituted for up to six months of the experience requirement.

Program Assistant Series

The Program Assistant series was established for positions that perform a variety of office support and administrative work supporting a program or distinct area of operations within a City department. The term "program" as it is used here, is intended to be broad in application, encompassing the work of a division, section or specific program within a department.

The level of work performed by Program Assistants is characterized as semiprofessional. As such, the Program Assistant series serves as a "bridge" between a number of office support job series and bona fide professional occupations such as Management Accountant and Administrative Specialist, requiring a bachelor's degree or equivalent.

In this series, positions requiring the knowledge, skills, and abilities equivalent to that of a bachelor's degree have been assigned to the II level. Commensurate with their higher level of knowledge and skill, Program Assistants II also exercise a greater amount of responsibility, also known as impact and accountability, than those assigned to the "I" level.

Program Assistant I

Performs duties and responsibilities to support the work of professionals and/or managers in a specific area of operations or program within a City department. Requires good working knowledge of policies and procedures associated with a particular program or area of operations and significant on-the-job work experience in the area. Carries out duties and responsibilities very independently. Consults with managers and professionals regarding unusual situations requiring the interpretation of policies.

Requirements: Four years of office support experience performing duties related to the occupational area in which the position is assigned, with at least one year of experience at the Office Assistant III level or above. The knowledge and skills required are equivalent to

an associate's degree. Equivalent combinations of education and experience may be considered.

Program Assistant II

Performs a variety of duties and responsibilities to support a program or area of operations within a City department. In addition to the knowledge and skill required of the "I" level, positions assigned to the "II" level require the equivalent knowledge and skill normally obtained with a bachelor's degree. Some Program Assistant II positions function as group leaders for other employees.

A hallmark of the Program Assistant II is the analysis of information, in contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistant II positions are expected to independently initiate new work projects and improve processes on a continuous basis.

A review of the above specifications indicates that the position under study best fits the definition of the Program Assistant I in Pay Range 460. A Program Assistant I performs duties and responsibilities to support the work of professionals and/or managers in a specific area. The position under study has duties and responsibilities that support the licensing and inspection work of the Environmental Health Specialists in the Division and some of the administrative work of the managers. The position is responsible for overseeing the collection of license fees and making decisions as to which license a person needs; and being familiar with the City Ordinances, State Codes, and Department Policies. This position must also decide when it is appropriate to bring a question to management and make a recommendation.

This position also requires knowledge of the licensing portion of the database so that decisions can be made on what tables to use and how to set up and prepare reports required internally and by outside agencies. This position serves as a primary contact with these agencies when they have questions or need additional information and with programmers when upgrades or significant repairs are needed.

The duties and responsibilities do not, however, reach the level of a Program Assistant II since the position does not have an emphasis on analysis of information. A Program Assistant II position in the Home Environmental Health Division provides administrative support for all funded lead hazard reduction processes, including but not limited to assigning contracts, assuring eligibility requirement, facilitating processing of contractor payments, estimating scopes of work, and maintaining multiple databases. The position is also responsible for putting together reports, managing the information for 23 contractors and then through an analysis of the information making decisions regarding the awarding of lead abatement contracts.

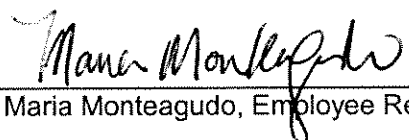
A position that is more similar in level is the Program Assistant I position in the Immunization Program. This position also provides administrative and operational support activities for a specific program. Duties and responsibilities include responsibility for the integrity of the data entered into the Wisconsin Immunization Registry (WIR) and for the preparation and some analysis of reports. It also handles inventory control for the department's vaccines, develops training materials for the use of WIR, troubleshoots problems regarding WIR, answers incoming calls, and is responsible for the on-site collection, monitoring and analyzing of immunization data, and providing on-site demonstrations and group presentations. The position also requires an extensive knowledge of and ability to interpret and/or apply Immunization laws to ensure compliance.

September 12, 2006

Recommendation

Based on the above analysis, we recommend this position of Office Assistant IV in Pay Range 445 in the Consumer Environmental Health Division be reclassified to Program Assistant I in Pay Range 460.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 12, 2006

Incumbent: Vacant Position Department: Milwaukee Public Library

Present	Request
Title: Librarian V	Title: Marketing and Public Relations Officer
Salary: Salary Grade 009 (\$58,448-\$81,824)	Salary: Salary Grade 009 (\$58,448-\$81,824)
Recommendation: Title: Marketing and Public Relations Officer Salary: Salary Grade 009 (\$58,448-\$81,824)	
Rationale: The department has requested that the title of the position be changed to Marketing and Communications Officer to better reflect the duties and responsibilities of the position. Although the title of the position is currently in the Librarian series, the position has historically required a Bachelor's Degree in journalism, communications or related field and significant experience in communications, public relations and advertising. The change in title to Marketing and Public Relations Officer is therefore recommended.	

Action Required:

In the Salary Ordinance, under Salary Grade 009, add the title "Marketing and Public Relations Officer."

In the Positions Ordinance, under Library, Administrative Services Decision Unit, Administration Bureau, Communications and Marketing Section, delete one position of "Librarian V" and add one position of "Marketing and Public Relations Officer."

Background

The Milwaukee Public Library has requested to retitle the position of Librarian V in the Administration Bureau, Communications and Marketing Section, from Librarian V to Marketing and Communications Officer with no change in Salary Grade. The department has provided a revised job description and Employee Relations staff has discussed the position with Paula Kiely, Acting City Librarian and Judith Zemke, Library Personnel Officer.

Duties and Responsibilities

This position is responsible for managing the library's communications and marketing program to further improve public understanding and use of library facilities, resources, and services. Duties, responsibilities, and requirements include:

- 30% Editorial and Public Relations
Coordinates and supervises preparation of information, illustrative material and other data related to the library's resources and services for the library's print and electronic publications, the press, television and radio. Maintains contacts and coordinates with other city and community agencies that can supplement the library's programs and goals.
- 25% Marketing
Develops and implements an effective communications and marketing plan for the Library's services, resources, and facilities
- 20% Library Programs and Events
Plans and assists in executing programs in consultation with the City Librarian, Manager of Central Library Services, Manager of Neighborhood and Extension Services, Coordinators of Extension Services, Children's Services, Arts and Humanities, and Science, Business & Technology, and with the Library Foundation Director.
- 10% Television and Radio
Coordinates radio and television activities to effectively take the library into the homes of the community. Plans and balances program to reach the various publics of the library.
- 10% Exhibits and Signs
Consults with the Manager of Central Library Services and Manger of Neighborhood and Extension Services to plan and show displays that introduce and relate library materials to events and current topics of interest. Coordinates exhibits by community organizations for showing in the libraries. Arranges for showing of traveling exhibits that supplement the library's overall program.
- 5% Other Related Duties

The position requires a Bachelor's degree in Journalism, Mass Communications, Marketing, or closely related field and five years experience in coordinating an information program including public relations, advertising publishing, news reporting, editing and marketing.

Analysis

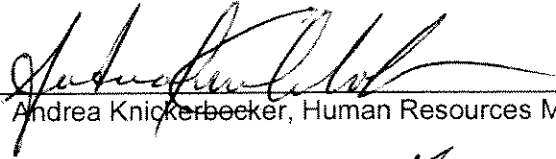
This Librarian V coordinates all media and public relations activities for the Milwaukee Public Library system. The position serves as liaison with the Mayor's Office and the Common Council in relation to press releases, special announcements and public relations matters and is instrumental to the library in the keeping the citizens of Milwaukee informed of everything the city's library system has to offer. The position serves as the Manager of the Communications and Marketing Section and in this capacity supervises the work of an Administrative Specialist-Senior, two Program Assistants II, and one Printer.

The department has requested that the title of the position be changed to Marketing and Communications Officer to better reflect the duties and responsibilities of the position. Although the title of the position is currently in the Librarian series, the position has historically required a Bachelor's Degree in journalism, communications or related field and significant experience in communications, public relations and advertising.

For these reasons, a change in title from Librarian V to Marketing and Public Relations Officer is appropriate.

Recommendation

Based on the above analysis, we recommend a change in title for this position from Librarian V to Marketing and Public Relations Officer.

Prepared by: 
Andrea Knickerbecker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 12, 2006

Department: Department of Public Works-Administrative Services Division

Incumbent	Current	Recommendation
Charlene Pena	Title: Accounting Assistant I Pay Range: 435 (\$33,316-\$36,708) Rate: Step 5, \$36,708	Title: Accounting Assistant II Pay Range: 445 (\$34,767-\$38,474) New Rate: Step 4, \$37,221
Sandra Carstensen	Title: Accounting Assistant I Pay Range: 435 (\$33,316-\$36,708) Rate: Step 5, \$36,708	Title: Accounting Assistant II Pay Range: 445 (\$34,767-\$38,474) New Rate: Step 4, \$37,221
Carol Shenkenberg	Title: Accounting Assistant II Pay Range: 445 (\$34,767-\$38,474) Rate: Step 5, \$38,474	Title: Accounting Assistant II Pay Range: 445 (\$34,767-\$38,474) Rate: No Change
Diana Diaz	Title: Accounting Assistant II Pay Range: 445 (\$34,767-\$38,474) Rate: Step 5, \$38,474	Title: Accounting Assistant II Pay Range: 445 (\$34,767-\$38,474) Rate: No Change
Susan Heimsch	Title: Accounting Assistant II Pay Range: 445 (\$34,767-\$38,474) Rate: Step 5, \$38,474	Title: Accounting Assistant II Pay Range: 445 (\$34,767-\$38,474) Rate: No Change
Jo-Anne Lessing	Title: Program Assistant II Pay Range: 530 (\$39,094-\$44,257) Rate: Step 5, \$44,257	Title: Program Assistant III Pay Range: 550 (\$43,910-\$50,242) New Rate: Step 2, \$45,348
Henriette Haase	Title: Office Assistant IV Pay Range: 445 (\$34,767-\$38,474) Rate: Step 5, \$38,474	Title: Accounting Program Assistant III Pay Range: 475 (\$38,241-\$45,901) New Rate: Step 2, \$39,267

Action Required

In the Positions Ordinance, under Department of Public Works, Administrative Services Division, Finance & Planning Section, delete one position of Program Assistant II and two positions of Accounting Assistant I, and add one position of Program Assistant III and two positions of Accounting Assistant II. Under Parking Fund, Parking Administration/Meters, delete one position of Office Assistant IV and add one position of Accounting Program Assistant III.

Background

In April of 2005, Jeffrey Mantes, Commissioner of Public Works, requested that 44 positions in Public Works located in the Administrative Services Division be studied for proper classification. Thus far, 12 classification studies have been completed that the Department listed as its highest priority and forwarded to your Commission for action. This report pertains to 8 positions in the Administration Division that work in accounts payable and receivable.

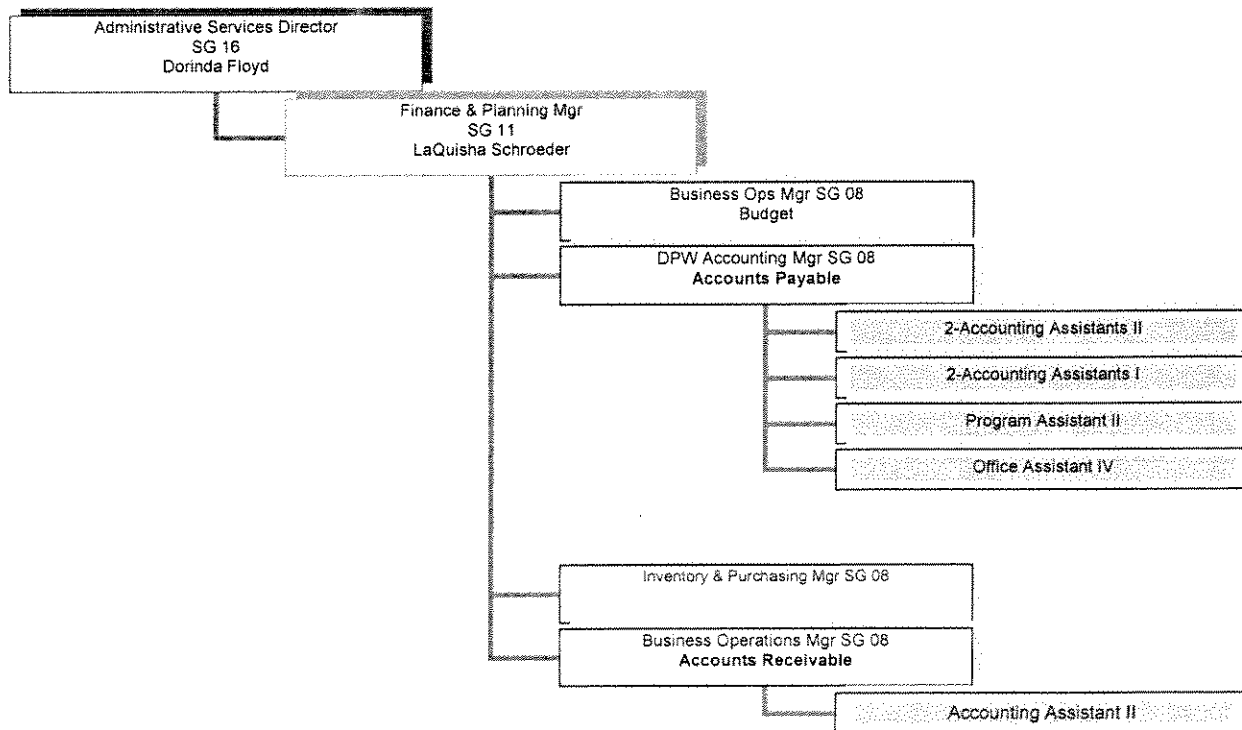
The request for this study has its origins in a reorganization and centralization of a number of business functions in 1997 when the Department of Public Works transferred office support employees with different job classifications from various DPW divisions to work together in a new centralized Administrative Services Division. When employees with different job classifications were brought together there was no evaluation of the impact this reorganization would have on job

classifications. As a result, four Accounting Assistants perform accounts payable work—two of whom are designated as Accounting Assistants II and two of whom are classified as Accounting Assistants I. Further, in its correspondence to Employee Relations, the Department stated that the duties and responsibilities of some positions had changed significantly since the reorganization of 1997 and warranted study. The purpose of this study, then, was to evaluate the proper job classification and pay range for the six positions listed above, as they are functioning at this time.

In studying this request, discussions were initially held with Dorinda Floyd, Cheryl McNaughtan, LaQuisha Schroeder, and Daniel Rotar, Using information from Job Analysis Questionnaires completed by employees who filling the jobs, a staff person from the Department of Employee Relations then interviewed each employee at her worksite. Additional discussions were then held with LaQuisha Schroeder, Finance & Planning Manager; Cheryl McNaughton, DPW Accounting Manager responsible for accounts payable; and Daniel Rotar, Business Operations Manager responsible for accounts receivable. Job descriptions for positions and previous reports for positions used as a basis of comparison were also reviewed. In order to accurately assess the level of work performed by two Accounting Assistants I, two Account Clerks II working in the same section were also interviewed.

The Finance and Planning Section of the Administrative Services Division is organized in the following manner. It should be noted that the chart below does not contain all positions, only those relevant to this study.

**Department of Public Works
Administrative Services Division, Finance and Planning Section**



All positions, with the exception of one Accounting Assistant II filled by Susan Heimsch in accounts receivable, are assigned to the accounts payable area managed by Cheryl McNaughtan, DPW Accounting Manager.

The Accounting Assistant Series

The standards for the Accounting Assistant series was established in 1996 during the citywide evaluation of all office support positions. (*Office Support and Related Job Classifications in City Government*, Department of Employee Relations, April 25, 1996.) As defined by the aforementioned document, positions assigned to the Accounting Assistant series perform "clerical and accounting related tasks in such activities as purchasing, paying bills, receiving payments, maintaining production and budgetary records, checking payroll records, examining accounting records and/or other related activities in accounting and financial areas."

Positions assigned to the Accounting Assistant I are defined as those that perform "reoccurring clerical/accounting tasks" such as posting journal entries, entering data into automated data bases, processing payments, verifying information, and preparing accounting reports. The document further states that employees who are Accounting Assistants I "may contact outside agencies to resolve problems." This level of work requires "knowledge of basic accounting terminology and concepts." The City's basic requirement for an Accounting Assistant I is four years of clerical experience, including at least one year performing basic accounting duties.

Positions classified as Accounting Assistants II perform more complex clerical and accounting functions in accordance with standard procedures in such areas as balancing general or subsidiary ledgers, processing payments and compiling monthly closings, annual reports, and other financial statements. Like Accounting Assistants I, these higher level Accounting Assistants respond to questions from other employees, vendors, and customers on a regular basis. Furthermore, "the consequence of error is higher and may involve larger sums of money than at the "I" level." Requirements for the Accounting assistant II are four years of clerical experience, including at last one year at the level of an Accounting Assistant I.

Accounting Assistants III, Pay Range 460, perform the most complex and responsible paraprofessional accounting work in City government. The work associated with this level carries a degree of responsibility and associated knowledge and skill significantly and demonstrably above that of the II level, and involves the following elements: complex accounts, relatively large sums of money, responsibility for work flow in an area, responsibility as a team leader for other employees, a high level of independence, a higher level of consequence of error. With one or two exceptions, all Accounting Assistants III are all located in the Comptroller's Office, which has responsibility for establishing accounting principles and procedures for all City departments.

Accounting Assistants in DPW's Administrative Services Division

As shown on the organization chart above, there are four Accounting Assistants assigned to accounts receivable and one Accounting Assistant working in accounts payable. With the exception of one position, all of these Accounting Assistants report to Cheryl McNaughtan, DPW Accounting Manager in charge of all accounts payable for the Department of Public Works, except for the Water Works.

Two Accounting Assistants II handle all of the accounts payable work for Fleet Services. Two other Accounting Assistants I handle all of the accounts payable work for all other divisions of Public Works, with the exception of the Water Works. A fifth Accounting Assistant II works in accounts receivable.

In correspondence and discussions, management representatives of Administrative Services have stated that all of its Accounting Assistants should be classified at the higher level, as Accounting Assistants II. They have further stated that, due to the volume and complexity of working in a centralized billing area; Accounting Assistants in its Administrative Services Division should all be classified at the II level. They have further stated that classifying all Accounting Assistants the same

will foster cross training and improve employee flexibility. Following is a discussion of each Accounting Assistant job and an evaluation of its classification level.

Incumbents:	Charlene Pena and Sandra Carstensen	
Current:	Accounting Assistant I (2 positions)	PR 435
Recommendation:	Accounting Assistant II (2 positions)	PR 445

The basic function of these two positions is to use PeopleSoft's financial system to process vouchers for payments to vendors; setup vendors in the financial system; create purchase orders; create petty cash reimbursement vouchers; and create ProCard vouchers. The positions held by Ms. Pena and Ms Carstensen perform accounts payable work for all DPW divisions except Fleet Operations, which is handled by two other Accounting Assistants in the office classified at the II level, and the Milwaukee Water Works. The volume of work associated with these positions is quite high and affects the physical and mental effort required of the job.

In addition to the duties described above, the position held by Ms. Pena, has the following extra duties:

- Tracking and calculating monies needed to pay for electrical use
- Tracking electrical use for sewer pumps, lift stations, and bridge utilities
- Processing reimbursements for such items as license renewals, travel, payments for seminars, and safety shoes

The position held by Ms. Carstensen has the additional duty of answering telephone calls for the Administration Division and directing visitors to appropriate staff.

Considering the standards for Accounting Assistants, as stated in *Office Support and Related Job Classifications in City Government* and the complexity of work performed by these two positions, we recommend that both of these positions be reclassified to Accounting Assistant II.

Incumbents:	Diana Diaz and Carol Shenkenberg	
Current:	Accounting Assistant II (2 positions)	PR 445
Recommendation:	Accounting Assistant II (2 positions)	PR 445

These two Accounting Assistants II process invoices and create purchase orders solely for Fleet Operations, which involves a great number of single-item and several-item purchases for vehicle parts, tools, and materials. Due to the way the work is organized, Ms. Diaz and Shenkenberg spend a considerable amount of time opening mail from the Central Garage, photocopying invoices and related paperwork, and organizing paper invoices into proper categories and accounts. These types of duties, are extremely routine and do not unfortunately add to the strength of the job. On the other hand, the knowledge required to investigate missing information and determine the proper accounts for purchases requires the level of knowledge and skill that would be expected of a higher-level Accounting Assistant. Lastly, the effort required of these employees to process a high volume of work on an ongoing basis is noteworthy. Although knowledge/skill required and responsibility exercised are the overriding factors, physical and mental effort is also a *bona fide* job evaluation factor, although of a lesser significance. Considering all aspects of these jobs, including the knowledge/skill required, responsibility exercised, and effort required, these positions appear appropriately classified at the present time. In the future, when these positions are vacated, we would like to revisit these positions and assess their level prior to the time they are filled.

Incumbent: Susan Heimsch
Current: Accounting Assistant II PR 445
Recommendation: Accounting Assistant II PR 445

This position functions in accounts receivable and reports to Daniel Rotar, Business Operations Manager. Its function is twofold: to bill parties for jobs performed by DPW's Electrical Services Unit; and coordinate close-out paperwork related to damages to DPW property caused by residents driving motor vehicles, private contractors, and employees in other City departments. This work requires the Ms. Heimsch to issue project grant numbers and complete and process State of Wisconsin Department of Transportation forms regarding vehicles accidents involving property, such as light poles, cables, traffic signals, lamps, and so forth.

The job analysis indicates that this position is performing work typically associated with a higher level Accounting Assistant, as outlined in *Office Support and Related Job Classifications in City Government*, 1996. The study also indicated that Ms. Heimsch is now keeping track of projects being performed by personnel in Electrical Services, something that was previously performed by a Management Accountant job that was eliminated several years ago. This duty requires her to create lists of jobs in progress, check jobs in progress, call shop personnel to ensure that they send the proper paperwork to close out jobs, and check paperwork submitted for errors. In addition, the employee filling the job also handles calls received from drivers regarding damages they have caused to light poles and other property, and to contractors regarding damages. These duties were also previously performed by a Management Accountant.

Although it is true that these duties were previously performed by a higher classified Management Accountant, in our judgment they are the type of duties and level of duties that typically fall within the Accounting Assistant II job classification. Furthermore, the amount of responsibility exercised by this position appears to be approximately equivalent to that exercised by other Accounting Assistants II in accounts payable. For these reasons, we recommend that the position remain classified as an Accounting Assistant II at the present time.

Incumbent: Jo-Anne Lessing
Current: Program Assistant II PR 530
Recommendation: Program Assistant III PR 550

The basic function of this position is to perform a variety of complex accounts payable work for Building and Fleet Services in the areas of contract administration, service agreement administration, internal service billing, telephone payments, and reporting. In addition, this position functions as an expert user of PeopleSoft financials in regard to vouchers, purchase orders, projects grants, and budgets. Specific duties are listed in each area below.

Contract Administration for Buildings and Fleet Services

- Sets up contracts in PeopleSoft
- Encumbers funds for contractors
- Troubleshoots contract payments
- Processes contract payments
- Maintains files and records of contracts and payments

PeopleSoft Financials System

- Works with Information Technology Management Division to design, test, and implement upgrades to the accounts payable portion of system.
- Troubleshoots voucher problems with Comptroller's Office
- Aids DPW employees and employees in other City departments in using PeopleSoft financials to create and troubleshoot vouchers, purchase orders, project grants and budgets.
- Assists FMIS Enterprise System Manager in handling voucher and purchase order problems.

Service Agreement Administration

- Maintains equipment rental records
- Approves and processes invoices related to service agreements for payments
- Creates billings
- Reviews timesheets related to snow plowing and ice control service agreements

Internal Service Billing

- Reviews and approving billings in E-Vault
- Reviews and recording water and sewer usage for all City owned buildings
- Processes water and payments
- Processes lighting bills for play areas and tot lots

Telephone Bills

- Processes and creates vouchers to pay telephone invoices for all City of Milwaukee telephone bill

As reflected in the Job Analysis Questionnaire completed by Ms. Lessing, the employee filling this position, the duties and responsibilities of this position have changed significantly as the result of the implementation of PeopleSoft in 1999 and various upgrades that have taken place since that time. When PeopleSoft was implemented in 1999, virtually all City employees engaged in accounting, budgeting, purchasing, and human resources were required to learn new skills. This trend has continued, and employees have continued to learn new skills with each PeopleSoft upgrade. The changes that took place in the duties, responsibilities and associated knowledge and skill of this Program Assistant II, however, went far beyond those associated with a typical PeopleSoft user.

As the result of working in DPW's centralized bill paying operation, this position became familiar with the accounting information for all DPW divisions. More importantly, the employee filling this Program Assistant II position developed substantial expertise in the accounts payable aspect of PeopleSoft. As a result, the employee filling the position has become the key individual who works with the "FMIS Enterprise System Manager" in the Comptroller's Office and other professionals in the Information Technology Management Division for any upgrades of the system and troubleshooting regarding accounts payable. The employee filling the position also assists individual users of the system inside and outside of DPW. This new aspect of the job has resulted in an significant increase in contacts with others in the Comptroller's Office, the Information Technology Management Division, DPW's purchasing, and other areas regarding matters of significance.

In recognition of the changes that have occurred in this position, and the Division's stated opinion of the criticality of this position to its operations, it is recommended that this position be reclassified to Program Assistant III, Pay Range 550.

Incumbent:	Henrietta Haase	
Current:	Office Assistant IV	PR 445
Recommendation:	Accounting Program Assistant III	PR 475

The basic function of this position is to maintain all the accounting information associated with revenue produced from parking operations for the City. Revenue is produced from several different sources, including parking meters, parking structures, parking violations, and towing. All revenue must be carefully recorded and tracked. In addition, this position performs all of the accounts payable and receivable required for parking operations. This includes setting up contracts in PeopleSoft; paying invoices from contractors; maintaining contracts for meter collections, towing, and parking structure maintenance; generating bills; issuing refunds; and other related duties. Once these revenues are received and accounted for, this position creates spreadsheets to account for and analyze revenue trends and sources.

As parking operations for the City have grown over the years, so too has this position grown and expanded its scope of responsibility, to the point that revenues from parking now exceed 40 million dollars annually.


This position is currently classified as an Office Assistant IV. Due to the fact that its duties and responsibilities are almost exclusively devoted to maintaining accounting related information, it should be classified into a series that reflects paraprofessional accounting responsibilities.

The hierarchy of accounting related positions is illustrated below, beginning with the most basic level of Accounting Assistant, continuing to Accountant I, which requires a bachelor's degree (or equivalent work experience) and ending with the journey-level Accountant II, which is the highest professional accounting job classification represented by a bargaining unit.

Accounting Related Positions

	Pay Range	Minimum	Maximum
Accounting Assistant I	435	\$ 33,316	\$ 36,708
Accounting Program Assistant I	440	\$ 34,077	\$ 37,568
Accounting Assistant II	445	\$ 34,767	\$ 38,474
Accounting Assistant III	460	\$ 37,221	\$ 41,715
Accounting Program Assistant II	460	\$ 37,221	\$ 41,715
Accounting Program Assistant III	475	\$ 38,241	\$ 45,901
Accountant I	545	\$ 42,594	\$ 48,825
Accountant II	594	\$ 43,281	\$ 52,516

To reflect the expansion of the scope of responsibility associated with this position, it is recommended that this position be reclassified to Accounting Program Assistant III, Pay Range 475, which is the highest paraprofessional accounting classification in City government.

Submitted by: 
Laura Sutherland, Human Resources Representative

Reviewed by:  
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 12, 2006

Incumbent: Jane Simons

Department: Department of Public Works-Infrastructure Services Division

Present	Request
Title: Inspection Specialist	Title: Not Stated
Salary: Pay Range 540 (\$41,368 - \$47,245) Plus the potential to earn three additional M-steps: \$49,037, \$50,508, \$52,024	Salary: Not Stated
Rate: Step 5 \$47,245	Source: Department
Recommendation:	
Title: Construction Materials Inspector Salary: Pay Range 550 (\$43,910-\$50,242) New Rate: Step 4, \$48,478	
Rationale:	
Additional administrative duties and responsibilities have raised the level of responsibility as well as knowledge and skill required of this position. We recommend a new title of Construction Materials Inspector at the higher Pay Range 550.	

Action Required

In the Salary Ordinance, under Pay Range 550, add the title "Construction Materials Inspector."

In the Positions Ordinance, under Department of Public Works-Infrastructure Services Division, Construction Decision Unit, Contract Administration, delete one position of "Inspection Specialist (X)" and add one position of "Construction Materials Inspector (X)".

Background

In March of 2006, the Department of Employee Relations received a Job Analysis Questionnaire for the position of Inspection Specialist, completed by the incumbent Ms. Jane Simons, and reviewed by her department. After staff review of the documentation, Ms. Simons was interviewed at her office worksite and discussions were held with her immediate supervisor, Mr. Ghassan Korban, Civil Engineer V in charge of private construction contracts for streets and all Public Works Inspectors.

Duties and Responsibilities

The basic function of this position is to test and inspect pipes and castings used in sewer construction in the field at manufacturing facilities and to schedule personnel from an engineering consulting firm to conduct tests of asphalt and concrete. Approximately 60% of this position's time is spent in the field, driving about 45 miles per day. The duties and responsibilities of this position are outlined below. The sources of information used to describe the job as it appears below were the Job Analysis Questionnaire completed by the employee, which included comments from supervisors, an interview with the employee holding the job, and discussions from the position's supervisor. The area of responsibility consuming the most time is listed first, followed by the area requiring the second most time, and so forth.

Inspection of Precast Materials Used Primarily in Sewer Construction

This area of responsibility includes inspecting precast materials used in sewer construction, such as concrete pipe, catch basins, and manholes, at construction sites and the manufacturing facility, Northwind Concrete Products, located in South Beloit, WI. It also includes inspecting PVC pipe at suppliers' sites. The employee filling this position must also record information regarding test results and send that information to the manufacturer, and also send invoices to manufacturers for her inspection services.

Asphalt Testing

Duties within this area include scheduling personnel from Giles Engineering Associates, Waukesha, Wisconsin, the current testing contractor, to perform required tests in the field and laboratory; reviewing reports from Giles; and reviewing invoices for payments. Scheduling is done on a daily basis.

Test and Inspection of materials Used in Street Construction and Maintenance

Although Giles Engineering performs some of this testing, the employee also tests asphalt and soils, inspects concrete on project locations, samples aggregates, and reviews reports provided by private vendors.

Inspection of Gray Iron Sewer Castings

Specific duties within this area include: inspecting casting at place of manufacture (Neenah Foundry Company, Neenah, Wisconsin) performing field checks of manholes and catch basins; writing standard reports; and invoicing manufacturers for inspection services.

Knowledge, Skills, Abilities (KSAs), and Competencies

The job analysis indicates that the most significant knowledge, skills, abilities and competencies required for successful job performance are:

- Good time management skill
- Good organizational skills
- Good interpersonal skills
- Ability to schedule personnel to conduct testing.
- Ability to create one's own work schedule and work independently
- Ability to create and maintain detailed records
- General knowledge of sewer construction and the materials and structures used
- General knowledge of street resurfacing and the materials used

- Ability to calculate areas of reinforcing on sewer pipe and other concrete
- Ability to understand shop drawings
- Ability to calculate tensile strength of quality control test bars
- Knowledge of standards established by the City of Milwaukee and State of Wisconsin for precast structures used in sewers, PVC pipe, and iron sewer castings
- Knowledge of standards for concrete and asphalt
- Ability to discern whether materials meet prescribed standards
- Ability to perform detailed office support work
- Ability to drive a vehicle to travel to work sites
- Ability to perform some work outside

It should be noted that these KSAs and competencies reflect those that of a fully experienced employee, not necessarily the KSAs that a new a new hire would be required to possess.

The minimum qualifications required to enter the job are a high school diploma, two and one-half years of experience inspecting and/or testing construction materials, and valid Wisconsin Drivers License, availability of a personal automobile, and the ability to travel to construction sites and several manufacturing facilities.

History of the Position and Changes in Duties and Responsibilities

In 1995 the City closed the materials Testing Laboratory where Ms. Simons was employed as a Testing Laboratory Specialist. Like other Testing Laboratory Specialists, Ms. Simons's duties consisted of field and laboratory work that included sampling materials; testing pipes to be used in sewer construction; inspecting precast materials at foundries; recording data regarding tests; and serving as a lead worker for Testing Laboratory Assistants.

At that time the Laboratory closed, Ms. Simons was the only Testing Laboratory Specialist remaining in the City's employ and the position was transferred to the Construction Section of Infrastructure Services. The title of her position was changed from Testing Laboratory Specialist to Inspection Specialist to reflect the fact that the Testing Laboratory had closed. Many of her duties, though, remained the same as they had been when the Laboratory was in operation.

A 1998 job description for the Inspection Specialist stated the following duties and responsibilities:

- Inspecting PVC pipe, concrete, pipe, concrete manholes, and other materials for sewer usage
- Testing asphalt and soil for City/State construction projects by field nuclear metering
- Assisting with the coordination of the testing services provided by an outside consultant
- Compiling concrete test results for annual summary of street construction projects
- Compiling work for the annual sidewalk replacement program
- Determining the condition of sidewalks for annual sidewalk replacement program
- Inspecting gray iron sewer castings for sewer and street construction usage
- Responding to telephone inquiries and complaints concerning the annual sidewalk replacement program
- Other related duties as assigned

During this period the position reported to a Civil Engineer IV who, by virtue of his management style, provided significant oversight to Ms. Simons's work. In October of 2000 this Civil Engineer IV retired, and his position was subsequently eliminated. A new Civil Engineer III was then assigned to manage all aspects of the contract bidding process. Sometime during the period from 1998 and 2002, the position stopped performing duties associated with the annual sidewalk replacement program that were stated on the 1998 job description.

In 2001 the position was reallocated from Pay Range 535 to 540, equivalent to the job classification of Public Works Inspector II, as the result of a collective bargaining agreement. Considering the maximum of each Pay Range in 2006 rates, the rate of pay for this position increased \$1,650 annually, from \$45,595 - \$47,245 annually, which represents a 3.4% increase. As a part of this reallocation, the Inspection Specialist was also given the opportunity to earn up to three additional pay steps for education and work experience, like other Public Works Inspectors II. These additional pay steps, in 2006 rates, are: \$49,037, \$50,508, and \$52,024.

After the Civil Engineer IV (the position's immediate supervisor) retired in 2001, Ms. Simons began to schedule her own testing appointments, something previously done by Civil Engineer IV. In addition, the incumbent of the job began recording data regarding her inspections into standard reports, calculating inspection data, and submitting invoices for her own inspections. All of these duties had been performed by the retired Civil Engineer IV.

Sometime between 2001 and 2005 the incumbent of the position began reviewing project specifications for projects from the State's Department of Transportation, which required reviewing the specifications to determine the locations of asphalt to be tested. During this period Ms. Simons also began working with other employees in researching new materials and products for sewer construction.

In July of 2005, the Inspection Specialist began scheduling personnel from Giles Engineering Associates to perform required tests on asphalt, reviewing reports submitted by Giles, and reviewing invoices for payments from the company.

The most notable knowledge, skills, abilities, and competencies required for the new duties acquired since 2001 are: the ability to create one's own work schedule and work independently; the ability to coordinate personnel to perform testing at construction sites; the ability to calculate, record, and maintain inspection data; and, the ability to submit invoices for inspections completed.

Analysis

The job analysis indicates that, beginning in 2001 when a Civil Engineer IV position to which the position reported was eliminated and replaced by a Civil Engineer III, the Inspection Specialist began to work more independently by scheduling her own inspection appointments and submitting invoices for her inspections.

The position was reallocated to Pay Range 540 in 2001 and made equivalent to other Public Works Inspectors II as the result of collective bargaining. Further, the employee filling the position was given the opportunity to earn up to three additional pay steps, to a maximum of \$52,024 by earning college credits and having qualified work experience. To date, however, no additional "M-steps" have been earned.

From 2001 through July of 2005, the incumbent of the position had other duties added to her job, the most noteworthy of which were scheduling personnel from Giles Engineering to perform tests, receiving test results from Giles Engineering, and determining the location of asphalt tests for Wisconsin Department of Transportation projects. At some point in time, the employee filling this position also stopped performing related to the sidewalk replacement program.

Considering the sum of administrative duties that have been added to the position, it appears that the administrative burden now required has raised the level of skill required to perform the job. These administrative duties have also raised the responsibility level of the job somewhat. From a construction-related technical point of view, though, it does not appear that the level of knowledge required to perform the job has increased significantly since 2001. One indication of this is that the materials used for sewer construction and testing have remained the same for quite some time. Another way to look at the level of technical knowledge required is to consider how long it would require a Public Works Inspector II to learn the job. In our opinion, if a Public Works Inspector II with good organizational and record keeping skills was transferred to this position, it would require from six to nine months to learn the job, depending upon the time of year in which the employee began working. As with any position, it would be important to select an individual with an appropriate set of skills for this particular job.

Considering that the level of knowledge and skill has been raised for this job, and to some degree the responsibility exercised, we conclude that it is appropriate to recommend reallocating this position to a higher level.

In considering a pay range in which to place this position, it is necessary to compare the job with a related position in the Milwaukee Water Works classified as an Engineering Technician V which has responsibility for inspecting and testing all materials and appurtenances used in the water system. The Pay Range for this Engineering Technician V is \$49,258 to \$58,427. In addition, Engineering Technicians V may earn two additional pay steps for college credits and qualifying work experience for a maximum rate of pay of \$63,981. Engineering Technicians are represented by the Technicians, Engineers, and Architects of Milwaukee (TEAM) and rates of pay are collectively bargained.

The Milwaukee Water Works employs one Engineering Technician V in its Water Engineering Section to inspect, test, approve/disapprove, and submit reports on all pipes, valves, hydrants, fillings, materials, and other appurtenances installed in the water distribution system. Approximately 40% of the employee's time is spent in the field. The employee filling this position performs visual inspections of materials and fittings and conducts tests on those items including tests of hydrants (hydrostatic tests), pressure tests, torque tests, and tests of weights and measurements.

It is the responsibility of this position to accept or reject materials and appurtenances based upon conformance to standards established by the American Water Works Association and the Milwaukee Water Works. In conducting these tests, the employee must be able to use power tools, hand tools and some instruments, such as a micrometer and flow meter. In addition, the employee must be able to lift and turn heavy fittings to conduct proper inspections. Finally, the employee is required to inform inventory staff of the status of materials inspected and tested and communicate, as requested by engineering, defects in materials to vendors and manufacturers.

Another aspect of this job is to schedule field material inspections in conjunction with construction activities and to act as a liaison between the Water Works and contractors. Another portion of the job consists of ensuring the approved materials and appurtenances are used for water main relay projects and other replacement projects. The position must also maintain detailed records of all inspections and tests performed and communicate the results to engineering management.

This position is also required to recommend changes to Water Works' specifications regarding materials and appurtenances used in the water distribution system. This requires the employee holding the position to review and research industry standards on an ongoing basis and make appropriate recommendations. The position also performs a number of other field duties related to water distribution, including performing investigations of water mains, fittings, and appurtenances; and evaluating repair that need to be made to water main caused by private utilities and contractors. In performing all of the duties listed above, the position provides guidance to an Engineering Technician II.

The most notable knowledge, skills, abilities, and competencies required for this work are:

- Knowledge of water main construction and maintenance
- Knowledge of the water distribution system
- Ability to read and analyze engineering blueprints and drawings
- Ability to operate power tools, pneumatic tools, hand tools, torque wrenches, hydrant wrenches, and other tools
- Ability to use technical tools such as micrometer and flow meters
- Ability to calculate pounds per square inch, foot per pound of torque
- Ability to perform routine maintenance on tools and equipment used
- Ability to use standard office software and hardware to produce reports
- Ability to complete detailed reports and create and maintain an electronic data bases
- Ability to lift and turn heavy fittings to conduct a proper inspection
- Ability to coordinate field material inspections in conjunction with construction activities.
- Ability to drive a motor vehicle to worksites
- Ability to perform inspection and testing work in all weather conditions

The job analysis indicates that the education and experience required to enter this job is an associate's degree in civil engineering technology and 5 years of work experience in the installation, construction, inspection or maintenance of water mains. Equivalent combination of education and experience are acceptable.

When comparing the duties and responsibilities of the Inspection Specialist under study and the Engineering Technician V in the Water Works, it would be easy to say that one position inspects materials for the sewer system, the other inspects materials for the water system, and that both positions are therefore equal. The job analysis, however, indicates that there are some important differences between the Engineering Technician V and the Inspection Specialist.

Firstly, the number of materials and appurtenances used in the water distribution system differs from the materials and pipes used in the sewer system. The water distribution system, by its nature, requires a greater variety and complexity of materials and appurtenances including two types of pipe, several types of valves, many different fittings, hydrants, hydrant parts, tapping

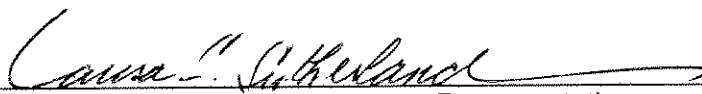
sleeves, valve box parts, service box parts, tees, repair clamps, brass goods, and hardware. In essence, the water system is a giant plumbing system.


In comparison, the materials and structures used in sewer construction consist of catch basins, manholes, and precast underground structures, PVC pipe, and concrete pipe. There is no plumbing in the sewer system. The variety and complexity of materials and appurtenances required drives the level of knowledge and skill required to perform each job. In our judgment, the level of knowledge and skill required to perform the Engineering Technician V in the Water Works job is greater than that required to inspect materials for the sewer system. This is illustrated by the fact that the Engineering Technician V must be able to read and analyze engineering blueprints whereas the Inspection Specialist must be able to read and analyze shop drawings.

It could also be argued that inspecting and testing materials and appurtenances for the water system carries an inherently higher consequence of error because the system carries potable drinking water. Another difference between the two jobs is the amount of physical effort required on the part of the Engineering Technician V to perform various tests; which does not exist to the same degree in the Inspection Specialist position. The most important difference between the two jobs, though, is the level of knowledge and skill required, which in our estimation is higher for the Engineering Technician V than the Inspection Specialist.

From a macro perspective, it important to note that rates of pay for all Engineering Technicians as well as the position under study in this report, have been established through collective bargaining. Although individual positions are adjusted upward or downward from time to time by action of the City Service Commission and Common Council, the primary driver of pay is collective bargaining for the vast majority of positions in City government.

Because of the differences noted between the Inspection Specialist and Engineering Technician V, we are not recommending that the Inspection Specialist be reallocated to the level of an Engineering Technician V. We do however recommend that the Inspection Specialist be given the new title of Construction Materials Inspector to more properly identify the job and be placed in Pay Range 550, which represents an upgrade at the maximum of 6.3%.

Submitted by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director