



Department of Employee Relations

**Marvin E. Pratt**  
Acting Mayor

**Florence Dukes**  
Director

**David Heard**  
Fire and Police Commission  
Executive Director

**Michael Brady**  
Employee Benefits Director

April 28, 2004

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

Dear Committee Members:                    Re: Common Council File Number 031621

The following new position classification was approved by the City Service Commission on April 27, 2004:

In the Department of Public Works-Operations Division, one new position was classified as Program Assistant I, Pay Range 460.

The Job evaluation report covering the above position is attached.

Sincerely,

Florence H. Dukes  
Employee Relations Director

FHD:pb

Attachments:    Job Evaluation Report  
                      Fiscal Note

c: Joseph Czarnetzki, Erick Shambarger, James Purko, Preston Cole, Dan Thomas,  
Dawn Crowbridge, Nicole Walter

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: April 27, 2004

Incumbent: New Position

Department: DPW-Operations Division

Present	Request
Title: n/a	Title: Program Assistant II
Pay Range: n/a	Pay Range: 530 (\$34,735-39,322)
Step: n/a	Source: Department
<b>Recommendation:</b> Title : Program Assistant I Salary: Pay Range 460 (\$33,071-37,063) New Rate: n/a	
<b>Rationale:</b> The duties and responsibilities of this position compare most favorably with other Program Assistant I positions in the City.	
<b>History of Position:</b> This is a new position in the 2004 budget.	

**Action Required:** (Effective Pay Period 1, 2004 – December 21, 2003)  
 No Salary or Positions Ordinance changes are necessary.

**Background:**

This new position resulted from combining the duties of an Accounting Assistant II position (Pay Range 445) with those of an Administrative Assistant I (Pay Range 435) in the 2004 budget. The incumbent of the former Accounting Assistant II position, Nicole Walter, is filling this new position. Discussions were held with Mike Engelbart, Sanitation Services Manager, and Wanda Booker, Administrative Services Manager. The department is asking that this new position be classified as Program Assistant II (Pay Range 530), which is significantly higher than either of the positions from which the new position was created.

**Duties and Responsibilities:**

According to the job description provided by the department, the basic function of this new position is to provide the Sanitation Services Manager and Recycling Specialist with confidential administrative support related to field operations, route schedules and special projects. Specific duties include the following:

1. Provide administrative support to Sanitation Services Manager and Recycling Specialist
2. Design reports, maps and routes for various Environmental Services programs using Geographic Information System (GIS) Microstation software
3. Draft correspondence to citizens, public officials and building owners regarding Sanitation services
4. Maintain statistical and historical information on City snow and ice operations
5. Coordinate placement of barricades and other equipment requested through DPW permit section
6. Maintain various spreadsheets on recycling commodities
7. Prepare schedules, maps and information for semi-annual Operations Driver/ Worker route picks
8. Maintain statistics for the Sanitation section's sick leave control program
9. Work on special projects as directed by the Sanitation Services Manager or Recycling Manager
10. Perform other related duties as assigned

**Analysis:**

The first issue to be addressed is the impact of adding the duties previously performed by the eliminated Administrative Assistant I position to the incumbent's position. These duties are summarized below:

**Administrative Assistant I**

- Confidential secretary to section head and assistant managers
- Receive and expedite aldermanic and constituent service requests
- Type and word process letters, resolutions and reports
- Maintain correspondence files
- Incoming and outgoing mail distribution
- Coordinate special event requests for barricades
- Maintain official record of snow & ice control operations
- Update and maintain sick leave usage and home visit records for the Sanitation section

An evaluation of these duties reveals that they are not higher level duties that would justify reclassification of this position beyond its current level. This is not surprising since the Administrative Assistant I position is in a lower pay range (PR 435) than the incumbent's current Accounting Assistant II position in PR 445.

While the addition of the Administrative Assistant I duties does not justify a reclassification, we also examined changes that have occurred in the incumbent's position since it was last studied in January 2001. At that time the position was reclassified from Office Assistant II (Pay Range 410) to its current classification of Accounting Assistant II (Pay Range 445).

One responsibility that was added after the position was last studied involves the computerized tracking of collection routes. This position develops and maintains electronic spreadsheets that allow supervisors, on a route-by-route basis, to determine where a particular garbage or recycling truck should be at any given time. Another significant change related to the collection routes is the creation of maps using GIS Microstation software. Essentially this software interfaces with the existing route data to allow the incumbent to create maps of both city and commercial collection routes. These maps are then used by management and

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supervisory personnel to efficiently change routes as conditions warrant and for overall planning purposes. According to the department this function represents approximately 20 percent of the job.

This electronic tracking of collection routes and the use of the GIS Microstation software to create maps of collection routes does appear to represent a higher-level responsibility and skill set that were not part of the position in the past. The department relies on this information for internal planning and operational purposes. Also of significance is the degree of independence with which this position functions in carrying out its various duties. Overall, in looking at what has been added since the position was last studied, and the resulting level of duties and responsibilities, the evidence suggests that the position is functioning at a higher level than a typical Accounting Assistant II. This position is now performing a variety of office support and administrative work in support of a distinct area of operations within a City department which is a distinguishing characteristic of the Program Assistant series.

In looking at the extent and level of change in the position, the specifications for both Program Assistant I and Program Assistant II, and a variety of other positions throughout the City, we conclude that this position best fits the classification of Program Assistant I. Positions at this level require good working knowledge of policies and procedures within the area of operations and significant work experience in the area. In addition, they carry out duties and responsibilities very independently and consult with managers and professionals regarding unusual situations requiring the interpretation of policies. Positions at the Program Assistant II level typically require knowledge, skills and abilities equivalent to that of a bachelor's degree and exercise a greater amount of responsibility, also known as impact and accountability, than those assigned to the I level.

As discussed above, the additional responsibility involving the creation of maps using GIS Microstation software was a primary basis of our recommendation to reclassify this position. It should be noted that journey-level positions of Geographic Information Technician II in the Department of City Development use GIS Microstation systems as a major part of their duties. These positions are classified in PR 602 which is below that of Program Assistant II. This is additional evidence supporting the classification of this position as Program Assistant I.

**Recommendation:**

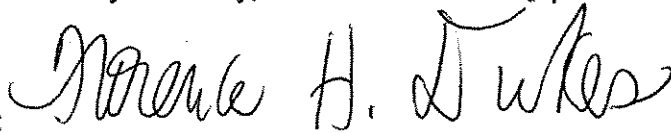
Based on the above discussion and analysis, we therefore recommend that this position be classified as Program Assistant I in Pay Range 460.

Prepared by:



Timothy J. Keeley, Human Resources Representative

Reviewed by:



Florence H. Dukes, Employee Relations Director

April 16, 2004