



Department of Employee Relations

July 20, 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 010424

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on July 24, 2001. We recommend the following, subject to approval by the City Service Commission:

In the Office of the Comptroller, one new position in the 2001 budget is recommended for classification as Functional Applications Analyst-Senior, Salary Grade 009.

In the Department of Public Works, Administrative Services Division, one vacant position of Telecommunications Analyst-Senior, Salary Grade 008, is recommended for reclassification to Telecommunications Analyst-Project Leader, Salary Grade 011.

In the Department of Public Work, Infrastructure Services Division, one position of Water Construction Coordinator, Pay Range 555, held by Thomas Runnells, is recommended for reallocation to Pay Range 606.

Additional compensation is recommended for one position of Electrical Mechanic holding a Type C Contractors Electrical License for the City in the Department of Public Works, Buildings and Fleet Division.

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

Sincerely,

Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachments: 4 Job Evaluation Reports; Fiscal Note

c: Frank Forbes, Laura Engan, W. Martin Morics, Anita Paretto, Mariano Schifalacqua, Gerard Froh, Dan Thomas, Jeffrey Polenske, Donald Janke, Thomas Runnells, Venu Gupta, Gary Kulwicki, Samuel Purdy, Richard Abelson, John English, John Garland and Robert Klaus

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JOB EVALUATION REPORT

City Service Commission Meeting Date: July 10, 2001 (Meeting cancelled—submitted to July 24, 2001 meeting.)

Incumbent: New Position Department: Office of the Comptroller

Present	Request
<p>Title: Accounting Systems Specialist Salary Grade: 005 Rate: \$39,008-\$54,614</p>	<p>Title: Functional Applications Analyst Salary Grade: 013 Rate: \$64,973-\$90,969</p>
<p>Recommendation:</p> <p>Title: Functional Applications Analyst-Senior Salary Grade: 009 Rate: \$50,351-\$70,489</p>	
<p>Rationale:</p> <p>This report recommends classifying a new Functional Applications Analyst-Senior in SG009. This position will work closely with and serve as back up for the FMIS Project Manager-Information Systems Specialist and FMIS Project Manager-Applications Specialist in the Financial Systems Support Division. This position will provide support for both HRMS/Payroll and FMIS.</p> <p>In considering external market comparisons, the closest comparable is a position with the State of Wisconsin that pays in a range of \$49K to \$70K annually. To assist recruiting efforts, we recommend authority to hire up to the 8th step of SG009—\$62,370.</p>	
<p>History of Position:</p> <p>This is a new position in the 2001 budget.</p>	

Action Required:

In the Salary Ordinance: Under Salary Grade 007, add the title "Functional Applications Analyst 3/" with the following footnote: "3/ Recruitment is authorized up to the eighth step of the salary grade." Under Salary Grade 009, add the title "Functional Applications Analyst-Senior 4/" with the following footnote: "4/ Recruitment is authorized up to the eighth step of the salary grade."

In the Positions Ordinance: Under Comptroller, under Financial Systems Support Division, delete one position of Accounting Systems Specialist; and add one position of Functional Applications Analyst-Senior.

Background

The City Comptroller has requested the classification of a new position created in the 2001 budget. Discussions were held with the position's supervisor Accounts Director Anita Paretti and both FMIS Project Managers in the Financial Systems Support Division.

Proposed Duties, Responsibilities & Requirements

This position will be responsible for the analysis, design, testing, maintenance, and operation of the City HRMS/Payroll and Financial systems for the City of Milwaukee. Duties, responsibilities, and minimum requirements include:

- 15% Maintain module related setup and configuration tables and parameters.
- 15% Serve as 'load master' – responsible for the hands-on execution of data transfers and batch programs that format and load time and payment data into payroll.
- 15% Serve as 'paymaster' – responsible for hand-on execution of batch programs that calculate and print paychecks, produce reports, and generate interface data provided to the General Ledger, financial institutions, unions, Employee Retirement System, etc.
- 10% Analyze and design custom modules and changes to existing programs. Supervise programming, testing, and migration to production.
- 25% Identification of analysis of bugs. Report them to vendor and track status. Potentially develop workarounds and correct previously generated data for payroll and financials.
- 10% Serve as liaison to other departments in the design and implementation of systems intended to interface with payroll and/or financials and establish procedures for their use. These include DPW Time Entry, MPD Overtime Data Entry, Tuition Reimbursement, etc.
- 10% Other duties as assigned, including but not limited to production of special purpose reports, data files, forms, or research and/or the supervision of personnel performing these tasks. These include elaborate Open Records Requests for the Journal Sentinel, Executive Directors of unions, and the Labor Negotiator.

The position requires:

- Bachelor's degree with major in Computer Science or Accounting
- Knowledge of fund and encumbrance accounting practices as implemented by the City typically achieved through a degree in accounting and extensive experience
- Extensive familiarity with the PeopleSoft Payroll and General Ledger modules
- Detailed knowledge of pay, leave and deduction practices. Knowledge of specialized FLSA law applicable to protective service personnel is highly desirable.
- Highly developed technical skills including UNIX, FTP, Windows, MS Office NetTerm. Basics of NetWare, Oracle, COBOL, SQR, TCP/IP-based wide area network architecture are highly desirable. SQL and PeopleTools skills are required.
- Ability to organize and lead meetings and to represent the Comptroller's Office as required
- Ability to write highly complex program designs and documentation
- Effective verbal and written skills

Analysis

This new position will be responsible for functional support of the FMIS General Ledger Module and HRMS Payroll Module. The position will need an in-depth knowledge of government accounting processes, PeopleSoft Financials system software, and PeopleSoft Human Resource system software. Technical skills must include the ability to use SQL and PeopleTools.

The incumbent will work closely with and serve as back up for the FMIS Project Manager – Information Systems Specialist and FMIS Project Manager – Applications Specialist in the Financial Systems Support Division. The position will be responsible for ensuring the integrity of information contained and processed through both the FMIS General Ledger and HRMS Payroll Modules. This will mean configuring and troubleshooting the system software, working with modules that interface with both FMIS and HRMS functions, and executing data transfers and batch functions that load, calculate, and print payroll checks and related reports on a biweekly basis. The position will ensure that users, department representatives, and external entities are able to obtain data and reports from the general ledger and payroll systems. The position will work closely with ITMD staff in implementing upgrades to Financials and Payroll software.

Internal and External Comparisons

Within the City's system, this new position is most comparable to the Systems Analyst-Senior (SG008) in the Information & Technology Management Division. The Systems Analyst-Senior provides advanced level systems analysis, serves as a consultant, and provides design and development services. Job duties include analysis of problems and determination of solutions, project design, programming, creation of reports, and documentation. The Systems Analyst-Senior provides technical support for PeopleSoft applications.

A key difference between these positions is that the new position will be responsible for functional support of the FMIS General Ledger and related modules as well as the HRMS Payroll and related modules on an ongoing basis.

Pay data collected from other public organizations with PeopleSoft showed a range of salary rates for comparable positions. What follows are a number of comparisons in terms of position responsibilities and salary ranges.

City of Minneapolis, Minnesota

The City of Minneapolis has PeopleSoft Human Resources but not Financials. The City of Minneapolis has functional/ technical leads for each of the HR modules including Payroll, Benefits, and HR Salary Administration. The Payroll Functional/Technical Lead receives a salary of \$58K to \$72K annually. The IT Specialist that supports the functional/technical lead receives a maximum salary of \$65K. The City of Minneapolis produces between 7,000-8,000 paychecks biweekly.

Milwaukee Public Schools, Wisconsin

The Milwaukee Public Schools has PeopleSoft Human Resources but not Financials. The Payroll Supervisor handles functional and technical support of the HR Payroll Module and is paid in a range of \$44K to \$65K annually. The School Board has a payroll of 15,759.

State of Wisconsin

State of Wisconsin agencies have both PeopleSoft Human Resources and Financials. The State classification of 'IS Professional Senior-Systems Development Services' requires minimal experience in PeopleSoft applications and pays in a range of \$38K to \$64K annually. The State classification of 'IS Specialist-Systems Development Services' requires 2-3 years of PeopleSoft experience and pays in the range of \$49K to \$70K annually.

City of Oshkosh, Wisconsin

The City of Oshkosh has both PeopleSoft Human Resources and Financials. Functional support for the Payroll and Benefits modules is the responsibility of the Payroll Manager. The Payroll Manager is a part of the Human Resources Department and is paid in the range of \$39K to \$61K annually. A Payroll Assistant paid in the range of \$30.5K to \$43K annually supports the Payroll Manager. The City of Oshkosh has a payroll of 1,100.

City of Glendale, California

The City of Glendale California has both the PeopleSoft Human Resources and Financials. Overall technical support for the system is housed in the Information Technology department. Technical Systems Support Specialists are paid between \$35 and \$60K. Functional Support is handled within appropriate departments. In this organization, the Payroll Supervisor handles functional/technical support for the Payroll Module and related functions. The Payroll Supervisor is paid between \$50K and \$67K annually. Junior Accountants paid in the range of \$36K to \$50K annually also provide support of the system. This City of Glendale has a payroll of 2,500.

Recommendation

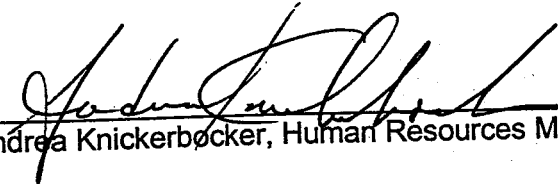
The closest internal comparable for this new Applications Analyst-Senior is the Systems Analyst-Senior with the exception that this new position will handle functional support of both the FMIS General Ledger Module and HRMS Payroll Modules on an ongoing basis. This distinction requires a greater breadth of knowledge for the position under study and justifies classification at a level higher than the Systems Analyst-Senior.

The closest matches in external market comparisons is the State of Wisconsin classification of IS Specialist at \$49K-\$70K annually.

The profile for the proposed Applications Analyst-Senior is as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact & Accountability (IA)	9	138
Knowledge & Skills (KS)	9	130
Relationships Responsibility (RR)	7	46
Working Conditions (WC)	1	<u>5</u>
Total Points		319
		Salary Grade 9 Points: (306-351)

We therefore recommend that this position be classified as Functional Applications Analyst-Senior in Salary Grade 009. We further recommend authority to recruit up to the 8th step of the salary grade.

Prepared By: 
Andrea Knickerbocker, Human Resources Manager

Reviewed By: 
Jeffrey S. Hansen, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: July 24, 2001

Incumbent: VACANT

Department: DPW-Administrative Services Division

Present	Request
Title: Telecommunications Analyst-Senior	Title: Study of Title and Salary Grade
Salary Grade: 08 (47,221-\$66,106)	Salary Grade: 011 (\$57,208-\$80,088)
Current Rate: NA	Source: Department
Recommendation: Title: Telecommunications Analyst-Project Leader Salary Grade: 11 (\$57,208-\$80,088)	
Rationale: This report recommends reclassifying this position to Telecommunications Analyst-Project Leader in Salary Grade 11 due to the addition of significant project management duties and supervisory responsibilities. These changes are the result of the Department of Public Works's broadened obligation and commitment to providing critical support to several City-wide network systems and applications including Police and Fire Communications. To assist with recruitment for this unique position we recommend that the department have authority to hire up to the 9 th step of salary grade 11 (\$73,063)	
History of Position: This position was last studied in 1999 as part of a study of information technology (IT) jobs in the City's line departments. At that time the position was reclassified from Fleet Systems Coordinator in Salary Grade 05 to Telecommunications Analyst-Senior in Salary Grade 08.	

Action Required: In the Salary Ordinance, under Salary Grade 11, add the title "Telecommunications Analyst-Project Leader 5/" with the following footnote: "5/ Recruitment is authorized up to the ninth step of the salary grade."

In the Positions Ordinance, under the Department of Public Works – Administrative Services Division, Technology Support Services, delete one position of "Telecommunications Analyst-Senior" and add one position of "Telecommunications Analyst-Project Leader".

Background: On January 18, 2000, James Kaminski, the former Commissioner of Public Works requested that the Department of Employee Relations study one position of Telecommunications Analyst-Senior. In February of 2000, separate pre-study meetings were held with Robert Mazurek, the former Director of Administrative Services for DPW and Gerard Froh, DPW's Network Planning Manager. The incumbent, Kenneth Walker, who has since left, completed a Job Analysis Questionnaire. Interviews were conducted with Mr. Walker and his immediate supervisor, Gerard Froh. Further discussion and a joint meeting between representatives of Employee Relations and DPW-Administrative Services were held in the Fall of 2000. The Department of Employee Relations then received a letter dated December 18, 2000 from Dorinda Floyd who succeeded Robert Mazurek as the Director of Administrative Services for DPW. This letter provided information about more recent changes to the position as well as highlighting the fact that although the position is in a line department it does provide City-wide network administration and systems support.

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 positions in the Management Classification Plan separately on each of the four job evaluation factors.

Impact and Accountability	Weighted 45%
Knowledge and Skill	Weighted 35%
Relationships and Responsibility	Weighted 15%
Working Conditions	Weighted 5%

Once an appropriate comparison has been made, job evaluation staff members assign a level and corresponding number of points according to the 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 and Responsibilities

The basic function of this position is to be the Network Supervisor and provide advanced-level expertise and direction in the design, development, implementation, linkage and maintenance of network based computer projects. These projects include 7/24/365 support for the City's Community Safety Wide Area Network which controls the Police and Fire emergency services as well as Water and Sewer SCADA Systems, Water Works and other systems. Daily network support will be provided for management and service control systems associated with Health, Department of Public Works, Neighborhood Services, Public Library, Municipal Court and Port of Milwaukee services.

Duties and responsibilities include the following:

- ◆ System design and implementation, which includes designing, installing and configuring local and wide area network hardware and software, T-1, Ethernet, fast Ethernet, Gigabit Ethernet, FDDI, ATM.
- ◆ Systems analysis and support, which includes performing application software/procedure maintenance, system enhancement, management, and resolving system problems.
- ◆ System security and alert which includes monitoring and maintaining network security systems according to City standards as well as responding to Network Alert System alarms 7 days a week, 24 hours a day.
- ◆ System documentation, which includes documenting existing DPW WAN/LAN systems and facilities.
- ◆ Information systems services, which includes furnishing general customer assistance as required.

Analysis

According to the Job Analysis Questionnaire, changes in the position include having the Section, Telecommunications Support Services, in which this position is located, acquire all the responsibilities of the former Communications Section of the Buildings and Fleet Division. The Section will also be responsible for working with the replacement of the City phone system. This position will be the chief technical advisor on a new \$4 million dollar ATM Network for Police and Fire and other City departments. Further information indicated that this position will have supervisory responsibility for up to four positions including one position of Telecommunications Associate.

It was also noted that the Community Safety Wide Area Network will be responsible for a variety of services including all Police and Fire public safety communications. This includes the new \$30 million dollar Police Communication and Data Center. The Police Department recently decided to migrate their entire radio communications network to the Community Safety Wide Area Network which will also increase the responsibility of this position.

The changes in this position have strengthened the four job evaluation factors of this position so that it is now similar to the position of Systems Analyst-Project Leader in the Department of Administration—Information and Technology Management Division (ITMD). The Systems Analyst-Project Leader position develops and implements computer-based projects of varied complexity, supervises up to 5 technical support positions as needed to complete specific projects; and assesses the methods and resources needed that will lead to a successful completion of computer-based projects. The work product of a Systems Analyst-Project Leader may meet the specific needs of one or more departments or be City-wide in scope. The requirements for a Systems Analyst-Project Leader is a Bachelor's Degree in Information Management or related field and five years of experience as a Systems Analyst. The position under study requires a Bachelor's Degree in Electrical Engineering or Computer Science and four years of experience in developing and implementing computer-based solutions and in working with multi-user LAN-based systems.

A comparison of the four factors for these two positions are in the chart below:

Factor	Telecommunications Analyst-Senior		Systems Analyst-Project Leader	
	Level	Points	Level	Points
Impact & Accountability	8	120	11	182
Knowledge & Skills (KS)	8	111	10	181
Relationships & Responsibility	6	38	8	55
Working Conditions	1	5	1	5
Total		274		423

We recommend that these four factors be changed as follows:

Impact and Accountability—Change the level from 8 to 11 to reflect the significant increase in responsibility including all Police and Fire public safety communications, the new Police Communication and Data Center and the Police radio communications network.

Knowledge and Skills—Change the level from 8 to 10 to reflect the increase in knowledge and skills needed for the additional duties and responsibilities.

Relationships Responsibility—Change the level from 6 to 8 to reflect the increase in scope of relationship responsibility with a number of City departments as well as the new supervisory role that this position will have.

Working Conditions—The level seems appropriate since there have not been major changes in this area.

These changes would result in salary grade 11 as shown below:

Impact and Accountability	182
Knowledge and Skill	181
Relationships and Responsibility	55
Working Conditions	<u>5</u>
	423 points (Salary Grade 11 is 405 – 465)

To give the department more flexibility in filling this unique position we recommend that the department have authority to hire up to the 9th step of salary grade 11 (\$73,063).

Recommendation

We therefore recommend that this position be reclassified as Telecommunications Analyst-Project Leader in Salary Grade 011. We further recommend that the department have authority to recruit up to the 9th step of salary grade 11.

Prepared by: Sarah Tratter for Katherine Green
Katherine Green, Human Resources Representative

Reviewed by: Norene Dulles for Jeffrey Hansen
Jeffrey Hansen, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: July 10, 2001 (Meeting cancelled—submitted to July 24, 2001 meeting.)

Incumbent: Thomas P. Runnells Department: DPW-Infrastructure Services Division

Present	Request
Title: Water Construction Coordinator	Title: Not specified
Pay Range: 555 (\$38,163-\$43,575)	Pay Range: Not Specified
Current Rate: \$45,236 (includes one additional merit step based upon years of service and college credits)	Source: Department
<p>Recommendation:</p> <p>Title : Water Construction Coordinator Salary: Pay Range 606 (\$40,908-\$48,198)* New Rate: \$46,258</p> <p>*there are two additional merit steps footnoted for this range; eligibility depends upon years of service and specified engineering-related and other coursework</p>	
<p>Rationale:</p> <p>Changes in the level and scope of duties and responsibilities have strengthened the position to the extent that a reallocation is warranted. An analysis indicates that the responsibilities of this position compare in level to those of V-level engineering-related technician classifications, i.e., Engineering Technician V, Pay Range 622, and Engineering Drafting Technician V, Pay Range 606.</p>	
<p>History of Position:</p> <p>The title of Water Construction Coordinator was created in 1978, in response to a request from the DPW-Bureau of Engineers to reclassify one position of Public Works Inspector II to Water Construction Technician. In 1988, a request was made to reclassify the position to Engineering Technician VI. No change was the recommendation at that time. The position was last studied in 1990. At that time, the Water Construction Coordinator was reallocated from Pay Range 545 to the current Pay Range 555.</p>	

Action Required:

In the Salary Ordinance, under Pay Range 555, delete the title "Water Construction Coordinator" and under Pay Range 606, add the title "Water Construction Coordinator."

In the Positions Ordinance, no changes are needed.

Background:

The position under study is in the Construction Section of the DPW Infrastructure Services Division. A request for a study was made on February 7, 2001 by City Engineer Jeffery S. Polenske, P.E. Information about the position was provided by the incumbent, Thomas P. Runnells, and by the manager of the Construction Section, Engineer in Charge Donald Janke.

The basic function of the Water Construction Coordinator is to coordinate construction activities between private contractors and Milwaukee Water Works (MWW) Distribution crews on water mains construction projects. The position coordinates all construction support aspects including planning, installation, construction progress reports, and installation reports in addition to performing safe water sampling, testing of the installation, and preparing all payment documents, including the final payment. The incumbent performs hydrostatic pressure tests and gathers bacteriological samples. The position is also responsible for organizing, scheduling and administering Joint Assembler examinations given to private contractors seeking water main joint assembly certification.

Duties and Responsibilities

This position has the following major areas of responsibility:

- Performs hydrostatic pressure tests on newly installed water mains in accordance with City of Milwaukee specifications. Coordinates and directs MWW personnel to set up pressure test equipment. Insures that all footage that is installed is tested. Responsible for the operation and maintenance of pressure test machine. Computes allowable leakage and certifies test results. Keeps accurate and detailed records of tests and results. Aids contractors in determining locations of failures if tested water mains do not meet minimum standards. Works with contractors and MWW personnel in the operation of valves to flush newly constructed water mains to insure that all sections have samples taken.
- Prepares Water Mains Installation Reports. Checks Public Works Inspectors' water main construction reports for accuracy and completeness, then charts the reports on construction plans. Enters payable quantities onto tally sheet on a daily basis. Checks and enters change orders. Generates the Water Mains Installation Report every third week (this report is used to make partial payments to contractors). Prepares a Final Installation Report when a contract is completed and checks it against the Public Works Inspector's as-built plan. Once any needed corrections are made, the report is used to process final payment.

- Schedules hydrostatic pressure tests and wet connections with MWW Distribution District Managers. Verifies that safe samples have been obtained prior to final wet connections. Insures that all Water Easements have been signed and returned to Water Engineering prior to any wet connections into easements.
- Gathers and delivers bacteriological and chlorine samples to MWW laboratory Chemist for analysis, after first wet connection is made into existing system. Reports sample results to Construction Supervisors and private contractors. Keeps accurate records of results and sends Safe Sample Reports to MWW accounting office and the City of Milwaukee Development Center.
- Prepares contract folders for Construction Supervisor, Public Works Inspector and Water Construction Coordinator, prior to start of a contract. Insures that folders contain construction plans, site plans, as-built plans, contract award evaluations, completion reports, property owners notices, employee interview sheets and other miscellaneous contract records. Sets up MS-Excel workbooks for each contract to track bid items, safe sample reports, guarantee reports and payments made to contractors.
- Disinfects large feeder mains by operation of the chlorinator. Calculates length of main to be treated and amount of sodium hypochlorite needed. Orders and receives sodium hypochlorite from contractor on site. Directs MWW distribution personnel in the set-up of equipment and hoses. Monitors and records feed rates and adjusts to changes in water main pressure. Obtains chlorine samples from predetermined air vents, and has samples analyzed by MWW laboratory Chemist. Continues operation until the American Water Works Association Specification C651 has been met. Once the process is completed, notifies MWW District Manager of results and has chlorinator properly cleaned by contractor.
- Organizes, schedules and supervises Joint Assembler Exams. Administers the written and physical technique examinations given to private contractors who wish to become certified for joint assembly. Issues Joint Assembler cards to contractors and keeps a current list of qualified assemblers.

The position functions under the general direction of the Construction Section Engineer in Charge. The position functions very independently and the incumbent sets his own priorities and schedule. The Water Construction Coordinator oversees the work of Milwaukee Water Works Distribution Crews (Chief Repair Worker, Distribution Repair Workers I and II) regarding opening and closing valves for testing and flushing of mains and reviews and checks daily water main construction reports submitted by Public Works Inspectors for accuracy in dimensions and quantities.

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The position requires five years of construction experience as a Public Works Inspector. Prior to appointment to the Water Construction Coordinator position, the incumbent had six years of the specified experience, five years of experience as an Engineering Technician and Drafting Technician, a Bachelor of Business Administration (Production/Operations Management) and thirty additional engineering-related credits.

Changes in Duties and Responsibilities

Water Construction Coordinator is a one-position job classification. Mr. Runnells has been the incumbent of the position since June 1997.

There have been a number of changes that have affected the responsibilities of the position. The changes were due to reorganizations and the elimination of positions. The duties of some of the eliminated positions were assigned to the Water Construction Coordinator.

The incumbent now performs work previously performed by a Milwaukee Water Works Engineering Technician IV. The Water Construction Coordinator creates and completes construction contract spreadsheets. These include contract quantities and prices from contract bid sheets and construction plans, and pay items from Public Works Inspectors' water main construction daily progress reports. The incumbent also prepares Water Mains Installation Reports. This entails providing data used to produce payments on 30 to 40 construction contracts per year. Each of these contracts involves partial payments every three weeks based upon documented progress and final payments upon contract completion. The incumbent produces the contract estimates for all payments. In 1999, there were 38 City water contracts; contractors were paid a total of \$5,307,114 for construction costs. In 1998, contractors completed 38 City contracts and were paid \$6,354,398 for construction costs.

The Water Construction Coordinator also performs contract management responsibilities previously performed by a Civil Engineer II. These duties include charting the daily work performed on all water construction projects, preparing contract folders for starts, and determining final quantities of work installed on as-builts prior to final payment.

These changes affected the scope and level of the duties and responsibilities of the position. The position requires a high degree of accuracy, attention to detail, and performs all functions with a high degree of independence.

Standards for Reclassifying Represented and Non-Management/Non-Represented Positions

City Service Commission rules specify that reclassifications can only occur when "major changes have occurred in level, duties and responsibilities of the job." The standard for reclassifying jobs to a higher level is not merely the fact that some changes have occurred. The significance of the changes and the impact on a position's level and scope of responsibility, overall impact, and required knowledge and skill are what determine whether there is an acceptable basis for a reclassification request.

Analysis and Recommendation

In terms of level and scope of current responsibilities, the Water Construction Coordinator is comparable to V-level engineering-related technician classifications, i.e., Engineering Technician V and Engineering Drafting Technician V.

Engineering Technicians V (ET V) and Engineering Drafting Technicians V (EDT V) perform a variety of extensive sub-professional engineering duties in a specific technical area such as underground conduits, on and off street parking, traffic signs and signals, environmental engineering, and sewer engineering. Knowledge required is generally gained through extensive experience in the particular technical area rather than through civil engineering formal education.


Examples of ET V duties include: inspecting water main materials for conformance with specifications and preparing written reports of the inspections; coordinating and supervising the activities of the pressure testing of existing water mains; performing field investigations of the performance of water distribution system components including water main breaks, joint leaks, valve repairs, etc.; investigating and observing repairs of damages to the water distribution system caused by contractors; preparing written reports of all investigations; coordinating flow and pressure surveys and performance of hydraulic analysis to determine availability of sufficient quantities of water for various needs; reviewing and testing new materials, equipment and techniques for potential use in the operation and maintenance of the City's water distribution system; preparing written reports and recommendations; preparing design and cost estimates for special lighting installations; assisting in the planning, design, and cost and quantity estimation of the City's underground conduit system; and preparing contract proposals to advertise bids for public works construction and monitoring progress of contracts for conformance to schedule, costs, etc.

Examples of EDT V duties include: determining requirements and letting contracts for

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building sewer and water services for all streets on the paving program; supervising Drafting Technicians engaged in preparing building service contracts and sprinkling taps; entering as-builts; updating the sewer inventory and record system; determining deferred sewer charges; placing orders and preparing payments for commodities and services; checking the accuracy of drafting, representation and placement of all existing utilities; plotting survey and other sewer-related information; and reviewing and checking sewer construction plans and sewer system plans for accuracy.

Although the specific nature and type of work may differ, the overall level and complexity of the duties and responsibilities of the Water Construction Coordinator are comparable to the level and complexity of ET V and EDT V classifications. We recommend that the single position-classification of Water Construction Coordinator, Pay Range 555, be reallocated to Pay Range 606.

Prepared by: 
Steve Smith, Employment Administrator

Reviewed by: 
Jeffrey Hansen, Director

SCS:pc
July 3, 2001



Department of Employee Relations
Room 706, City Hall
200 East Wells Street
Milwaukee, Wisconsin 53202-3554

July 24, 2001

To the Honorable
The Board of City Service Commissioners
City of Milwaukee

Dear Commissioners:

Summary

This report recommends adding the following footnote to the title of Electrical Mechanic:

“The employee in this title who is designated to hold the Type C Contractors Electrical License for the City in the Buildings and Fleet Division shall receive an additional \$1.50 per hour.”

The Department of Public Works – Buildings and Fleet Division is required to have an employee who holds a Type C Contractors License on behalf of the City. This footnote will allow the Division to designate one of their Electrical Mechanics to hold this license and to compensate the person consistent with what has been done in the past.

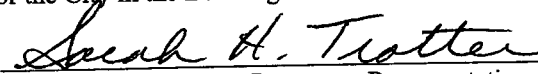
The Department of Public Works – Buildings and Fleet Division is required to have an employee who holds a Type C Contractors Electrical License on behalf of the City. Most recently the Division has had an individual with the title of Electrical Services Supervisor II hold the license for the City. That individual has now been transferred to a position in another DPW Division. The person who has taken his place has an Electrical Engineering degree but not seven years of experience in electrical wiring which is required for the license. Consequently, the Division wishes to have one of their Electrical Mechanics hold the license for the City.

The Department of Public Works has had the special pay practice of paying employees an additional \$1.50 per hour when they are assigned specific recognized duties or responsibilities of this nature. The Division therefore wishes to have this footnote created to compensate the designated Electrical Mechanic \$1.50 per hour for this responsibility.

To create this footnote the Salary Ordinance would need to be changed as follows:

In the Salary Ordinance, under Pay Range 978, add the footnote designation “8/” following the title Electrical Mechanic with the footnote to read “8/ The employee in this title who is designated to hold the Type C Contractors Electrical License for the City in the Buildings and Fleet Division shall receive an additional \$1.50 per hour.”

Prepared By:


Sarah Trotter, Human Resources Representative

Reviewed By:


Jeffrey S. Hansen, Employee Relations Director

REVISED