



Department of Employee Relations

January 9, 2002

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 011203

The following classification and pay levels were approved by the City Service Commission on January 8, 2002:

In the Health Department, thirteen positions of Environmental Health Specialist II, Pay Range 541 were retitled to Lead Risk Assessor II, Pay Range 541.

In the Fire and Police Commission, one new position recreated in the 2002 budget was classified as Community Relations Specialist-Senior, Salary Grade 005.

Classification and compensation changes were approved for positions affected by the creation of the Operations Division in the Department of Public Works. These changes include the reclassification of five driving related titles in the former Buildings and Fleet and Sanitation Divisions to one title of Operations Driver/ Worker in a new Pay Range 750, the reallocation of four positions of Sanitation Area Manager from Salary Grade 010 to 011, and the elimination of snow pay for two job titles in the Sanitation Section.

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: 3 Job Evaluation Reports
Fiscal Note

c: Frank Forbes, Laura Engan, Dr. Seth Foldy, Maria Monteagudo, Joseph Czarnezki, Mariano Schifalacqua, James Purko, Dan Thomas, Venu Gupta, David Lorbeske, Frank Balistreri, Wanda Booker, Patricia Cybulski, Michael Engelbart, Rick Leonard, Leonard Streich, John English, Robert Klaus, Greg Radtke and Patrick Klinger

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 8, 2002

Incumbent: 13 Positions Department: Health

Present	Request
Title: Environmental Health Specialist II	Title: Lead Risk Assessor II
Salary: P.R. 541 (\$36,755 - \$43,586)	Salary: No Change
Recommendation: Title : Lead Risk Assessor II Salary: No Change	
Rationale: The duties performed by the positions under study are sufficiently different to warrant a title distinct from that of the Environmental Health Specialist II positions engaged in the inspection of food and beverage establishments.	
History of Position: The Environmental Health Specialist II position was last studied in 1992. No change was recommended at that time.	

Action Required:

In the Salary Ordinance, under Pay Range 530, add the title "Lead Risk Assessor I" and under Pay Range 541, add the title "Lead Risk Assessor II."

In the Positions Ordinance under Health Department, Home Environmental Health Division, Childhood Lead Poisoning Prevention Program (W), delete three positions Environmental Health Specialist II (W) (X) and add three positions Lead Risk Assessor II (W) (X), under Lead Pilot Project Grant (E) delete two positions Environmental Health Specialist II (X) (E) and add two positions Lead Risk Assessor II (X) (E), under Lead Poisoning Control Program delete two positions Environmental Health Specialist II (X) and add two positions Lead Risk Assessor II (X), under Lead Hazard Reduction Grant (D) delete three positions Environmental Health Specialist II (D) (X) and add three positions Lead Risk Assessor II (D) (X), and under CDBG Lead Grant (TT) delete three positions Environmental Health Specialist II (TT) (X) and add three positions of Lead Risk Assessor II (TT) (X).

Background:

On September 27, 2001 Dr. Seth Foldy, Commissioner of Health requested a change in the title of the Environmental Health Specialists (EHS) in the Home Environmental Health Division. Dr. Foldy stated these positions are significantly different from the EHS positions in the Consumer Environmental Health Division to warrant a distinct title. The department furnished an updated job description and interviews were conducted with Ms. Maria Monteagudo, Health Personnel Officer, Mr. Richard Gaeta, Lead Project Inspection Supervisor, Mr. Mark Malin, Chief Steward, Local 1091 and Ms. Elizabeth Temple, State of Wisconsin.

Duties and Responsibilities:

The basic function of this position is to conduct inspections/risk assessments of residential properties for lead exposure in children, facilitate lead hazard reduction, and conduct enforcement activities as needed. Per the job description, the specific duties are as follows:

40% Lead Inspection/Risk Assessment Responsibilities

- Communicate lead poisoning hazard and prevention information to parents and guardians of lead poisoned children;
- Inspect homes for defective lead based painted surfaces;
- Document survey/inspection results according to protocols and program requirements;
- Inform property owners of hazard correction and order compliance requirements and work with property owners with multiple code violations by devising a plan to achieve compliance; and
- Issue citations and appear in court as a witness for the prosecution of cases, as necessary.

20% Lead Abatement Responsibilities

- Conduct ongoing lead paint abatement project monitoring to ensure code compliance;
- Conduct all necessary enforcement actions related to lead abatement project completion;
- Communicate with contractors regarding proper lead abatement and code compliance;
- Report findings of lead abatement project investigation as needed; and
- Conduct visual and dust wipe tests.

15% Conduct research related responsibilities and assist in special projects as assigned.

15% Provide training to new inspectors as necessary and demonstrate lead hazard reduction field activities to public health officials, interns, and community leaders.

10% Attend and participate in community meetings, landlord associations, and conferences. Provide information regarding lead hazard reduction activities and primary prevention activities.

This position requires two years of experience as a Lead Risk Assessor I* in the Home Health Environmental Health Division of the Milwaukee Health Department, certification as Lead Risk Assessor by the State of Wisconsin at time of appointment, demonstrated initiative and active participation (at least six months) in research studies or special lead hazard reduction projects as assigned, and successful completion of Building Code or Home Inspection Courses as determined by the supervisor. It requires the ability to communicate effectively both verbally and in writing, to function as part of a team and maintain good working relationships with a multicultural, multidisciplinary staff and the public. It also requires the ability to follow program protocols, including enforcement actions, possession of a valid State of Wisconsin driver's license and a properly insured personal vehicle for use on the job. A background in housing rehabilitation is highly desired.

December 18, 2001

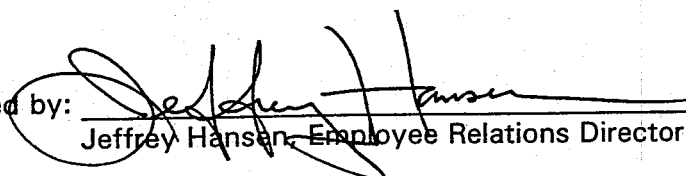
* Note: The minimum education requirements at the entry level include a Bachelors Degree in Environmental Health and one year of experience in a related field such as lead, asbestos, environmental remediation work or construction OR an Associate Degree in Environmental Health and two years of experience in a related field OR a high school diploma and three years of experience in a related field. Individuals who hold a professional certification such as industrial hygienist, professional engineer or registered architect or in a related professional engineering, health or environmental field, such as safety professional or environmental scientist may also qualify for the entry level position.

In contrast, the EHS positions in the Consumer Environmental Health Unit inspect, license and enforce applicable health, convenience store security and fire prevention codes in food and liquor establishments; certify commercial weighing and measuring devices and enforce applicable city, state and federal codes; check the accuracy of prepackaged commodities; enforce food labeling requirements; regulate close-out sales; and conduct scanner price verifications. These positions are further differentiated from the positions under study because registration by the State of Wisconsin as a Sanitarian is required as a prerequisite for promotion to the EHS II level. While the registration exam is quite comprehensive and relevant to those engaged in food inspection activities, information furnished by the State of Wisconsin revealed the exam does not specifically test for competency in lead risk assessment or lead abatement.

Analysis and Recommendation:

The duties, responsibilities and qualifications required by the Home Environmental Health EHS positions are sufficiently different from those of the Consumer Health EHS positions to warrant a distinct title and examination. Therefore, it is our recommendation to change the title of the positions under study to Lead Risk Assessor II P. R. 541, as requested by the department.

Prepared by: 
Muhammad I. Abdallah, Human Resources Representative

Reviewed by: 
Jeffrey Hansen, Employee Relations Director

Job Evaluation Report

City Service Commission Meeting Date: January 8, 2002

This is the second of two reports recommending appropriate classification and compensation levels for positions affected by the creation of the Operations Division in the Department of Public Works. The report recommends reclassifying five driving related titles in the former Buildings and Fleet and Sanitation Divisions to one title in the Operations Division and reallocating four positions of Sanitation Area Manager. The report also recommends eliminating snow pay for two job titles in the Sanitation Section.

The following chart summarizes the recommended actions:

Present	Request	Recommendation
<p>Buildings and Fleet Section Title: Truck Driver (20 positions) Pay Range: 248 (\$1,276.27-1,419.63) Title: Driver/Worker (45 positions) Pay Range: 247 (\$1,318.16-1,461.54) Title: Special Equipment Operator (53 positions) Pay Range: 258 (\$1,335.82-1,514.71) Title: Equipment Operator/Worker (2 positions) Pay Range: 264 (\$1,377.73-1,538.63) Title: 25 new positions (converted from Truck Driver-Winter Relief)</p> <p>Sanitation Section Title: Driver Loader (279 positions) Pay Range: 746 (\$1,330.85-1,463.66)</p> <p>Note: Approximately 1/2 of these positions are auxiliary.</p>	<p>Title: Operations Driver/Worker Pay Range: Step Biweekly rate* 1 986.49 2 1191.25 3 1217.50 4 1247.13 5 1292.85 6 1337.00 7 1385.99** 7.5 1408.84*** 8 1437.51 9 1490.72 10 1549.39</p>	<p>Title: Operations Driver/Worker Pay Range: 750 Step Biweekly rate* 1 986.49 2 1191.25 3 1217.50 4 1247.13 5 1292.85 6 1337.00 7 1385.99** 7.5 1408.84*** 8 1437.51 9 1490.72 10 1549.39</p>
<p>Title: Sanitation Area Manager Salary Grade: 010 (\$55,001-77,003) Incumbents: Balistreri, Frank (\$80,699) Booker, Wanda (\$65,141) Cybulski, Patricia (\$80,699) Leonard, Rick (\$71,400)</p> <p>Note: One position is auxiliary.</p>	<p>Title: Sanitation Area Manager Salary Grade: 011 (\$58,638-82,090)</p>	<p>Title: Sanitation Area Manager Salary Grade: 011 (\$58,638-82,090) with increase offset by the elimination of snow pay</p>

* Rates listed are 2002 rates of pay.

** All Local 423 employees on the current Operations Driver seniority list who were working full time as of July 1, 2001 shall be placed in the new pay range at the minimum of step seven (7).

*** All Local 61 employees on the current Operation Driver seniority list who were working full time as of July 1, 2001 shall advance to a minimum of step 7.5 after five full years of service.

Actions required (effective Pay Period 1, 2002)

In the 2002 Salary Ordinance

Under Pay Range 247, delete the title "Driver/Worker" and under Pay Range 248, delete the title, "Truck Driver (Over 3.5 Tons)" and delete Footnote 7/. Delete Pay Ranges 258, 264, and 746 in their entirety.

Under Pay Series 700, create a new Section 16a and Pay Range 750 as follows:

Section 16a. Public Works Driving Positions (District Council 48, AFSCME and Local 61, Laborers' International Union).

Pay Range 750

Official Rate-Biweekly				
986.49	1,191.25	1,217.50	1,247.13	1,292.85
1,337.00	1,385.99	1,437.51	1,490.72	1,549.39

Operations Driver/Worker 1/ 2/ 3/ 4/ 5/

Under Pay Range 750, add the following footnotes for the title "Operations Driver/Worker":

- 1/ All Local 423 employees on the current Operations Driver seniority list who were working full time as of July 1, 2001 shall be placed in the new pay range at the minimum of step seven (7).
- 2/ All Local 61 employees on the current Operation Driver seniority list who were working full time as of July 1, 2001 shall advance to a minimum of Step 7.5 of \$1,408.84 after five full years of service.
- 3/ Employees while operating Equipment No. 55013 shall be paid at the hourly rate in Pay Range 962.
- 4/ Effective Pay Period 3, 1998, employees shall receive an additional \$2.77 per hour (\$221.60 biweekly) while assigned to operate the Reach All or Hydro Crane.
- 5/ Effective Pay Period 17, 2001, an employee while assigned as the utility person shall receive an additional \$.050 per hour.

Under Salary Grade 10, delete the title "Sanitation Area Manager" and delete Footnote 2. Under Salary Grade 11, add the title Sanitation Area Manager" and delete Footnote 3.

In the 2002 Positions Ordinance

Under the Department of Public Works, Operations Division, Sanitation Section, Field Operations, delete 131 positions of Equipment Operator (D) and add 131 positions of Operations Driver/Worker (D). Under Auxiliary Personnel, delete 148 positions of Equipment Operator(C) and add 148 positions of Operations Driver/worker (C).

Under the Department of Public Works, Operations Division, Operations Section, delete 86 positions of Equipment Operator and add 86 positions of Operations Driver/Worker. Under Auxiliary Personnel, delete 59 positions of Equipment Operator and add 59 positions of Operations Driver/Worker.

Operations Driver/Worker

Background

The Department of Public Works (DPW) was originally created in 1910. The organizational structure basically remained unchanged until 1996 when the department was restructured as a result of the strategic planning process. Since 1996, DPW has consisted of the following divisions: Administrative Services, Buildings and Fleet, Forestry, Infrastructure Services, Sanitation and Water Works. The 2002 budget now provides for the consolidation of three of the divisions into an operations division with the goal of improving coordination of personnel, administration and equipment in performing activities such as snow plowing, leaf collection and emergency response. The budget also provides for the conversion of 25 auxiliary Truck Driver-Winter Relief positions into 25 auxiliary Operations Driver/Worker positions.

Under the previous organizational structure, Driver Loaders in the Sanitation Division and Driver Workers, Truck Drivers, Special Equipment Operators, and Equipment Operator/Workers in the Buildings and Fleet Division had different job duties (with the exception of snow and ice control work) in different pay grades and were assigned only to positions within their own divisions. The plan under the new structure is to combine the five titles into one title of Operations Driver/Worker. This will facilitate the assignment of drivers to jobs across the Division according to its most critical needs at various times, especially during leaf collection and snow and ice control operations.

The City of Milwaukee negotiating team and two bargaining units, Milwaukee District Council 48, AFSCME, AFL-CIO and Public Employees' Union Local 61, LIUNA, AFL-CIO have reached agreement relative to the wages and working conditions for these driving positions in the Operations Division.

Duties and responsibilities

The basic function of this position is to drive collection vehicles, load and collect municipal solid waste, recyclables, furniture, brush and appliances. Operate street sweepers, Vacalls and other types of special equipment. Drive trucks of various sizes and types and function as working members of crews. This is a key position in the winter emergency operations. Duties and responsibilities include:

- ❖ Drive collection vehicles including low entry, front load, rear load and rolloff trucks.
- ❖ Collect and load municipal solid waste or recyclable waste, furniture, appliances, brush, etc.
- ❖ Operate street sweepers, Vacalls, skid loaders and other special equipment.
- ❖ Drive trucks of various sizes and types and function as working members of crews.
- ❖ Must be able to make necessary adjustments, minor maintenance and repairs on trucks and related equipment.
- ❖ During winter months, be available and able to operate trucks and special equipment for plowing, salting or other ice control operations.
- ❖ Operate equipment and assist in leaf clean-up operations.
- ❖ Is responsible for the safe operation, loading within legal weight limits, daily maintenance of assigned vehicles, and monitor and report vehicle maintenance.
- ❖ Perform manual labor
- ❖ Operate mechanical and pneumatic tools (including air compressors and vibratory roller).

The position requires a valid Commercial Driver's License, completion of the driver's training course, good work attendance and ability to operate City equipment. Good physical condition and ability to lift and carry heavy objects; ability to withstand prolonged exposure to severe weather conditions; must work well with other employees; courteous in dealing with the public. Must be able to work overtime as assigned.

Recommendation

We recommend that the current titles of Truck Driver, Driver/Worker, Special Equipment Operator, Equipment Operator/Worker and Driver Loader be reclassified to a new title of Operations Driver/Worker. We further recommend the establishment of a new pay grade of 750 for Operations Driver/Worker to be comprised of a combination of the pay grades and steps from the combined titles as follows:

Step	Biweekly rate*
1	\$ 986.49
2	1191.25

3	1217.50
4	1247.13
5	1292.85
6	1337.00
7	1385.99**
7.5	1408.84***
8	1437.51
9	1490.72
10	1549.39

* Rates listed are 2002 rates of pay.

** All Local 423 employees on the current Operations Driver seniority list who were working full time as of July 1, 2001 shall be placed in the new pay range at the minimum of step seven (7).

*** All Local 61 employees on the current Operation Driver seniority list who were working full time as of July 1, 2001 shall advance to a minimum of step 7.5 after five full years of service.

In addition, we recommend that the footnotes currently applying to Special Equipment Operator be included. (See Actions Required.)

Sanitation Area Manager

The basic function of the Sanitation Area Manager is to coordinate and control the operations of a Sanitation area comprising approximately one-third of the City. The position is responsible for all sanitation services in his/her area and for maintaining the public safety in both emergency and normal operations. It has major snow and ice control responsibility. (One additional position is also responsible for the Solid Waste Fee.) Currently Sanitation Area Managers are classified at the 010 level and receive snow pay, which is an overtime allowance received year-round by certain Operations Division management employees who are involved in a significant amount of emergency snow and ice control overtime work. In contrast, Urban Forestry District Managers are classified at the 011 level but receive no snow pay.

With the consolidation of Forestry, Sanitation and Buildings and Fleet into the Operations Division, the Sanitation Area Managers will share operational snow and ice control responsibilities with the Urban Forestry District Managers, who are also responsible for districts approximating one-third of the City. Reallocation of the Sanitation Area Managers to the 011 level but excluding snow pay would put them at parity with the Urban Forestry District Managers. Therefore we recommend reallocation of the Sanitation Area Managers to the 011 level without snow pay.

Historically, when individuals have been promoted from positions which receive snow pay to those that do not, we have taken the snow pay into account to determine the steps to which they would be promoted so that they would not lose money as a consequence of promotion. In this instance, the reallocation and removal of snow pay with no adjustment would result in a significant loss of pay for these individuals. DPW has requested that, in determining the appropriate pay step for the incumbents upon promotion, we take into account the extra 4.8 % that they are currently earning for snow pay. However, DPW has also requested that the incumbents receive no (or minimal) pay increases upon promotion since the intent of the Operations Division reorganization was to equally compensate managers at this level who share snow and ice control responsibility. In accordance with this request we recommend that the Sanitation Areas Managers be placed at the 011 level pay steps with additional changes during 2002 as follows:

Wanda Booker From Salary Grade 10, Step 5 with snow pay to Salary Range 11, Step 5 effective Pay Period 1 and Step 6 effective Pay Period 19

Rick Leonard From Salary Grade 10, Step 8 with snow pay to Salary Range 11, Step 7 effective Pay Period 1 and Step 8 effective Pay Period 8

Patricia Cybulski From Salary Grade 10, Step 12 with snow pay to Salary Grade 11, Step 11 effective pay Period 1 and Step 12 effective Pay Period 15

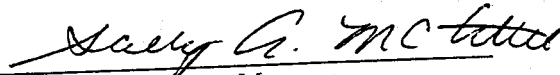
Frank Balistreri From Salary Grade 10, Step 12 with snow pay to Salary Range 11, Step 11 effective Pay Period 1 and Step 12 effective Pay Period 15

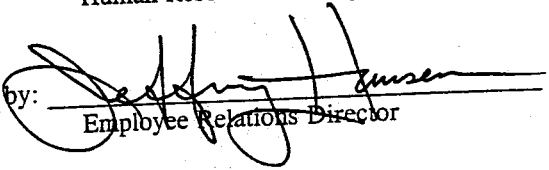
This will provide essentially no (slight) pay increases to these individuals.

Snow pay

As explained above, snow pay is an overtime allowance received by Operations Division management employees in the Sections of Sanitation, Forestry, and Buildings and Fleet who are involved in a significant amount of emergency snow and ice control overtime work. The 2002 adopted budget and the creation of the Operations Division provide for revamping the management structure for emergency snow and ice control operations and eliminating snow pay for managers in Salary Grade 011. We are therefore recommending eliminating snow pay for the positions of Sanitation Area Manager if their reallocations to Salary Grade 011 are approved. We further recommend its elimination for the position of Resource Recovery Manager, which is also in Salary Grade 011. This will have the effect of treating all 011 level positions the same regarding snow pay.

Resource Recovery Manger Michael Engelbart is currently paid at Salary Range 011, Step 12 with an additional 4.8% for snow pay. Since the discontinuation of his snow pay will result in a significant loss of income, DPW has requested and we recommend that his current compensation be frozen until Salary Range 11 exceeds his pay due to general management salary increases.

Prepared by: 
Human Resources Manager

Reviewed by: 
Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 8, 2002

Incumbent: N/A Department: Fire & Police Commission

Present	Request
Title: Community Relations Specialist-Sr.	Title: Community Relations Specialist-Sr.
Salary Grade 005 (\$41,182-\$57,658)	Not specified
Recommendation: Community Relations Specialist-Senior SG 005 (\$41,182-\$57,658)	
Rationale: This position has existed for many years in the Fire & Police Commission. For budgetary reasons in 2000 and 2001, the position was not filled and eventually was eliminated. However, due to the large number of vacancies resulting from retirements and other factors, the position is again needed to conduct recruitment of sworn police and fire personnel. The title of the position currently exists within City Service Commission classifications and the job description for the new position is identical to that of the former position.	
History of Positions: The position was reclassified to Community Relations Specialist-Sr., Salary Grade 005 from Community Relations Specialist, Salary Grade 004.	

Action Required: None.

Background:

In November, 2001, the Fire and Police Commission requested the Department of Employee Relations to study and classify the position. The job description was reviewed and discussions were held with Joseph Czarnecki, Executive Director of the Fire and Police Commission.

Duties and Responsibilities:

The basic function of this job is to recruit candidates for sworn police and fire positions, to accept and process citizen complaints and to perform public relations functions on behalf of the Fire and Police Commission. The specific duties are as follows:

- Participate in management, co-ordination and administration of recruitment programs consistent with commission goals and court orders, with an emphasis on recruitment of minorities and women.
- Manage the citizen complaint program, including accepting and processing complaints, interviewing citizens staffing the commission complaint committee and conducting conciliation sessions.
- Perform public relations and community education activities related to communicate the mission and function of the commission.
- Conduct special investigations.

Analysis and Recommendation:

Because the job description for this position is identical to the existing job description for Community Relations Specialist-Senior, which is also the title requested by Fire & Police Commission, it is appropriate for the classification of this position to remain "Community Relations Specialist-Senior", Salary Grade 005.

Prepared by: Joseph Alvarado
Joseph Alvarado, Human Resources Representative

Reviewed by: Jeffrey Hansen
Jeffrey Hansen, Employee Relations Director