



Department of Employee Relations

May 21, 2003

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 030199

The attached report recommends classification changes in conjunction with a reorganization of the Legal Division of the City Attorney's Office. These changes were approved by the City Service Commission on May 20, 2003. The necessary Salary and Positions Ordinance amendments are included in the attached report.

Sincerely,

Florence H. Dukes
Employee Relations Director

FHD:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Joseph Czarnetzki, Jennifer Gonda, Marianne Walsh, Grant Langley, Rudolph Konrad, Patrick McDonnell,
 Linda Burke and Barbara Woldt.



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

Dear Commissioners:

- Analysis -

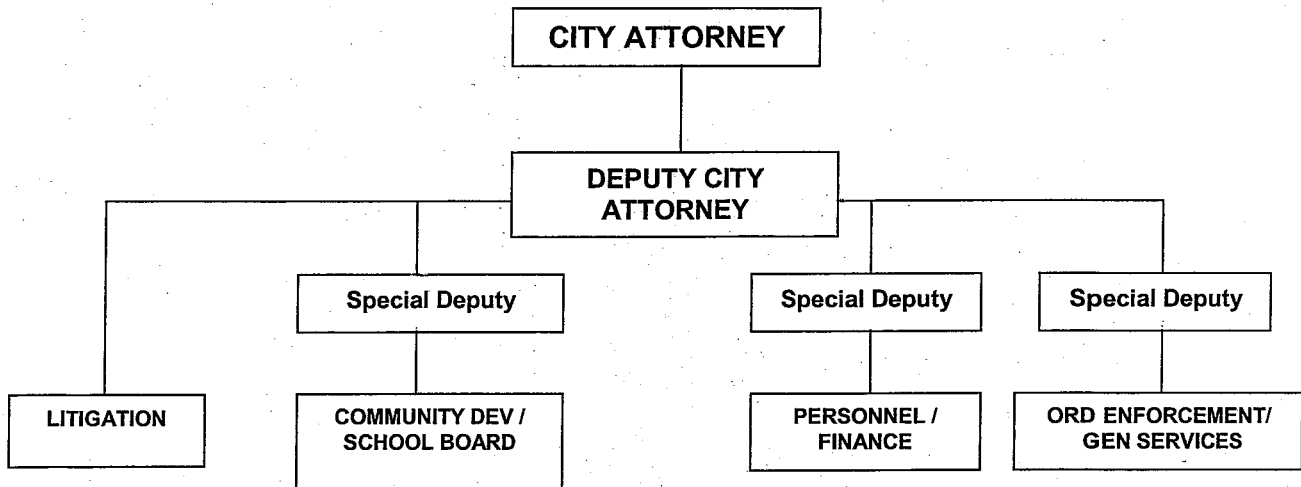
This report recommends classification changes in conjunction with a reorganization in the Office of the City Attorney. The City Attorney is projecting a cost savings as a result of the reorganization.

Background

The City Attorney's Office is proposing a reorganization of the department's Legal Division. The change would consolidate the existing four legal sections into three and therefore reduce by one the number of top management positions required. Under the proposal the three legal sections would each be headed by a Deputy City Attorney position. Discussions concerning this reorganization were held with Grant Langley, City Attorney, Rudolph Konrad, Deputy City Attorney, and Barb Woldt, Special Assistant to the City Attorney.

Current Structure

The top management structure in the City Attorney's Office currently consists of the City Attorney, one Deputy City Attorney, Salary Grade 18, and three Special Deputy City Attorney positions in Salary Grade 16. Currently the Deputy City Attorney and the three Special Deputy City Attorney positions manage the four legal sections. The current structure, and associated areas of responsibility, is shown below.

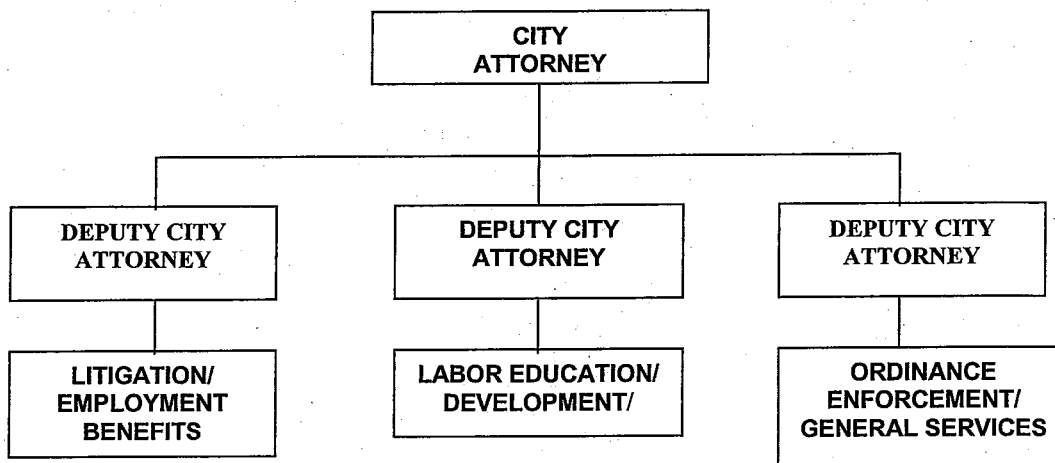


Reorganization

According to the City Attorney's Office, the reorganization from four legal sections to three would more closely align related areas of work and capitalize on the collective experience of the managing legal supervisors. The reorganization is also being proposed in an effort to meet the City's budget constraints while at the same time maintaining or improving the delivery of legal services.

There are position and classification changes required as part of the reorganization. Specifically, one position of Special Deputy City Attorney, Salary Grade 16, would be eliminated. The two other Special Deputy City Attorney position would be replaced with two positions of Deputy City Attorney, Salary Grade 18. The department is also electing to fill an existing position of Assistant City Attorney, Pay Range 148, that had been held vacant in lieu of the Special Deputy City Attorney position being filled.

With the existing Deputy City Attorney position, the new management structure results in a total of three Deputy positions. Each Deputy will head one of the three legal sections as shown in the organization chart below. It should be noted that the City Charter authorizes the City Attorney to appoint up to four Deputy City Attorneys.



To the Honorable
The Board of City Service Commissioners . . . #3

May 20, 2002

The consolidation of the legal sections will require increased oversight and responsibility for the managers of each of the sections. According to the City Attorney, the two new Deputy positions will be functioning at the same level of responsibility as the existing position of Deputy. Attached to this report is a document prepared by the City Attorney's Office detailing the specific responsibility areas of each section and assignments of the attorneys within each section. Also attached are the specific Positions and Salary Ordinance changes necessary to implement this reorganization.

Summary

Based on information provided by the City Attorney's Office, I believe this reorganization will enable the department to function in a more streamlined and effective manner. In addition, the City Attorney's Office reports that the reorganization will result in a cost savings to the City. I therefore recommend approval of the Positions and Salary Ordinance changes associated with this reorganization.

Sincerely,

A handwritten signature in black ink that reads "Florence Duker". The signature is written in a cursive, flowing style.

Florence Duker
Employee Relations Director

Attachments

SALARY AND POSITIONS ORDINANCE AMENDMENTS

In the Salary Ordinance:

Under Salary Grade 016, delete the title "Special Deputy City Attorney 7" and delete footnote 7 in its entirety. ~~7 One non-bargaining unit position to be paid at Salary Grade 018 rates while held by Thomas E. Hayes.~~

Under Salary Grade 018, add the footnote designation "1" following the title "Deputy City Attorney" and add the following footnote: "1 One position of Assistant City Attorney is to be vacant for each position of Deputy City Attorney that is filled."

Under Pay Range 148, delete the footnote designation "1", after the title "Assistant City Attorney" and delete footnote 1 in its entirety. ~~1 One vacant position of Assistant City Attorney to be paid at his current pay in Salary Grade 018 for Thomas E. Hayes, presently filling a position of Special Deputy City Attorney.~~

Under Pay Range 148, delete and recreate footnote "2" after the title "Assistant City Attorney" to read: "2 One vacant position of Assistant City Attorney to be included at the maximum rate of Pay Range 148 for Patrick B. McDonnell, presently filling a position of Deputy City Attorney and one vacant position of Assistant City Attorney to be included at the maximum rate of Pay Range 148 for Linda Burke, presently filling a position of Deputy City Attorney."

In the Positions Ordinance:

Under "City Attorney", delete three positions of "Special Deputy City Attorney (A) (Y)" and delete footnote "A" in its entirety. Delete one position of "Deputy City Attorney (Y)" and add three positions of Deputy City Attorney (A) (Y) and add a new footnote "A" to read "(A) One position of Assistant City Attorney is to be vacant for each position of Deputy City Attorney that is filled."

**ASSISTANT CITY ATTORNEY
ASSIGNMENTS
GRANT F. LANGLEY, CITY ATTORNEY**

LITIGATION/EMPLOYMENT/BENEFITS	EDUCATION/DEVELOPMENT/LABOR	ORDINANCE ENFORCEMENT/GENERAL SERVICES
<p>Rudolph M. Konrad, Deputy City Attorney Annuity & Pension Board, Claims Supervision, Deferred Compensation, ERS, Insurance, Personal Injury Litigation, Policeman's Annuity & Pension Board, Property Damage Litigation, Civil Rights Litigation</p>	<p>Patrick B. McDonnell, Special Deputy City Attorney Finance, Cable Television, DER-Labor, Inter-Governmental Relations, Legislative Bills, School Board Counseling (General), Department of City Development</p>	<p>Linda U. Burke, Special Deputy City Attorney Procurement Services / Department of Administration (DOA), Department of Public Works (DPW), Public Records, Open Meetings, General Contracting</p>

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|--|--|--|
| <p>Fricter, Patricia A.
Personal Injury Litigation, Property Damage Litigation, Restraining Orders</p> <p>Horwitz, Miriam R.
Civil Rights Litigation, Employment Discrimination, Employment,</p> <p>Houran, Maurita
Duty Disability</p> <p>Lappen, Susan E.
Civil Rights Litigation, Police Academy Training, Police Department Subpoenas, Property Damage Litigation, Public Records (Police), Writs of Habeas Corpus, Personal Injury Litigation</p> <p>Mukamal, Stuart S.
Board of Zoning Appeals (BOZA), BOZA Circuit Court Appeals, Environmental Matters, Harbor Commission, Port of Milwaukee, Health Department, Zoning</p> <p>Regan, MaryNell
Employment Discrimination, Civil Rights Litigation, Employment, Equal Rights Commission</p> <p>Snokowicz, Jan A.
Civil Rights Litigation, Personal Injury Litigation, Property Damage Litigation</p> <p>Tangen, Ellen H.
Community Development Block Grant Administration, (CDBG), Employee Relations, Family and Medical Leave, Milwaukee Public Schools Benefits, Health Care, Subrogation, Pensions, Grants, Benefits, Employee's Retirement System</p> <p>Tobin, Michael G.
Fire & Police Commission Appeals Hearings, Judiciary/Legislation Committee, Personal Injury Litigation, Property Damage Litigation, Police Matters, Milwaukee Police Department (MPD)</p> <p>Tokus, Leonard A.
City Service Commission, Employment Discrimination, Litigation</p> | <p>Beamish, Thomas J.
Labor -City, Labor Interest Arbitration - City, MPD, Department of Employee Relations (DER)</p> <p>Bickert, Susan D.
Public Records (School Board), School Board Counseling (General), Education, MPS</p> <p>Crawford, Roxane L.
Public Records (School Board), School Board Counseling (General), Education, MPS</p> <p>Gartner, Thomas O.
Department of City Development (Finance and Development Matters), Municipal Bonds, Port of Milwaukee, Public Debt Commission, Redevelopment Authority - Development Projects, Revenue Bond Financing/RACM / HACM / City, Development, Finance, DCD, RACM</p> <p>Hagopian, Gregg C.
Real Estate & Brownfields, Development, DCD, RACM, Bonding RACM/City</p> <p>Halbrooks, David R.
Collection of Department of Neighborhood Services - Razing Costs, Razing matters, DNS - General, Nuisance Abatement Program</p> <p>Heinen, John J.
Evictions/Housing Authority (HACM)City Attorney of Milwaukee, Housing Authority of the City of Milwaukee, Housing Authority Board of Commissioners, Housing, Library, Library Board</p> <p>Schriefer, Donald L.
Labor-School Board, Fair Labor Standards Act, (FLSA), Labor-School Board, Labor Interest Arbitration - School Board, MPD, MPS, Unemployment Compensation</p> <p>Stein, Harry A.
Department of City Development - Contracting (DCD), Real Estate/DCD, RACM & School Board, Eminent Domain, Ethics Board, Historic Preservation</p> <p>Spoerl, Heidi Wick
Worker's Compensation, Worker's Compensation Subrogation</p> <p>Boland, Dawn
DNS - Nuisance Abatement, other Development activities as assigned</p> | <p>Behling, Kurt
Ordinance Enforcement, MPD</p> <p>Ehrlich, Edward
Board of Review, Ordinance Enforcement, Water Department and Public Utilities</p> <p>Mosley, Hazel
Ordinance Enforcement, Parking Issues</p> <p>O'Sullivan-Crowley, Genevieve
Assessor's Office, Election Commission, Lead Abatement</p> <p>Schrimpf, Bruce D.
Fire & Police Commission, Information Policy Committee, Utilities & Licenses</p> <p>Stanosz, David J.
Ordinance Enforcement</p> <p>Swank, Melanie R.
City Records Committee, Open Meetings, Ordinance Enforcement, Public Records, Common Council</p> <p>Temple, Beverly A.
City Treasurer, Collection Matters (General), Tax Collections, Bankruptcy, Collection Contracts, Mortgage Foreclosures, Property Damage Collection, Standards & Appeals Commission</p> <p>Unora, Jay
Ordinance Enforcement, Building and Zoning (DNS)</p> |
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