



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 3, 2008

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

Dear Committee Members:

Re: Common Council File Number 070984

The following classification and pay recommendations were approved by the City Service Commission on December 18, 2007:

In the Health Department, one position of Office Assistant II, PR 410 was recommended for reclassification to a Clinic Assistant, PR 309.

In the Department of Administration-ITMD, one new position was classified as Internet Analyst - Senior, PR 532.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Renee Joos, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Betty Schraith, Bevan Baker, Victoria Robertson, Nancy Castro, Sharon Robinson, Gary Langhoff, Robert Hertzfeld, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields (DC 48).

JOB EVALUATION REPORT

City Service Commission Meeting: December 18, 2007

This report recommends appropriate classifications and compensation levels for 2 positions created or changed in conjunction with the implementation of the 2008 City of Milwaukee budget. This report contains recommendations for positions in the Health Department and the Department of Administration-Information and Technology Management Division.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

HEALTH DEPARTMENT

Current	Request	Recommendation
Office Assistant II PR 410 (\$28,057 - \$33,014)*	Clinic Assistant PR 309 (\$28,058 - \$34,423)*	Clinic Assistant PR 309 (\$28,058 - \$34,423)*

DOA-INFORMATION AND TECHNOLOGY MANAGEMENT DIVISION

Current	Request	Recommendation
New Position	Internet Analyst PR 510 (\$35,544-\$39,441)*	Internet Analyst-Senior PR 532 (\$37,235 - \$44,341)* Internet Analyst – underfill title PR 510 (\$35,544-\$39,441)*

*2006 rates

Action Required

Effective December 30, 2007, Pay Period 1, 2008

In the Salary Ordinance:

Under Pay Range 532, add the title "Internet Analyst-Senior".

Under Pay Range 510, add the title "Internet Analyst".

Effective December 30, 2007, Pay Period 1, 2008

In the Position Ordinance:

Under Health Department, Family and Community Health Services, Women's, Infant's and Children's Nutrition Program Grant (C), delete one position of "Office Assistant II (C)" and add one position of "Clinic Assistant (X)(C)".

Under Department of Administration-Information and Technology Management Division, Citywide Information Systems, add one position of "Internet Analyst-Senior."

HEALTH DEPARTMENT

Current: Office Assistant II PR 410
Request: Clinic Assistant PR 309
Recommendation: Clinic Assistant PR 309

The basic function of this position is to provide registration, health screening and food instrument issuance for clients of the Health Department's Women, Infants, and Children Supplemental Nutrition Program (WIC). Note: This position has been designated as a bilingual position to assure that service is provided to clients whose primary language is Spanish. Duties and responsibilities include the following:

90% Client Services

Set up screening rooms, calibrate equipment, assure availability of supplies, and maintain quality control and equipment maintenance records; perform screening tests and procedures including height and weight measurements, and finger stick for hemoglobin/iron; notify nutritionist of possible child abuse/negligence; and perform client intake/registration activities. This includes assuring verification of personal identification, income eligibility and residence, assuring validity and availability of consent form, assigning pick-up days, performing food instrument issuance, entering health assessment data into computer system, assuring food instrument registers are completed accurately and signed, scheduling appointments, answer phone inquiries, and disseminating a variety of referral/service information.

10% Administrative Services

Perform quality control tests on HemaCue machines at the Health Clinics, attend relevant WIC training workshop and participate on committees; provide screening practice/procedure training to WIC staff and students/interns; participate in WIC Clinic team meetings to assist in quality assurance initiatives; and serve as a back-up to the Office Assistant as needed, and perform other duties as assigned.

Requirements include one to three months of related experience and/or training. Equivalent combinations of education and experience may also be considered.

The Health Department wishes to reclassify this vacant position of Office Assistant II in Pay Range 410 to Clinic Assistant in Pay Range 309. Although this position will perform some Office Assistant duties the majority of time will be spent on specific technical duties typical of a Clinic Assistant such as registration, health screening, food instrument issuance and charting. Based on these duties and responsibilities the requested classification of Clinic Assistant in Pay Range 309 is appropriate. We therefore recommend this position of Office Assistant II assigned to the Women, Infants, and Children (WIC) Program be reclassified to Clinic Assistant in Pay Range 309.

DOA-INFORMATION AND TECHNOLOGY MANAGEMENT DIVISION

Current: New Position
Request: Internet Analyst PR 510
Recommendation: Internet Analyst-Senior PR 532
Internet Analyst PR 510 (underfill title)

The basic function of this position will be to work with the Internet Services Coordinator, internal customers, and Information Technology staff to analyze, develop, and maintain the structure and content of the City's website and intranet. Major responsibilities of the position will be to design and construct web pages and sites, including content, in compliance with the City of Milwaukee's standards and policies, and work with internal and external customers in response to questions, concerns, and comments. Qualifications for the position will include an associate's degree in information technology or related degree. It is expected that the best candidates for this position will also possess relevant work experience in designing web pages in addition to the educational requirements stated.

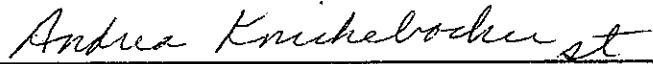
In studying this position, discussions were held with Gary Langhoff, Policy and Administration Manager for the Information and Technology Management Division (ITMD), and the duties and responsibilities of the position, as represented in a description prepared for the job, were reviewed. Considering the level of knowledge and skill required, the requested Pay Range of 510 appears adequate for an entry-level employee. It would be ideal, however, to create a promotional program for this position to reward and recognize increasingly higher levels of expertise, something that is particularly important in the field of information technology.


It is therefore recommended that a promotional program for Internet Analyst-Senior be created consisting of Internet Analyst, PR 510 (\$35,544 - \$39,441, 2006 rates) and Internet Analyst-Senior, PR 532 ((\$37,235 - \$44,341, 2006 rates). Under this promotional program, a new employee would be hired as an Internet Analyst at the first step of Pay Range 510. After two years of successful job experience with ITMD, and meeting predefined job performance requirements and professional development expectations, the employee would be eligible for promotion to Pay Range 532. Discussions with ITMD indicate that the department is in favor of this recommendation.

We therefore recommend this new position be classified as Internet Analyst -Senior in Pay Range 532 and that an underfill title of Internet Analyst be created in Pay Range 510.

Prepared by: 
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