



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

January 28, 2015

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

Dear Committee Members: Re: Common Council File Number **141499**

The following classification and pay recommendations were approved by the City Service Commission on **January 27, 2015**.

In the Department of Administration – Office of Environmental Sustainability, one position of Grant Monitor, Pay Range 2GX was recommended for reclassification to Environmental Sustainability Program Coordinator, Pay Range 2IX.

In the Department of Common Council – City Clerk, one position of Associate Planner, Pay Range 2DN was recommended for reclassification to Senior Planner, Pay Range 2FN.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 2 Job Evaluation Reports
Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, John Ledvina, Deborah Ford, Nicole Fleck, Sharon Robinson, Matthew Howard, Molly King, James Owczarski, Richard Pfaff, William Christianson, Boyd McCamish, Kenneth Wischer, Daniel Panowitz, Calvin Lee and Penni Secore (DC 48)



JOB EVALUATION REPORT

City Service Commission Meeting: January 27, 2015

Department of Administration – Office of Environmental Sustainability

Current	Request	Recommendation
Grant Monitor PR 2GX (\$51,469-\$72,063)	Environmental Sustainability Program Coordinator PR 2IX (\$58,462-\$81,844)	Environmental Sustainability Program Coordinator PR 2IX (\$58,462-\$81,844)

Action Required

In the Positions Ordinance, under Department of Administration, Office of Environmental Sustainability, delete one position of Grant Monitor (B)(X)(Y) and add one position of Environmental Sustainability Program Coordinator (X)(Y).

Background

The Department of Administration has requested a study of one vacant position of Grant Monitor that is located in the Office of Environmental Sustainability. The Department submitted a new job description and discussions were held with Matthew Howard, Environmental Sustainability Director.

Duties and Responsibilities

The basic function of this job is to provide project oversight and coordination for various programs in the Office of Environmental Sustainability; help implement and report progress on City programs that directly support “ReFresh Milwaukee”, the City’s sustainability plan; manage the City’s solar program, “Milwaukee Shines”; and seek grant funding to support core office functions. Duties and responsibilities include the following:

- 35% Provide support, oversight and coordination for implementing “Refresh Milwaukee” goals, targets, and strategies, including water and green infrastructure goals, and planning and zoning support, to facilitate meeting “Refresh Milwaukee” targets.
- 25% Lead “Milwaukee Shines” solar program and meet United States Department of Energy grant requirements and scope of work.
- 15% Lead and develop neighborhood outreach to expand resident and business engagement with “Refresh Milwaukee” goals.
- 15% Coordinate and ensure timely payment of all office invoices.
- 10% Assist with social media content management for the Office of Environmental Sustainability; and help manage office supplies, computer equipment and other related items.

Requirements include a bachelor’s degree in Environmental Science, Finance, Political Science, or related field; and two years of experience in a sustainability field of practice such as energy,


water, or land/building management, or public policy. A master's degree in one of these areas of study is desirable. Equivalent combinations of education and experience may be considered.

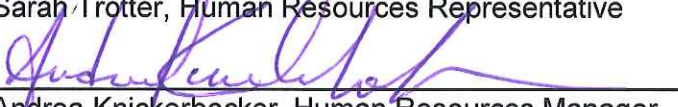
Analysis and Recommendation


This position of Grant Monitor in Pay Range 2GX has helped to implement two major federal stimulus grants, the Me2 grant from the Department of Energy and the Energy Efficiency and Conservation Block grant, over the past several years. These two grants have now expired and the Department wishes to change the duties and responsibilities of this position so they are similar to the program coordination work of the existing position of Environmental Sustainability Program Coordinator in Pay Range 2IX.

In the past few years the program responsibilities for the Office of Environmental Sustainability have grown and there is a need for another program coordinator position. This position would operate the "Milwaukee Shines" solar program and help develop and launch a water and green infrastructure program. The level of duties and responsibilities are comparable to the current position of Environmental Sustainability Program Coordinator.

It is therefore recommended that one position of Grant Monitor in Pay Range 2GX in the Office of Sustainability be reclassified to Environmental Sustainability Program Coordinator in Pay Range 2IX.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: January 27, 2015

Common Council-City Clerk's Office

Current	Request	Recommendation
Associate Planner PR 2DN (\$47,779 - \$59,497)	Study of Position	Senior Planner PR 2FN (\$55,963 - \$67,616)

Action Required

In the Positions Ordinance, under Common Council – City Clerk's Office, Central Administration Division, Historic Preservation, delete one position of Associate Planner and add one position of Senior Planner.

Background

The Common Council – City Clerk's Office has requested a study of one vacant position of Associate Planner located in the Central Administration Division under Historic Preservation. The Department submitted a new job description and discussions were held with James Owczarski, City Clerk, and Richard Pfaff, Deputy City Clerk.

Duties and Responsibilities

The basic function of this position is to work under the supervision of the City Clerk conducting planning studies, research, and environmental reviews, and producing reports on topics related to historic preservation; assist in staffing the Milwaukee Historic Preservation Commission and issue Certificates of Appropriateness for exterior changes to locally-designated buildings; work with individuals to apply and interpret historic preservation guidelines; provide drawings and sketches, when necessary, to communicate preservation guidelines; determine appropriate materials and techniques to be used in the preservation of historic buildings; and prepare Power Point presentations for public meetings to educate the public about historic preservation. Duties and responsibilities include the following:

- 50% Review requests for Certificates of Appropriateness; work with applicants to ensure proposed projects use historically appropriate design, methods, and materials; and make recommendations to the Commission regarding the issuance of Certificates of Appropriateness.
- 20% Provide, as needed, information and assistance to owners of historic property including detailed drawings and sketches, and advice regarding design, methods, and materials; and trouble-shoot difficult preservation projects with other City departments, building owners, contractors, and others involved with project implementation.
- 10% Assist in staffing the Milwaukee Historic Preservation Commission which includes preparing monthly meeting presentations, researching and writing monthly staff reports, and staffing subcommittees.

- 10% Draft brochures and booklets on various topics for distribution to the public; and make public presentations on topics related to historic preservation.
- 10% Perform other duties as assigned.

Requirements include a master’s degree in Architecture, History, Urban Planning, or closely related field; and two years of related experience including experience with implementation of historical preservation requirements at the municipal level and with developing and implementing policies, procedures and design guidelines related to the field of preservation, restoration, and conservation of historic structures. Equivalent combinations of education and experience may be considered.

Other requirements include strong research and written and oral communication skills; knowledge of the care, preservation and restoration of historic buildings, and state and federal historic preservation programs; and an ability to interpret and implement municipal ordinances and administrative codes, read plans and architectural drawings, communicate graphically and draw detailed sketches and plans, identify historic architectural styles and materials, and historical trends, and work in a confidential and political environment. Please note that the Staffing Division has not yet assessed these requirements.

Analysis and Recommendation

Currently there are two positions in Historic Preservation. One is the position under study, the Associate Planner in Pay Range 2DN, and the other is Senior Planner in Pay Range 2FN. These two positions were previously located in the Department of City Development, along with several other planning positions, and now, as of 2010, are located in the Common Council – City Clerk’s Office and report directly to the City Clerk. Both positions assist in staffing the Milwaukee Historical Preservation Commission and carrying out the purpose and intent of the Commission, as stated under Section 320-21 (1)(a) – (h) of the Milwaukee Code of Ordinances:

- a) *Effect and accomplish the protection, enhancement, perpetuation, and use of such improvements and of districts which represent or reflect elements of the city’s cultural, social, economic, political and architectural history.*
- b) *Safeguard the city’s historic and cultural heritage, as embodied and reflected in landmarks and historic districts.*
- c) *Stabilize and improve property values.*
- d) *Foster civic pride in the beauty and noble accomplishments of the past.*
- e) *Protect and enhance the city attractions to residents, tourists, and visitors, and serve as a support and stimulus to business and industry.*
- f) *Relate municipal programs in preserving housing and revitalizing commercial areas to the objectives of historic and architectural preservation.*
- g) *Educate the public regarding the desirability of landmark designation and historic preservation as an enhancement of the quality of life.*
- h) *Aid and assist individuals and public entities in the nomination of their properties to the national register of historic places.”*

Once the Common Council designates a structure, site or district as historic, the owner of any affected building must obtain a “Certificate of Appropriateness” before making any changes to the exterior that would require a building permit. The Associate Planner and Senior Planner research these requests and make recommendations to the Commission for their review and decision.

Although both the Senior Planner and the Associate Planner are considered specialists in the area of historic preservation each has areas of focus. The Associate Planner position has focused on the Certificates of Appropriateness and the Senior Planner position has focused on historic designation reports, ensuring the timely review and comment on architectural plans for projects affecting historical buildings, and ensuring the timely preparation and distribution of agendas, hearing notices and staff reports for the Milwaukee Historic Preservation Commission.

The Department contends the Associate Planner position has evolved so that it is more independent, performs work beyond Certificates of Appropriateness, and is similar in level to the Senior Planner. To determine the level we reviewed the following classifications:

Classification	Pay Range	Rates
Assistant Planner	2AN	\$42,539 - \$49,193
Associate Planner	2DN	\$47,779 - \$59,497
Senior Planner	2FN	\$55,963 - \$67,616

Assistant Planner

The Assistant Planner classification represents the beginning level of the professional Planners job series. The basic function of the Assistant Planner is to assist higher-level Planners in the performing of analytical responsibilities, collect and prepare data for analysis, conduct and analyze field surveys, and conduct statistical calculations and analyses. This is an underfill classification for Associate Planner.

Associate Planner

The Associate Planner classification represents the journey-level of the professional Planners job series. Employees at this level have full responsibility for a portion of a major project in an area such as land use or urban design. They may work alone or as part of a team and receive supervision, as needed, from a Principal Planner or Assistant Principal Planner. Associate Planners consult with and provide technical assistance to staff members and perform the day-to-day analytical and planning duties needed to complete projects.


Senior Planner

The Senior Planner level is characterized by high independence and full responsibility for developing major projects from planning through implementation and evaluation, which may involve coordinating the work of others. Areas of responsibility include demographic studies, development and redevelopment proposals, real estate, urban design planning, land use, zoning and site plan development.


As the position under study has become more independent and the Department plans to continue to have this position work at a level that is comparable to the other position of Senior Planner in Historic Preservation a change in classification is warranted. It should be noted that when these two positions transferred to the Common Council – City Clerk’s Office in 2010 they no longer reported to a higher level planning position but rather to a Department head who provides more general oversight. Like the other Senior Planner position in Historic Preservation, this position works on a variety of projects including major ones that involve buildings and land that are worth millions of dollars. Although the specific areas of responsibility

differ from those described above for a Senior Planner these two positions in Historic Preservation perform similar work in the area of Historic Preservation including conducting planning studies, research, and environmental reviews; and producing reports regarding Certificates of Appropriateness, Historic Designations, and other related areas or topics.

It is therefore recommended that this vacant position of Associate Planner in Pay Range 2DN be reclassified to Senior Planner in Pay Range 2FN.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date	1/29/15	File Number	141499
Subject	Classification and pay recommendations approved by the City Service Commission on January 27, 2015.		

B

Submitted By (Name/Title/Dept./Ext.)	Sarah Trotter, Human Resources Representative Dept. of Employee Relations/X2398.
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C

This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures. <input type="checkbox"/> Suspends expenditure authority. <input type="checkbox"/> Increases or decreases city services. <input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability. <input type="checkbox"/> Increases or decreases revenue. <input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance. <input type="checkbox"/> Authorizes borrowing and related debt service. <input type="checkbox"/> Authorizes contingent borrowing (authority only). <input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.
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D

This Note	<input type="checkbox"/> Was requested by committee chair.
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E

Charge To	<input checked="" type="checkbox"/> Department Account <input type="checkbox"/> Capital Projects Fund <input type="checkbox"/> Debt Service <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Contingent Fund <input type="checkbox"/> Special Purpose Accounts <input type="checkbox"/> Grant & Aid Accounts
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F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

I

List any costs not included in Sections E and F above.

J

Additional information.

Department of Employee Relations
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of February 4, 2015
City Service Commission Meeting of January 27, 2015

NEW COSTS FOR 2015											
No.	Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup Position	Total Rollup+ Sal
1		DOA-Environmental Sustainability	Grant Monitor	2GX	Environmental Sustainability Program Coord*	2IX	N/A	N/A	N/A	N/A Underfill	
1		Common Council/City Clerk	Associate Planner	2DN	Senior Planner	2FN	\$47,779	\$55,963	\$6,610	\$1,352	\$7,962
2									\$6,610	\$1,352	\$7,962

Assume effective date is Pay Period 6, 2015 (March 1, 2015)

*Department plans to fill position at underfill level of Grant Monitor in PR 2GX for first year.

NEW COSTS FOR FULL YEAR											
No.	Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup Position	Total Rollup+ Sal
1		DOA-Environmental Sustainability	Grant Monitor	2GX	Environmental Sustainability Program Coord**	2IX	\$51,469	\$58,462	\$5,648	\$1,155	\$6,803
1		Common Council/City Clerk	Associate Planner	2DN	Senior Planner	2FN	\$47,779	\$55,963	\$8,184	\$1,674	\$9,858
2									\$13,832	\$2,829	\$16,661

**Assume employee is promoted to higher level Pay Period 6, 2016

Totals may not be to the exact dollar due to rounding.