



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 24, 2007

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

Dear Committee Members: Re: Common Council File Number 061210

Classification and pay recommendations were approved by the City Service Commission on January 23, 2007, for 39 positions created or changed in conjunction with the implementation of the 2007 budget. The positions are located in the Election Commission, Common Council-City Clerk, Mayor's Office, Library and Department of Administration.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

c: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Betty Schraith, Susan Edman, Neil Albrecht, Ronald Leonhardt, Patrick Curley, Rhonda Kelsey, Jennifer Meyer, Paula Kiely, Judith Zemke, Sharon Robinson, Daniel Alexander, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting: January 23, 2007

This report recommends appropriate classifications and compensation levels for 39 positions created or changed in conjunction with the implementation of the 2007 City of Milwaukee Budget. This report contains recommendations for positions in the Election Commission, Common Council-City Clerk, Mayors Office, Milwaukee Public Library, and Department of Administration.

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.

ELECTION COMMISSION

Current	Request	Recommendation
Election Inspector PR 948 Rate: \$84.15 daily Footnote includes \$10 per training session (20 positions)	Election Inspector PR 948 Rate: \$84.15 daily Footnote to include \$15 per training session for Election Inspectors and \$25 per training session for Chief Inspectors	Election Inspector PR 948 Rate: \$84.15 daily Footnote to include \$15 per training session for Election Inspectors and \$25 per training session for Chief Inspectors

COMMON COUNCIL—CITY CLERK

Current	Request	Recommendation
New	Council Administration Manager SG 009 (\$58,448-\$81,824)	Council Administration Manager SG 009 (\$58,448-\$81,824)
Legislative Services Aide PR 929 (\$11.32-\$11.95) (15 positions)	Legislative Services Aide PR 929 (\$11.32-\$11.95) Add footnote for step advancement after 520 hours	Legislative Services Aide PR 929 (\$11.32-\$11.95) Add footnote for step advancement after 520 hours

MAYORS OFFICE

Current	Request	Recommendation
Staff Assistant to the Mayor (2 positions) SG 007 (\$51,440-\$72,013)	Staff Assistant (2 positions) SG 006 (\$48,257-\$67,566)	Staff Assistant (2 positions) SG 006 (\$48,257-\$67,566)

MILWAUKEE PUBLIC LIBRARY

Current	Request	Recommendation
New Position	Program Assistant II PR 530 (\$39,094-\$44,257)	Program Assistant II PR 530 (\$39,094-\$44,257)

DEPARTMENT OF ADMINISTRATION

Current	Request	Recommendation
Emergency Government Coordinator SG 010 (\$62,288-\$87,205)	Homeland Security Director SG 010 (\$62,288-\$87,205)	Homeland Security Coordinator SG 010 (\$62,288-\$87,205)

Action Required**Effective September 12, 2006**

Under Pay Range 948, delete footnote "1/" in its entirety and add the following footnote: "1/ Chief Inspectors shall receive \$25.00 per day in addition to the daily rate specified for Election Inspectors. Election Inspectors to receive an additional \$15.00 and Chief Inspectors to receive an additional \$25.00 each voting machine meeting and instruction class attended prior to each election".

Effective Pay Period 1, 2007

In the Salary Ordinance:

Under Salary Grade 007, delete the title "Staff Assistant to the Mayor".

Under Salary Grade 009, add the title "Council Administration Manager".

Under Salary Grade 010, delete the title "Emergency Government Coordinator" and add the title "Homeland Security Coordinator".

Under Pay Range 929, add footnote designation "4/" following "Legislative Services Aide" and add the following footnote: "4/ Legislative Services Aides are eligible to advance to the next step of the pay range after completion of 520 hours of service upon recommendation by the Department".

In the Positions Ordinance:

Under Department of Administration, Community Development Grants Administration Division delete one position of "UASI Homeland Security Director (B)(Y)" and add one position of "Homeland Security Coordinator (B)(Y)".

Under Common Council – City Clerk, Central Administration Division, delete one position of "Human Resources Coordinator" and add one position of "Council Administration Manager".

Under Mayor, Administration, delete two positions of "Staff Assistant to the Mayor (Y)" and add two positions of "Staff Assistant (Y)".

ELECTION COMMISSION

Current:	Election Inspector PR 948 Footnote includes \$10 per training class
Request:	Election Inspector PR 948 Footnote to include \$15 per training session for Election Inspectors and \$25 per training session for Chief Inspectors
Recommended:	Election Inspector PR 948 Footnote to include \$15 per training session for Election Inspectors and \$25 per training session for Chief Inspectors

Election Inspectors and Chief Inspectors are required as participate in election training prior to elections that covers election laws and procedures as well as use of election machines. The instruction provided to Election Inspectors has increased to a two-hour training program and the instruction for Chief Inspectors to a three-hour training program. The Election Commission has therefore requested the rate of pay for this instruction be increased to compensate inspectors for the increased length of the programs.

We therefore recommend changing the footnote for the Election Inspectors in Pay Range 949 to include:

Chief Inspectors shall receive \$25.00 per day in addition to the daily rate specified for Election Inspectors. Election Inspectors to receive an additional \$15.00 and Chief Inspectors to receive an additional \$25 each instruction class attended prior to each election.

COMMON COUNCIL—CITY CLERK

Current:	New	
Request:	Council Administration Manager	SG 009
Recommended:	Council Administration Manager	SG 009

The basic function of this position will be to provide management support to the Common Council and City Clerk in the areas of Council operations, Youth Council, staff supervision, personnel management, cable franchise administration and general office management. Duties, responsibilities and requirements include:

- 15% Appointed as a Special Deputy City Clerk to administer oaths of office and manage the department in the absence of the City Clerk and Deputy City Clerk
- 25% Common Council: clerk Council meetings; assist with recruitment, orientation and training of legislative assistants, temporary personnel and interns; handle complaints from constituents; monitor mailing allocation expenditures; review and approve aldermanic correspondence; coordinate planning of city officials' inauguration activities.
- 10% Youth Council: assist in recruitment, selection and training of members; contract with external resources for publicity; assist the Advisory Committee; clerk Youth Council meetings; attend committee meetings as advisor; advise Youth Council members (especially the President) on how to effectively conduct business.
- 20% Staff Supervision: hire; train; schedule work assignments and vacations; review work product; conduct staff meetings; address performance issues; oversee payroll.
- 25% Personnel Administration: coordinate staff training and development, and quality improvement efforts; develop work rules and effective staff evaluation tools; oversee payroll, personnel and medical records processing and archiving; advise departmental managers on issues of hiring, performance reviews, and discipline; serve as the department's Diversity/EEO/AA Advisory Officer; coordinate department newsletter and other communication initiatives; oversee annual official fund-raising campaigns; serve on city-wide fund-raising campaign committees.
- 5% Cable Franchise Administration: Oversight of cable television franchise agreement; oversee access manager agreement; handle cable television complaints from citizens; process cable television service requests from city departments; serve on Time Warner scholarship selection committee.

The position requires a degree in public administration or related field; and four years of related experience including supervision.

The position will supervise Legislative Assistants and Council administrative staff and will advise departmental managers on issues of hiring, performance reviews, and discipline. The position incumbent will also be appointed to be a Special Deputy City Clerk and will assist as the Clerk for Common Council meetings and for the Youth Council.

This new position is comparable in scope of responsibility and nature of work to that of the Publications & Information Manager, Salary Grade 009 in the City Clerks Office and Business Operations Managers in the Department of Public Works-Administrative Services Division, Department of Employee Relations, and Department of Neighborhood Services also in Salary Grade 009.

We therefore recommend this new position be classified as Council Administration Manager in Salary Grade 009.

Current: Legislative Services Aide PR 929
Request: Legislative Services Aide PR 929
 Add footnote for step advancement after 520 hours
Recommended: Legislative Services Aide PR 929
 Add footnote for step advancement after 520 hours

City Clerk Ron Leonhardt has requested a footnote be added for the title of Legislative Services Aide, Pay Range 929 that allows incumbents to advance to the next pay step after 520 hours of service with the approval of the department.

These positions work on a part-time, intermittent basis in the City Clerks Office. This footnote is comparable to footnotes that exist for other part-time positions such as College Intern, Pay Range 910 and Graduate Intern, Pay Range 930 that allow an incumbent to advance to the next step of the pay range after 520 hours of service.

We therefore recommend the following footnote for Legislative Services Aide in Pay Range 929:

Legislative Services Aides are eligible to advance to the next step of the pay range after completion of 520 hours of service upon recommendation by the Department.

MAYORS OFFICE

Current: Staff Assistant to the Mayor (2 positions) SG 007
Request: Staff Assistant (2 positions) SG 006
Recommended: Staff Assistant (2 positions) SG 006

There is currently authority for two positions of Staff Assistant to the Mayor in Salary Grade 007 in the Mayors Office. The basic function of these positions is to provide staff assistance and consultation to the Mayor and Chief of Staff by providing research and policy analysis; community and neighborhood relations; serving as a liaison and representing the Mayor on designated boards, commissions, and committees; serving as a liaison with cabinet department; responding to inquiries and requests from citizens, departments and Common Council members; and performing special projects.

The Mayor's Office has requested the position authority for these two positions be changed to the title of Staff Assistant in Salary Grade 006 to be consistent with adjustments made in the Budget.. We therefore recommend that the title for these two positions be changed to Staff Assistant and that the positions be reallocated to Salary Grade 006.

MILWAUKEE PUBLIC LIBRARY

Current: New Position
Request: Program Assistant II PR 530
Recommended: Program Assistant II PR 530

This new position will perform administrative work in support of communications and marketing efforts at the Milwaukee Public Library. This position will report to the Marketing and Public Relations Officer and will create, generate and evaluate special events and programs for adults that reflect current trends and appeal to a wide range of interests. The position will represent the library in developing cooperative programs with other agencies or businesses. Duties, responsibilities, and requirements include:

- 65% Under the general oversight of the Marketing and Public Relations Officer, creates and directs high profile special events and programs for adults. Works with library staff, community organizations, local businesses and area libraries to obtain speakers, schedule programs and publicity, set program expectations and evaluate programs.

- 10% Facilitates neighborhood library programs by providing information to librarians who are planning and promoting programs on possible presenters and marketing strategies as requested. Compiles and distributes a master calendar listing events for adults, including author visits, special events and neighborhood/Central librarian planned programs.
- 10% Coordinates library arrangements for special events including programs the library co-sponsors with Friends and outside organizations such as local booksellers by reserving room, scheduling set-up, taking reservations, and arranging for staff to be at event as needed. Attends events to ensure successful implementation.
- 5% Completes assignments for Communications & Marketing related to promoting library and publicizing programs.
- 5% Works with library foundation to secure funding/sponsorships for larger special events. Manages expenses to stay within sponsorship or library budget.
- 5% Miscellaneous.
 - Maintains contact database including performers, vendors, and sponsors.
 - Maintains statistics on attendance.
 - Assists with library outreach efforts, making sure staff has needed materials for display and distribution.
 - Serves as contact person for requests for exhibit space in libraries and works with library staff on outside exhibits.
 - Represents library in community when needed.

The position requires an Associate of Arts degree in special events management, marketing or related field and two years relevant work experience in event planning. Equivalent combinations of training and experience will be considered. Experience working with Windows, Microsoft Office products, and the Internet is required.

Positions assigned to the Program Assistant series perform a variety of office support and administrative work in support of a program or distinct area of operations within a city department. The duties and responsibilities of each Program Assistant are specific to each job assignment. The level of work performed by Program Assistants is characterized a semiprofessional. As such the Program Assistant series serves as a bridge between a number of office support job series and professional occupation requiring a bachelor's degree or equivalent. In this series, positions requiring the knowledge, skills, and abilities equivalent to that of a bachelor's degree are assigned to the 'II' level. Program Assistants II also exercise a greater amount of responsibility than those assigned to the 'I' level.

This new position at the Milwaukee Public Library will be responsible for coordinating special events and programs for adults and developing cooperative programs with businesses. The position is expected to work independently and initiate new work projects on an ongoing basis. The position requires an Associates Degree and two years of experience. The nature of work and duties and responsibilities of this new position are indicative of the level of Program Assistant II. We therefore recommend this new position be classified as Program Assistant II in Pay Range 530.

DEPARTMENT OF ADMINISTRATION

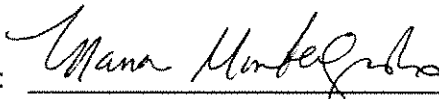
Current:	Emergency Government Coordinator	SG 010
Request:	Homeland Security Director	SG 010
Recommended:	Homeland Security Coordinator	SG 010

The position directs the coordination of planning, funding, training and exercising activities related to emergency management and homeland security across all city departments. The position also directs the coordination of the Milwaukee Urban Area Security Initiative (UASI) Program, which is funded by the US Department of Homeland Security. The UASI program seeks to enhance the security of the Milwaukee Urban Area, comprising the City of Milwaukee, and the counties of

Milwaukee, Waukesha, Washington, Racine and Ozaukee by implementing initiatives that enable government agencies to prepare for, respond to, and recover from any major incident that could pose a threat to life and property.

The Department of Administration has requested a more updated job title for this position in line with responsibilities related to Homeland Security. We therefore recommend that Emergency Government Coordinator be retitled to Homeland Security Coordinator with no change in Salary Grade.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director