



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

November 18, 2013

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

Dear Committee Members: Re: Common Council File Number **130960**

The following classification and pay recommendations will be submitted to the City Service Commission on **November 19, 2013**. We recommend these changes subject to approval by the City Service Commission.

In the Mayor's Office, one new position was recommended for classification to Interagency Housing Coordinator, Pay Range 1IX.

In the Municipal Court, one new position was recommended for classification to Network Analyst-Senior, Pay Range 2HN.

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, James Carroll, Deborah Ford, Nicole Fleck, Mayor Tom Barrett, Patrick Curley, Leslie Silletti, Sheldyn Himle, and Jane Tabaska



JOB EVALUATION REPORT

City Service Commission Meeting Date: November 19, 2013

MAYOR'S OFFICE

Current	Request	Recommendation
New Position	Interagency Housing Coordinator Study of Position	Interagency Housing Coordinator PR 1IX (\$74,731 - \$104,623)

MUNICIPAL COURT

Current	Request	Recommendation
New Position	Network Analyst-Senior PR 2HN (\$62,940 - \$76,046)	Network Analyst-Senior PR 2HN (\$62,940 - \$76,046)

Action Required – Pay Period 1, 2014 (December 22, 2013)

In the Salary Ordinance, under Pay Range 1IX, add the title “Interagency Housing Coordinator”.

Mayor's Office

Requested:	Interagency Housing Coordinator	Study of Position
Recommended:	Interagency Housing Coordinator	PR 1IX

Background

The 2014 budget adds an Interagency Housing Coordinator to implement and direct the Mayor's Strong Neighborhood Investment Plan (SNIP). The primary purpose of the position is to mobilize multiple departments and external partners so that the use of City resources is consistent with SNIP objectives.

Duties and Responsibilities

The Interagency Housing Coordinator position will lead Mayor Barrett's Administration's efforts in preventing tax foreclosures and reducing the burden of the City's foreclosed property inventory on city neighborhoods and the City budget. The position will design, coordinate, and lead efforts by City agencies to this end, and serve as the City's representative in partnerships with other jurisdictions and organizations. The Coordinator will work with the Common Council to set policies, report on the Administration's progress, and design neighborhood stabilization solutions that match the needs of the city's neighborhoods. Duties, responsibilities and requirements include:

- Coordinate and lead an internal foreclosure/vacant property work group among departments to ensure the work of departments is prioritized, coordinated and internally consistent with respect to the challenges posed by foreclosed and vacant residential property. This work group will include but not limited to the Mayor's Office, City Clerk's Office, Department of Neighborhood Services, City Development, Public Works, Office of the Assessor, City Treasurer, Police and Fire Departments, the Housing Authority, and other jurisdictions and entities.

- In consultation with departments, develop measures that can be used to deploy resources and determine the success of City department efforts to mitigate the impact of high levels of foreclosed and vacant residential property, consistent with the initiative's objectives. Collect, collate, and analyze data, including costs, from all City departments and develop and implement systems to track and display data and identify trends. Regularly provide statistical summaries and reporting to the Mayor and the Common Council's Special Joint Committee on the Redevelopment of Abandoned and Foreclosed Homes.
- Engage financial institutions, real estate brokers, community stakeholders and other entities to establish partnership opportunities relative to disposition of property, management of vacant property, and loss mitigation/foreclosure workout activities.
- Undertake "best practices" and other policy research in consultation with internal foreclosure/vacant property work group, the Common Council's Special Joint Committee on the Redevelopment of Abandoned and Foreclosed Homes and other municipalities, and report results to these groups.
- Evaluate systems and practices to maximize the effectiveness of the Strong Neighborhood Investment Plan, and make recommendations to the administration and Common Council relative to policy, City land use planning implications, resource allocation, legislative changes and timetables.

Minimum requirements include a Bachelor's Degree in Business, Public Administration, Finance, Real Estate or related degree with a Master's Degree preferred and seven years of progressively responsible experience performing duties related to this position. The position requires a proven track record of program and staff management experience.

Analysis & Recommendation

The level of responsibility and nature of work for this new Interagency Housing Coordinator is comparable to that of the Redevelopment and Special Projects Manager in the Department of City Development, Pay Range 1IX (\$74,731 - \$104,623).

The Redevelopment and Special Projects Manager is responsible for formulating housing policy for the City of Milwaukee, and for promoting and encouraging new development and redevelopment that creates a diversity of housing choices. The position works with City and State policymakers and other stakeholders including financial institutions, real estate and development professionals, and agencies that foster home ownership to recommend and implement policy and programs that facilitate development, financing, and City investment. The position develops tax incremental financing proposals for residential development, and seeks and manages major federal grant funds and private funds to support housing development and redevelopment, and oversees staff that implements housing programs that operate in Milwaukee neighborhoods.

Based upon the above comparison, we recommend this new position in the Mayor's Office be classified as Interagency Housing Coordinator in Pay Range 1IX.

Municipal Court

Requested:	Network Analyst-Senior	PR 2HN
Recommended:	Network Analyst-Senior	PR 2HN

Background


The 2014 Budget adds another position of Network Analyst-Senior in the Municipal Court. The primary function is to work with the other Analyst to install, maintain and support network components and the interconnections between other departments, agencies, and contractors; and oversee the network environment, application maintenance and support, user support, website administration, information systems projects, and research and development.


Duties and Responsibilities

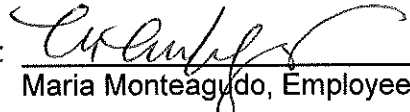
- 30% Network Management - includes daily operations of network hardware, software, and peripherals in a dynamic network environment to ensure optimum performance, availability and security.
- 30% Application and User Support – includes participating in ongoing development of the Municipal Court's proprietary case management information system; and providing technical support, both onsite and by telephone, to Department's elected officials, managers and others for problems involving network equipment, software applications and third-party systems.
- 10% Network Design and Implementation – includes assisting with network design and hardware and software selection; and with purchasing, installing, and configuring servers, hubs, switches, firewalls, personal computer equipment, network interface cards, print servers, printers and other peripherals.
- 10% Database Management and Reporting – includes managing and performing various maintenance tasks on the Court's Oracle databases; and generating recurring and ad hoc reports using database reporting software.
- 5% Website Administration – includes assisting with managing the Municipal Court's websites and the design and development of additional website features and functions for enhanced customer service and improved efficiencies.
- 5% Network Documentation – includes recommending and documenting necessary standards, policies and procedures for the efficient and effective use of network services.
- 5% Research and Development – includes researching, recommending and coordinating purchases of network hardware and software applications and packages.
- 5% Miscellaneous – includes maintaining and revising policy and procedure manuals; assisting with coordination of telephone system and performing other duties as assigned.

Analysis & Recommendation

The Municipal Court currently has one position of Network Manager and one position of Network Analyst-Senior. This new position will be performing the same duties as the other Network Analyst-Senior and will be reporting to the Network Manager. Based on a review of the duties and responsibilities of the position and communication with the Department we agree with the requested classification of Network Analyst – Senior in Pay Range 2HN.

Prepared by: 
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Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director