



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

February 20, 2009

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

Dear Committee Members: Re: Common Council File Number 081400

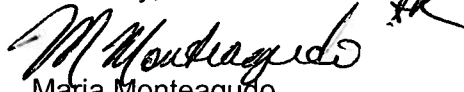
The following classification and pay recommendation were approved by the City Service Commission on February 17, 2009.

In the Health Department, one new position was classified as Lead Risk Assessor II, PR 541; one new position was classified as Health Project Coordinator-Tobacco and Men's Health, SG 004 and one new position was classified as Accounting Assistant II, PR 445.

In the Department of Neighborhood Services, a position was reclassified as Housing Rehabilitation Inspector, PR 553 currently held by Mark Pelzek, Doyle Dempsey, Maria Pellerin and Arlin Klein.

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

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 2 Job Evaluation Reports
1 Fiscal Note

C: Mark Nicolini, Renee Joos, Eric Pearson, Marianne Walsh, Troy Hamblin, Betty Schraith, Joe Alvarado, Bevan Baker, Ray Weitz, Victoria Robertson, Yvette Rowe, Thomas Mishefske, Lynne Steffen, Brian Kaufman, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields (DC 48)

Job Evaluation Report

City Service Commission: February 17, 2009

Department: Health

This report recommends appropriate classifications and compensation levels for three positions created in conjunction with the implementation of the 2009 City of Milwaukee budget. In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives. The following chart summarizes the recommended changes.

Request		Recommendation	
Title	PR/SG	Title	PR/SG
Lead Risk Assessor II	541	Lead Risk Assessor II	541
Health Project Coordinator - Tobacco and Men's Health	04	Health Project Coordinator - Tobacco and Men's Health	04
Accounting Assistant II	445	Accounting Assistant II	445

Action Required

In the Salary Ordinance, under Salary Grade 004, add the title "Health Project Coordinator-Tobacco and Men's Health".

Lead Risk Assessor II

Working under the supervision of the Environmental Health Field Supervisor, this grant-funded position will inspect residences to assess the source and degree of lead hazards in dwellings and facilitate the removal of those hazards. As indicated by a job description prepared by the Health Department, this will involve educating home owners about the hazards of lead-based paint, ensuring that contractors complete their work according to established standards, and, if necessary, issuing citations and appearing in court as a witness. Minimum requirements for the job include a Bachelor's Degree in Environmental Health and one year of experience in a related field such as lead abatement, environmental remediation, or housing rehabilitation.

This position will be performing the same duties and responsibilities, at the same level of knowledge and skill, as other Lead Risk Assessors II. We therefore recommend this position be classified as a Lead Risk Assessor II in Pay Range 541.

Health Project Coordinator Tobacco and Men's Health

Working under the general direction of the Family and Community Health Operations Manager, this grant-funded position will work with community agencies to reduce the negative impact that tobacco has upon men's health. The employee serving in this role

will establish working relationships with local and regional stakeholders in the realm of tobacco control and the staff of many different community-based organizations in the city. This position will also develop educational programs regarding health issues related to tobacco exposure and make presentations to targeted audiences regarding this topic.

The Health Department employs a number of program coordinators, all of whom are classified as Health Project Coordinators in Salary Grade 04. A review of the job description created by the Department for this position indicates that the position under consideration will perform similar kinds of duties and responsibilities, at about the same level of knowledge and skill. We therefore recommend that this position be classified as a Health Project Coordinator – Tobacco and Men's Health in Salary Grade 04.

Accounting Assistant II

The employee hired for this new position will work under the direction of the Health Business Operations Manager and STD/HIV Program Manager as an accounts payable and receivable assistant. Specific duties will include preparing and processing invoices to Health Maintenance Organizations (HMOs), Medicaid, and Medicare for services provided by the Health Department; completing health insurance claims; maintaining Medicaid billing records and accounts; submitting manual claims for reimbursement; entering claim data into accounting systems; reconciling payments against agreements with HMOs; responding to inquiries to resolve billing issues; maintaining a computerized billing and accounts receivable system; and preparing various accounting reports.

The job description submitted for this position indicates that the minimum qualifications include four years of relevant office support experience, including a minimum of one year as an accounting assistant. Our review indicates that this position will perform the same type of work, at approximately the same level of responsibility, knowledge and skill as other Accounting Assistants II in the City service. We therefore recommend that this position be classified as an Accounting Assistant II in Pay Range 445.

Prepared by:


Laura Sutherland, Human Resources Representative

Reviewed by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:


Maria Monteagudo, Employee Relations Director

Job Evaluation Report

City Service Commission: February 17, 2009

Department: Neighborhood Services

Incumbents: Mark Pelzek, Doyle Dempsey, Maria Pellerin, Arlin Klein

Present	Request	Recommendation
Housing Rehabilitation Inspector PR 553 \$43,910 - \$52,174* *with certifications up to \$53,740	Study of Position PR 548 \$47,527 – \$55,819	Neighborhood Improvement Housing Inspector PR 573 (\$43,910.36-\$55,819)

During the recent past, the level of responsibility and degree of knowledge, skill, ability, and competencies for this job classification has increased due to the new responsibility of authorizing payments to contractors and involvement with new construction.

Action Required

In the Salary Ordinance, under Pay Range 553 delete the title "Housing Rehabilitation Inspector" and add Pay Range 573 as follows:

Pay Range 573

Official Rate-Biweekly

\$1,744.15	\$1,796.47	\$1,850.37	\$1,905.88	\$1,963.06	\$2,021.95
\$2,082.61	\$2,146.87				

Neighborhood Improvement Housing Inspector

In the Positions Ordinance, under Department of Neighborhood Services, Neighborhood Improvement Program (NIP), delete four positions of "Housing Rehabilitation Inspector (A)(X)" and add four positions of "Neighborhood Improvement Housing Inspector".

Background

Late in November of 2006, the former Commissioner of Building Inspection, who is the director of the Department of Neighborhood Services (DNS), requested that the job classification of Housing Rehabilitation Inspector be studied, citing anticipated changes in duties and responsibilities that were expected to occur as the result of the introduction of new duties associated with the construction of new houses and the fact that these Inspectors now authorized payments to contractors.

In studying this request staff reviewed written documentation provided by the department that included a new job description and a completed job analysis questionnaire. An Employee Relations staff member interviewed three Housing Rehabilitation Inspectors, accompanying two of them in the field to observe them interacting with home owners, representatives of agencies, and contractors, and examine typical houses slated for rehabilitation, rehabilitation in progress, and new construction in progress. Work products associated with the jobs were also examined, including estimates for rehabilitation and "draws" (authorized payments) to contractors.

Discussions were then held with Brian Kauffman, Neighborhood Project Manager, and Thomas Mischefske, Neighborhood Services Operations Manager.

Duties and Responsibilities

These positions work in the City's Neighborhood Improvement Project (NIP), a federally funded program that enables eligible home owners to have their homes repaired under guidelines established by the Department of Housing and Urban Development (HUD). Funds for this program are administered by the City's Community Development Grants Administration (CDGA). Community housing agencies determine which eligible homeowners will be included in the program and carry out the repair and rehabilitation work with their employees or contractors. The reason that the NIP program exists in the Department of Neighborhood Services, as opposed to City Development or another department, is because many of the homes that are referred to the NIP program have outstanding code violations and the Department of Neighborhood Services is responsible for enforcing the City's building codes.

Like other Inspectors in the Department who perform oversight and enforcement work, these Inspectors ensure that the rehabilitation and construction work performed by contractors is reasonably priced, completed within budget, and complies with all state and local building codes and the City's construction specifications and NIP program objectives. As such, these Inspectors perform the technical field and office work needed to carry out the rehabilitation of homes and new home construction.

Specific duties and responsibilities include the following:

- Discussing the program, the rehabilitation process, and repairs needed with homeowners
- Inspecting properties chosen for rehabilitation, determining what needs to be repaired or replaced, and documenting these items with notes and photographs.
- Preparing a written scope of work and cost estimate for each project using field notes, measurements, photographs, and other information available.
- Signing off on construction permits
- Inspecting rehabilitation work in progress to assure that work complies with the project scope, approved plans, building codes, City specifications, and federal HUD and State DHFS regulations
- Authorizing payments to contractors for work completed.
- Preparing and authorizing written change orders and associated cost estimates and addendums as needed
- Inspecting properties to approve change orders and addendums completed, assuring that costs are reasonable.
- Preparing reports and correspondence relating to individual project activity and housing agency activity.

Each Inspector is responsible for approximately 30 to 35 projects per year, with an average cost of about \$31,000, for a total of \$900,000 to over \$1,000,000 annually.

Knowledge, Skills, Abilities, and Competencies

The job analysis also included an assessment of the knowledge, skills, abilities, and competencies required for successful job performance. The most noteworthy of these are as follows:

- Knowledge of residential rehabilitation processes, methods, and materials
- Knowledge of residential housing systems, including plumbing, heating and ventilating, and electrical
- Ability to work effectively with contractors, home owners, representatives from community organizations, construction workers, members of the public, Inspectors from other sections of DNS, team members, managers, and others
- Ability to assert one's authority in an appropriate manner
- Ability to identify code violations and health and safety issues
- Knowledge of residential building codes
- Knowledge of the processes, methods, and materials associated with the construction of new residential housing
- Knowledge of federally funded housing program regulations
- Ability to understand and follow program protocols while working independently in the field and office
- Ability to work as part of a team and maintain good working relationships with multi-cultural, multi-disciplinary staff and public
- Ability to travel to construction sites
- Ability to accurately inventory the repairs and renovations that need to be completed
- Ability to create accurate scopes of work and cost estimates

Employees who enter this job are required to have the following certifications and licenses upon appointment or within 6 months of hire:

- Certification in one and two-family residential construction
- Certification as a Wisconsin Lead Risk Assessor
- Valid Wisconsin driver's license (at time of hire)

The job analysis indicates that the learning curve for this job is approximately 2 years, meaning that it would require 2 years for a well qualified employee to become fully versed in all aspects of the job and fully proficient in performing its duties and responsibilities.

Thus far, all Housing Rehabilitation Inspectors have been promoted into these jobs from the classification of Code Enforcement Inspector II (Pay Range 541). In the future, however, the department may opt to recruit from the outside. Previously, as indicated in a 2003 posting, the minimum requirement for this job was status as a Code Enforcement Inspector II with the City; required certifications could be earned within 6 months on the job.

New minimum requirements for the job, as reflected in the a revised job description, are a bachelor's degree in architecture, engineering, or closely related field or an equivalent number of years of job experience in residential housing inspection, housing rehabilitation, residential housing construction. Other equivalent combinations of education and experience are also acceptable. It should be noted that these requirements have not been validated for the purpose of staffing.

Changes in Duties and Responsibilities

During the recent past, the duties and responsibilities associated with this job have changed.

They are as follows:

Authorization of payments to contractors

Housing Rehabilitation Inspectors now authorize all payment requests from contractors. In doing so, they attest that the work completed has been done in accordance with the written scope of work and construction standards and that payment requests are appropriate for the quantity and quality of work completed. While work is in progress, Inspectors must also monitor the funds available for each project to ensure that sufficient funds are available to complete the work.

Authorization of change orders and addendums

These positions now have the authority to approve change orders and addendums that impact the cost of each project. This was formerly done by the Manager of the section.

New construction

Beginning in the spring of 2008, employees in these positions became responsible for monitoring new residential construction, something that was not previously performed. Home construction costs for each residence are anticipated to from \$75,000 to \$225,000.

Reinspection of homes

Reinspections are now carried out over a span of years, as required by the HOME Partnership Program.

Support of community housing agencies

As the result of funding received late in 2008, Inspectors will work with the Milwaukee Christian Center and any other approved agency to inspect properties to identify building code violations and potential lead-based paint hazards, prepare written scopes of work and cost estimates, and monitor the rehabilitation activity, and conduct a final inspection.

Homeowners Down Payment Program

Inspectors will perform code compliance inspections of properties identified for purchase by first-time buyers.

Analysis

The job analysis indicates that changes in duties and responsibilities, particularly those associated with authorizing payments to contractors and involvement with new construction, have increased the level of responsibility associated with this job classification. Each Inspector authorizes interim payments and the final payment to each contractor or community agency for a total of approximately \$1,000,000 annually. This total will increase when the cost of new housing is taken into account.

The minimum requirements for the job have also increased, as indicated on the revised job description and confirmed through a job analysis. Whereas entry into this job previously required status as a Code Enforcement Inspector II with the City, a bachelor's degree in architecture, engineering, or related field (or an equivalent combination of education and

experience) is now required. This change indicates that the Department of Neighborhood Services has raised the job performance expectations for this job classification.

Other factors affecting the level of these positions are contacts with others, which is a critical job performance factor, the ability to accurately estimate the cost of projects, and the ability to monitor funds for projects. In terms of oral communication, Housing Rehabilitation Inspectors must be able to explain technical issues to homeowners and others in simple understandable terms as well communicate with contractors and housing professionals. Finally, as with other Inspectors in the department, Housing Rehabilitation Inspectors must be able to say "no" to contractors and others and apply their authority in an appropriate manner. This competency involves assertiveness and the ability to be tactful.

The job classification of Special Enforcement Inspector in the Department of Neighborhood Services is seen as an approximate equivalent as Housing Rehabilitation Inspectors in terms of the level of responsibility exercised and degree of knowledge/skill/ability/competencies required. Special Enforcement Inspectors are involved with the most sensitive, difficult, and complex code and zoning enforcement issues. They are compensated in Pay Range 572 (\$45,348 - \$55,386 with certifications, 2006 rates) which is 3% more than Housing Rehabilitation Inspectors at the top of the range.

Employees currently filling these positions indicated that they compared themselves to Housing Rehabilitation Specialists (Pay Range 548) in the Department of City Development. Housing Rehabilitation Specialists assist landlords in obtaining loans to bring their properties in conformance with building codes. Similarities in the nature of work between these two groups exist, most notably the authorization of payments to contractors. The current rate of pay for these positions in the Department of City Development in Pay Range 548 is \$47,527 - \$55,819 in 2006 rates.

Pay Considerations

The current pay range and related footnotes, as seen in the Salary Ordinance for Housing Rehabilitation Inspectors in DNS, is shown below:

Current Rates of Pay - Housing Rehabilitation Inspector, Pay Range 553, 2006 rates

Pay Range Steps					Special Attainment Steps*		
1	2	3	4	5	6*	7*	8*
\$43,910	\$45,347	\$46,898	\$48,478	\$52,174	\$52,696	\$53,218	\$53,740

*Special Attainment Steps: Employees in these job classifications who complete at least one year of service at the fifth step and who attain and maintain one or more of the following certifications shall receive an additional increment as specified below provided the employee meets the criteria specified for each additional increment:

- Uniform Dwelling Code Construction certification
- Pass the National Fire Academy Five Core Courses for the State Fire Inspectors Certification Program (or State Fire Inspection Certificate when available)
- Commercial Building Code Certification

Employees may earn these special pay steps when they attain certain certifications, as indicated above. Discussions with the Department indicated that these pay steps no longer function as intended because employees possess these certifications when they are promoted into these positions.

Recommendations

Due to an overall increase in responsibility and level of knowledge and skill required, we recommend that the job classification of Housing Rehabilitation Inspector, PR 553, be reclassified to Neighborhood Improvement Housing Inspector in new Pay Range 573 with a minimum biweekly rate that is equal to that of Special Enforcement Inspector, and a maximum rate equal to that of Housing Rehabilitation Specialist. This represents a 4% increase in the maximum rate of pay for the job classification under study. The new title of Neighborhood Improvement Housing Inspector is recommended so that these positions are more closely identify these positions with the Neighborhood Improvement Project.


The following table shows the proposed new pay range and steps. As indicated, there are no special attainment steps in this new pay range, which will simplify budgeting and pay administration.

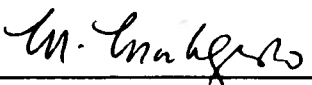
Neighborhood Improvement Housing Inspector, Pay Range 573, 2006 rates of pay

Pay Range Steps								
Step	1	2	3	4	5	6	7	8
Biweekly	\$1,744.15	\$1,796.47	\$1,850.37	\$1,905.88	\$1,963.06	\$2,021.95	\$2,082.61	\$2,146.87
Annual	\$45,348	\$46,708	\$48,110	\$49,553	\$51,039	\$52,571	\$54,148	\$55,819

Official rates of pay are biweekly.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Krickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director