



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

February 20, 2006

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

Dear Committee Members: Re: Common Council File Number 051372

The following classification and pay recommendation will be submitted to the City Service Commission for consideration on February 21, 2006. We recommend this classification, subject to approval by the City Service Commission:

In the Department of Public Works, Administrative Services Division/Parking, one position is recommended for classification as Parking Operations Supervisor, Salary Grade 005.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Report
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, Betty Schraith, Jeffrey Mantes, Dan Thomas, Dorinda Floyd, Cindy Angelos, Thomas Sanders, Dawn Crowbridge and William Sprotte

Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 21, 2006

Department: Department of Public Works – Administrative Services Division

| Present | Request |
|--|--------------------------------------|
| Title: Parking Operations Coordinator | Title: Parking Operations Supervisor |
| Salary: Pay Range 627 (\$58,427 - \$69,649) | Salary: Not Stated |
| Step: Not Applicable | Source: Department |
| Recommendation: | |
| Title: Parking Operations Supervisor | |
| Salary: Salary Grade 005 (\$45,280 –\$63,396) | |
| New Rate: Not applicable | |
| Rationale: The primary function of this position will be to manage the City's on-street parking program which includes about 6,400 parking meters generating annual revenue of over \$4,000,000. The employee filling this position will also directly supervise four City employees. | |

Action Required

In the Salary Ordinance, under Salary Grade 005, add the title "Parking Operations Supervisor."

In the Positions Ordinance, under Department of Public Works, Parking Fund, Parking Administration/Meters, delete one position of "Parking Operations Coordinator" and add one position of "Parking Operations Supervisor."

In January of this year the Department of Public Works requested that a new position of Parking Operations Supervisor be created in Salary Grade 005 to manage the City's on-street parking program which includes about 6,400 parking meters generating annual revenue of over \$4,000,000. In addition, this position functions as a *bona fide* supervisor for four Parking Meter Technicians, as reflected on its job description.

In studying this position, discussions were held with Dorinda Floyd, Administrative Services Director for the Department of Public Works, and Cindy Angelos, Parking Financial Manager, and a new job description was drafted. Due to the fact that the revenue from parking meters is such a critical part of this job, the position will report to the Parking Financial Manager.

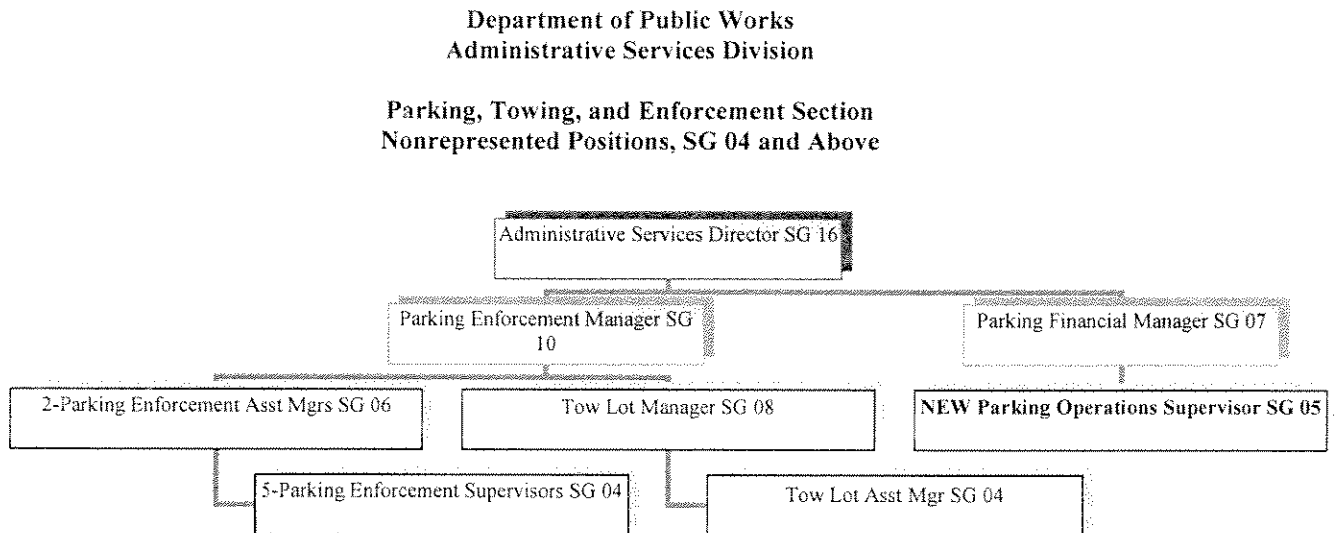
The major areas of responsibility and approximate amount of time that will be devoted to each area are as follows for this position:

- 50% Management of the City's parking meter program, including oversight of coin collection contract and cash deposit contract
- 15% Design of on-street angle parking and parking meters
- 10% Administration of City's employee parking permit program
- 10% Investigation and response to complaints
- 10% Coordination of multi-jurisdictional parking/traffic activities

In carrying out these responsibilities, the emphasis of the job will be to increase operational efficiencies through wireless technology and other means, enhance revenue, coordinate on-street parking services, and communicate with many different individuals, including elected officials, inside and outside of City government in managing the City's on-street parking program. In addition, the position will assign work to employees, monitor work in progress, effectively hire new employees, issue discipline to employees and evaluate their job performance.

Minimum qualifications for the job include an associate degree in business, management or other related area of study (or equivalent), ability to learn CADD software and database software, and successful experience in a leadership capacity supervising and motivating others.

The following organizational chart indicates the titles and Salary Grade placement of other supervisory/management positions in this section of the Department of Public Works.



As may be seen in this chart, placement of the Parking Operations Supervisor in Salary Grade 05 is logical and appropriate considering other managerial and supervisory positions in the Department.

We therefore recommend that this new position be classified as a Parking Operations Supervisor in Salary Grade 05.

A breakdown of levels and points for this position is as follows:

| | Level | Points |
|---------------------------|-------|------------|
| Impact and Accountability | 5 | 79 |
| Knowledge and Skill | 5 | 68 |
| Effort | 4 | 26 |
| Working Conditions | 2 | 7 |
| Total | | 180 |

Range for Salary Grade 05 = 175 - 200

Submitted by: *Laura C. Sutherland*
 Laura Sutherland, Human Resources Representative

Reviewed by: *Maria Montegudo*
 Maria Montegudo, Employee Relations Director