



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

September 9, 2004

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

Dear Committee Members: Re: Common Council File Number 040223

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on September 14, 2004. We recommend these changes, subject to approval by the City Service Commission.

In Office of the City Clerk, one position of Council Administration Manager, Salary Grade 011 (underfilled by James Owczarski as Legislative Coordinator, SG 008), is recommended for reclassification to Council Records Manager, Salary Grade 009.

In the Department of Administration-Business Operations Division:

One position of Printing and Records Manager, Salary Grade 007 (held by Jacquelyn Block), is recommended for a title change to Document Services Manager, Salary Grade 007.

One position of Microfilm Supervisor, Salary Grade 002 (held by Jack Gaboury), is recommended for a title change to Document Services Supervisor, Salary Grade 002.

Part-time positions or MPR Aide, Pay Range 918 (held by Freddie Oglesby and three vacant), are recommended for a title change to Document Services Assistant, Pay Range 918.

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:pb

Attachments: 2 Job Evaluation Reports
 Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, Ronald Leonhardt, Carolyn Hill Robertson, James Owczarski, Sharon Robinson, Cheryl Oliva, Jacquelyn Block, Jack Gaboury and Freddie Oglesby,

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 14, 2004

Incumbent: James Owczarski

Department: Common Council/City Clerk's Office

Present	Request
Title: Council Administration Manager	Title: Council Records Manager
Salary: Salary Grade 011 (\$61,907 - \$86,667)	Salary: Salary Grade 009 (\$55,849 - \$78,186)
Step: SG 008, Step 4 (\$57,410)*	Source: Department
Recommendation: Title: Council Records Manager Salary: Salary Grade 009 (\$55,849 - \$78,186) New Rate: SG 009, Step 3 (\$59,372)	
Rationale: This position is no longer responsible for the Public Relations and Communication Section which has a staff of 11 employees. The reduction in level of responsibility and amount of supervision supports a reclassification downward from Salary Grade 011 to Salary Grade 009.	
History of Positions: The position of Council Administration Manager was last studied in 1990 when it was reclassified from Common Council Coordinator in Salary Grade 009 to Council Administration Manager in Salary Grade 011.	

* The current incumbent for Council Administration Manager is underfilling the position as Legislative Coordinator in Salary Grade 008.

Action Required:

In the Positions Ordinance, under Common Council-City Clerk, Council Services Division, delete one position of Council Administration Manager and add one position of Council Records Manager.

In the Salary Ordinance, under Salary Grade 011, delete the title of "Council Administration Manager". Under Salary Grade 009, add the title of "Council Records Manager".

Background:

The Department of Employee Relations received a letter, dated February 5, 2004, from Ronald Leonhardt, City Clerk, requesting a study of the Council Administration Manager position. He indicated that the previous long term incumbent had retired and vacated the position. He further indicated that he was reorganizing the work and the position under study would no longer be responsible for the Public Relations and Communications Section. Instead,

the manager of that section would report directly to the department head, the City Clerk. Consequently, the department wished to have this position studied for a downward reclassification and requested the level of Salary Grade 009. Due to a heavy workload the department decided to not wait for the study and to fill the position, but at the requested level of Salary Grade 009. As there was no appropriate title currently listed under Salary Grade 009 the department decided to switch to Salary Grade 008 and used the title of Legislative Coordinator. The new incumbent, James Owczarski, was recently promoted to this position with the understanding that the department was requesting a downgrade of the position to Salary Grade 009. Discussions were held with the City Clerk, Ronald Leonhardt, who is the immediate supervisor of this position.

Duties and Responsibilities:

Based on the job description dated February 5, 2004 the basic function of this position is to supervise the legislative operations of the Common Council. The duties and responsibilities are as follows:

- 15% Supervise all Council Records Section operations and personnel and oversee all Common Council record keeping, including computer records.
- 15% Prepare notices of Common Council meetings; review the agendas; prepare council chamber for meetings; take minutes; prepare final record of meetings; and follow up on actions and reports directed by the Common Council.
- 15% Review new files; route files for approval; assign to committees and index; and proofread the entry of files into the legislative database.
- 15% Handle inquiries from council members, city departments and the public relating to committee and council actions, parliamentary procedure and rules; respond to public records requests; certify official records; and testify in court.
- 15% Serve as liaison to the Mayor's Office, Legislative Reference Bureau, and city departments on legislation; serve as liaison to City Hall security; and advise the City Clerk on procedure.
- 20% Maintain the legislative database; troubleshoot problems; and work on further development of computer applications.
- 5% Maintain the Legislative Procedure Manual and prepare the annual Common Council and Committee meeting calendar.

The requirements for this position include a bachelor's degree in political science, public administration or related area; knowledge of parliamentary law, and experience in supervision and human relations. Equivalent combinations of education and experience may also be considered.

Changes in the Position:

The major change for this position is that it is no longer responsible for the Public Information Division which has a staff of 11 positions. This change reduces the level of responsibility and the amount of supervision. A comparison of the new job description and the previous job description from 1992 indicates that other than the change stated above the duties and responsibilities have not changed significantly. One change noted by the department,

though, is that the position is working much more with maintaining and developing the legislative database.

Analysis:

The changes in this position suggest that a lower salary grade is appropriate. The department indicated that prior to the reorganization this position spent about 70-80 percent of the time on work related to the Council Section and now it is 100 percent. The work involves direct work as well as oversight and supervision. In studying this position we looked at other high level management positions in the department. For example, the Publications and Information Manager, which previously reported to the position under study, is in the requested level of Salary Grade 009. This position supervises a staff of 10 and oversees functions such as graphic, television and broadcast services for the Common Council. Although this position has a larger staff, ten employees compared to seven, the level of responsibility appears comparable to the position under study. The position under study performs a core function of the Common Council by overseeing the recordkeeping of the Council and maintaining the legislative database.

The Legislative Research Supervisor position is in Salary Grade 008. This position supervises and directs the work of Legislative Research Analysts, conducts research and drafts bills. Although this position supervises staff who are at a higher level the position does not have as much independence as the position under study and reports to a division head and not directly to the department head. Therefore the position under study appears to be stronger. The Legislative Reference Bureau Manager is in Salary Grade 011. This position supervises a staff of 16 and is responsible for overseeing the legislative drafting and research, fiscal research, library services and code publications. With the larger staff and broader area of responsibility this position appears to be stronger than the position under study.

We also considered positions in other City Departments. For example, the position of Permits and Communications Manager in the Administrative Division of the Department of Public Works is also in Salary Grade 009 and is comparable to the position under study. This position is responsible for permitting activity, public information and community relations for the Department of Public Works. Like the position under study this position supervises seven employees and performs liaison work with the Mayor's Office, Common Council, and other City departments.

It should also be noted that prior to 1990 the position under study was in Salary Grade 009 but then was upgraded to Salary Grade 011 due to some changes including the oversight of the Publications and Communication Section. Based on our review the management job evaluation factors should be as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	10	158
Knowledge and Skills	7	94
Relationships Responsibility	10	80
Working Conditions	1	<u>05</u>
		337

Salary Grade 009 (306-351)

The requested title of Council Records Manager reflects well the main function of this position. We therefore agree with the requested title of Council Records Manager.

James Owczarski
Council Administration Manager . . . #4

September 14, 2004

Recommendation

Based on the above we recommend this position be reclassified from Council Administration Manager in Salary Grade 011 to Council Records Manager in Salary Grade 009.

Prepared By: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed By: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 14, 2004

Incumbents: (a) Jacquelyn Block Department: DOA-Business Operations Division
 (b) Jack Gaboury
 (c) Freddie Oglesby (filling 2 .25 FTE positions); 3 vacant (.25 FTE)

Present	Request
Title: (a) Printing and Records Manager (b) Microfilm Supervisor (c) MPR Aide	Title: (a) Document Services Manager (b) Document Services Supervisor (c) Document Services Aide
Pay Range: (a) 007 (\$49,154 – \$68,811) (b) 002 (\$35,729 – \$50,014) (c) 918 (\$7.51 – \$8.76 per hr.)	Pay Range: (a) 007 (\$49,154 – \$68,811) (b) 002 (\$35,729 – \$50,014) (c) 918 (\$7.51 – \$8.76 per hr.)
Step: (a) \$68,811 (b) \$50,014 (c) \$8.76 per hour	Source: Department
<p>Recommendation:</p> <p>Title: (a) Document Services Manager (b) Document Services Supervisor (c) Document Services Assistant</p> <p>Salary Grade: (a) 007 (\$49,154 – \$68,811) (b) 002 (\$35,729 – \$50,014) (c) 918 (\$7.51 – \$8.76 per hour)</p> <p><i>New Rate: Not applicable</i></p>	
<p>Rationale:</p> <p>This report recommends title changes for three classifications within the Department of Administration-Business Operations Division. No changes in pay level are requested or recommended. These title changes are appropriate given the 2004 reorganization within the Division in which the Printing and Records Section became the Document Services Section. The recommended titles are consistent with the new name and combined functions of the section.</p>	
<p>History of Position:</p> <p>(a) This position was created as part of the 2000 budget and has not been studied since that time.</p> <p>(b) This position was last studied in 2000 when it was reallocated from Salary Grade 001 to Salary Grade 002.</p> <p>(c) These positions were last studied in 2000 when they were re-titled from Data Entry Aide, Pay Range 918, to MPR Aide, Pay Range 918.</p>	

Action Required:

In the Salary Ordinance, under Salary Grade 002, delete the title "Microfilm Supervisor" and add the title "Document Services Supervisor." Under Salary Grade 007, delete the title "Printing and Records Manager" and add the title "Document Services Manager." Under Pay Range 918, delete the title "MPR Aide 1/" and add the title "Document Services Assistant 1/." Retain Footnote 1 in its entirety.

In the Positions Ordinance, under Department of Administration-Business Operations Division, Document Services, delete one position of "Records Supervisor (Y)", and add one position of "Document Services Supervisor (Y)." Under the same department and division, Auxiliary Personnel, delete five positions of "MPR Aide (0.25 FTE)" and add five positions of "Document Services Assistant (0.25 FTE)."

Background:

This report recommends title changes for three positions in the Department of Administration-Business Operations Division. These title changes are being requested as part of a 2004 reorganization within the Division in which the Printing and Records Section became the Document Services Section.

Analysis and Recommendation:

As stated above, one of the changes resulting from the 2004 reorganization within the Department of Administration-Business Operations Division was renaming the Printing and Records section to Document Services. This name change reflects the Section's reduction of in-house copying and printing services, combining the functions of reproduction, mail services and records management and storage, and cross-training existing staff to perform duties in all areas.

The reorganization resulted in the elimination of several positions and the need to reclassify or re-title existing positions. For example, a previous report reclassified the positions of Duplicating Technician, Mail Processor, Microfilm Technician II, Microfilm Technician I, Microfilm Processor, and Computer Assistant I to the title of Document Technician in Pay Range 338 to reflect the broader role of performing all of the basic duties and responsibilities of the section. The department has requested three additional title changes of existing positions to complete the reorganization. These are briefly discussed below along with our recommendation.

Current:	Printing and Records Manager (Salary Grade 007)
Requested:	Document Services Manager (Salary Grade 007)
Recommended:	Document Services Manager (Salary Grade 007)

The basic function of this position is to develop, coordinate, implement and manage the activities of the Document Services Section and to assist in the monitoring of and compliance with City-wide standards for records management. This position is in charge of the section under the general direction of the City Purchasing Director.

Given the section name change from Printing and Records to Document Services, we are in agreement with and recommend the requested title change to Document Services Manager. The position will remain in Salary Grade 007.

Current: Microfilm Supervisor (Salary Grade 002)
Requested: Document Services Supervisor (Salary Grade 002)
Recommended: Document Services Supervisor (Salary Grade 002)

The basic function of this position is to supervise the daily activities and services provided by the Document Services Center staff and contribute to the growth and development of operations as well as the citywide records management program.

This position supervises seven Document Technicians who, under the new structure, perform the full range of duties in the Document Services Center including reproduction, mail services and records management and storage. Consequently, the current title of Microfilm Supervisor does not accurately reflect this position's scope of responsibility.

The requested title of Document Services Supervisor is broader and is consistent with the renaming of the section to Document Services. We therefore recommend that the title of this position be changed to Document Services Supervisor. The position will remain in Salary Grade 2.

Current: MPR Aide (Pay Range 918)
Requested: Document Services Aide (Pay Range 918)
Recommended: Document Services Assistant (Pay Range 918)

This part-time position assists staff with a variety of service activities performed by this section for other city departments. These activities include transporting records to the records center, assisting with record destruction, locating and retrieving records, preparing documents for filming and scanning, and assisting with mailroom and print shop services as needed.

The current title of MPR Aide was suitable when the section was known as Milwaukee Printing and Records (MPR). However, now that the section is called Documents Services, the title should be changed. Prevalent among the titles in Section 23 of the Salary Ordinance (Hourly, Part-time, Intermittent, and Miscellaneous Personnel) are those using either "Aide" or "Assistant." While the department's request of Documents Services Aide is appropriate, our preference is Document Services Assistant. This is agreeable to the department. We therefore recommend that the title of this position be changed to Document Services Assistant and that it remain in Pay Range 918.

Prepared by: Timothy J. Keeley
Timothy J. Keeley, Human Resources Representative

Reviewed by: Maria Montezudo
Maria Montezudo, Employee Relations Director