



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Renee Joos
Employee Benefits Director

Nicole Fleck
Labor Negotiator

December 8, 2017
(Revised Same Day)

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

RE: Common Council File Number 171242

Dear Committee Members

The following classification and pay recommendations will be submitted for the City Service Commission meeting on December 12, 2017.

Department of Public Works-Operations Division-Forestry Services Section

Current	Recommendation
Urban Forestry Specialist PR 7HN (\$42,188 - \$52,049) FN: Up to \$53,090 with specific certifications FN: Up to 9 assignments in a Core Forestry Operation additional 3% biweekly 119 Positions 20 Auxiliary Positions Career Ladder Position	Urban Forestry Specialist PR 7HN (\$45,000 - \$52,049) FN: Up to \$53,090 with specific certifications FN: Up to 9 assignments in a Core Forestry Operation additional 3% biweekly FN: Current incumbents below the new pay range minimum to be paid in the range of \$42,187 to \$52,049. 119 Positions 20 Auxiliary Positions Career Ladder Position
Urban Forestry Specialist Trainee PR 7AN (\$33,401 - \$39,087) FN: Recruitment up to \$36,406 with credentials/experience with DER approval. Underfill Title Career Ladder Position	Urban Forestry Arborist Apprentice PR 7CN (\$33,401 - \$45,666) FN: \$42,187 after passing probation FN: Additional 2% or 1% for specific certifications up to \$47,985 Underfill Title Career Ladder Position



Department of Public Works-Operations Division-Parking

Current	Request	Recommendation
Accounting Program Assistant III PR 5GN (\$41,610 - \$49,946) One Vacant Position	Accountant III PR 2GX (\$51,469 - \$72,063)	Accountant III PR 2GX (\$51,469 - \$72,063)
Accounting Assistant II PR 6HN (\$37,830 - \$41,863) One Position	Accounting Assistant III PR 5EN (\$40,501 - \$46,724)	Accounting Assistant III PR 5EN (\$40,501 - \$46,724)

Employees' Retirement System

Current	Request	Recommendation
ERS Functional Applications Manager PR 1HX (\$70,827-\$99,154)	Functional Applications Manager PR 1IX (\$75,478-\$105,669)	ERS Applications Development Manager PR 1IX (\$75,478-\$105,669) Recruitment flexibility at any rate in the range with DER approval.
ERS Systems Administrator PR 2IX (\$58,462 - \$81,844)	Enterprise Resource Planning Manager PR 1IX (\$75,478-\$105,669)	ERS Systems Manager PR 1IX (\$75,478-\$105,669) Recruitment flexibility at any rate in the range with DER approval.

Sincerely,



Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Note

C: Ghassan Korban, Laura Daniels, Jerry Allen, David Sivyer, Randy Krouse, Danielle Rodriguez, Thomas Woznick, Dawn Harris, Melody Johnson, Kelly Reid, Venkateswarlu Manchu, Manuel Raynal, Dan Thomas, Shannon Goodwin, Dawn Crowbridge, Grace Gates, Ken Wischer, Nicole Fleck, Dennis Yaccarino, Thomas Bell, Jackie Carter, Molly King



JOB EVALUATION REPORT

City Service Commission Meeting: December 12, 2017

Department of Public Works-Operations Division-Forestry Services Section

Current	Recommendation
Urban Forestry Specialist PR 7HN (\$42,188 - \$52,049) FN: Up to \$53,090 with specific certifications FN: Up to 9 assignments in a Core Forestry Operation additional 3% biweekly 119 Positions 20 Auxiliary Positions Career Ladder Position	Urban Forestry Specialist PR 7HN (\$45,000 - \$52,049) FN: Up to \$53,090 with specific certifications FN: Up to 9 assignments in a Core Forestry Operation additional 3% biweekly FN: Current incumbents below the new pay range minimum to be paid in the range of \$42,187 to \$52,049. 119 Positions 20 Auxiliary Positions Career Ladder Position
Urban Forestry Specialist Trainee PR 7AN (\$33,401 - \$39,087) FN: Recruitment up to \$36,406 with credentials/experience with DER approval. Underfill Title Career Ladder Position	Urban Forestry Arborist Apprentice PR 7CN (\$33,401 - \$45,666) FN: \$42,187 after passing probation FN: Additional 2% or 1% for specific certifications up to \$47,985 Underfill Title Career Ladder Position

Background

The Department of Public Works (DPW) has requested the creation of an 'Arborist Apprenticeship' underfill title for Urban Forestry Specialist. The proposed position would allow an employee to become an 'Arborist Apprentice' under the direction of the State of Wisconsin Bureau of Apprenticeship Standards while completing coursework and work experience as a City of Milwaukee employee.

In 2016, the State of Wisconsin established an Arborist Apprenticeship training program in partnership with the Wisconsin Arborist Program Association and other stakeholders. DPW-Forestry Services Staff was integral to the creation of this statewide apprenticeship training program. The City of Milwaukee DPW-Forestry Services Section has conducted a structured, professional arborist training academy for decades. The quality of instruction provided by Forestry staff members has been endorsed by the U.S. Department of Labor, U.S. Department of Housing and Urban Development, USDA Forest Service and the Tree Care Industry Association. A copy of the press release announcing the Arborist Apprenticeship is included in the appendix to this report.

In November 2017, the Department of Public Works requested and received authorization from the State of Wisconsin to become an Independent Training Provider for the Wisconsin Arborist Apprenticeship program. This means that Arborist Apprentices will receive their coursework and field training as a part of their work as a City of Milwaukee employee.

This new title will become an integral part of the career ladders already in place for Urban Forestry titles. The Urban Forestry career ladders include the following components:

- Identification of core tasks performed in each job title.
- Designation of technical certifications for each job title.
- Pay progression linked to performance review that includes both technical and general competencies.

- Task rates for performing project assignments.

Once this 'Arborist Apprenticeship' title is created, Employee Relations staff will recruit candidates to become part of the first Apprenticeship training class targeted for the spring of 2018.

Recommendations

Recommended	Urban Forestry Arborist Apprentice PR 7CN (\$33,401 - \$45,666) FN: \$42,187 after passing probation FN: Additional 2% or 1% for specific certifications up to \$47,985 Underfill Title Career Ladder Position
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An Urban Forestry Arborist Apprentice performs tasks including planting, maintenance, and removal of trees, landscaping, and turf growing on the City of Milwaukee's boulevards and green spaces. Positions also serve in an emergency capacity removing broken branches and fallen trees. *A full listing of Urban Forestry Arborist Apprenticeship duties, responsibilities and requirements are listed in the appendix to this report.* A summary of duties and responsibilities include:

- Prune trees by means of climbing and using a rope and saddle while working at heights of 60 feet and higher.
- Plant, maintain, and remove trees, shrubs, flowers, and turf on City boulevards and green spaces.
- Operate large vehicles such as high-lifts, log loaders, and 2½ ton dump trucks.
- Operate specialized power equipment and hand equipment, such as mowers, stumpers, chainsaws, chippers, trenchers, backhoes, skid loaders, pipe pullers, sprayers, and other hand and motorized equipment.
- Construct, repair, and maintain concealed irrigation systems.
- Participate in snow and ice control operations, including plowing snow and salting city streets.
- Participate in the removal of downed trees and limbs and in the abatement of hazardous conditions caused by wind, snow, and ice storms.
- Maintain records and daily activity reports.

Minimum requirements include at least 18 years of age and a valid Class B Wisconsin Commercial Driver's License within six months of appointment.

The Urban Forestry Arborist Apprentice will complete duties and responsibilities similar to that of an Urban Forestry Specialist during the course of the four to five year apprenticeship but with an emphasis on Arborist duties and responsibilities. During this time they will also complete classroom and field work as required by the apprenticeship training program. This apprenticeship training will be provided by Forestry Section staff certified as instructors through the State of Wisconsin, Department of Workforce Development-Bureau of Apprenticeship Standards.

This report recommends a minimum rate of pay for Urban Forestry Arborist Apprentice consistent with the current minimum rate of pay of an Urban Forestry Specialist Trainee (PR 7AN) of \$33,401. Upon completion of probation, the Arborist Apprentice would move to a rate consistent with the minimum rate of pay of an Urban Forestry Specialist (PR 7HN) of \$42,187. For context, an Urban Forestry Specialist Trainee previously received this same rate when promoted to Urban Forestry Specialist following completion of probation.

In terms of pay progression, the Arborist Apprentice would then move through the recommended pay range in 2% increments following the Apprenticeship curriculum. In addition, the Arborist Apprentices would be eligible to attain the same certifications and related 1% or 2% increases as currently provided to an Urban Forestry Specialist.

Following satisfactory completion of the Arborist Apprenticeship an employee would be promoted to the title of Urban Forestry Specialist.

The recommended pay range and pay progression for Urban Forestry Arborist Apprentice is shown in the chart below. Following completion of the Arborist Apprenticeship, an employee would be promoted to the title of Urban Forestry Specialist.

Urban Forestry Arborist Apprentice
Pay Range 7CN


	Minimum	After Probation	Maximum	With Certifications
Hourly	16.06	20.28	21.95	23.07
Biweekly	1,284.67	1,622.61	1,756.37	1,845.60
Annual	33,401.42	42,187.86	45,665.50	47,985.49

Recommended	Urban Forestry Specialist PR 7HN (\$45,000 - \$52,049) FN: Up to \$53,090 with specific certifications FN: Up to 9 assignments in a Core Forestry Operation additional 3% biweekly FN: Employees paid below the pay range minimum of \$45,000 to be paid in the range of \$42,187 to \$52,049. 119 Positions 20 Auxiliary Positions Career Ladder Position
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Urban Forestry Specialists perform various work activities associated with planting, maintaining and removing trees, landscape plants and turf growing on the City of Milwaukee's boulevards and green spaces. Urban Forestry Specialists also function in an emergency capacity to remove broken branches and fallen trees. *A full listing of Urban Forestry Specialist duties, responsibilities and requirements are listed in the appendix to this report.*

This report recommends increasing the minimum rate of pay for an Urban Forestry Specialist to \$45,000. Employees in the proposed Urban Forestry Arborist Apprenticeship would be promoted to this title upon successful completion of the Apprenticeship training program which is expected to encompass four to five years. Any current employees paid below this proposed pay range minimum would continue to be paid according to this current range of \$42,187 to \$52,049. A footnote listed below in the Actions Required section addresses the employees that will be affected by this footnote.

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

Action Required – Effective Pay Period 26 (December 17, 2017)In the Salary Ordinance

Under Pay Range 7HN

Delete footnote (13) in its entirety and replace with the following footnote (13) for "Urban Forestry Specialist":

URBAN FORESTRY SPECIALIST (13)

(13) Career Ladder Position. Recruitment is at \$1,730.77 biweekly (\$45,000.02). Employees in the Forestry Section will advance 2% of base pay up to \$2,001.89 biweekly (\$52,049.14) upon certification by the Commissioner of Public Works of having attained the required job performance and demonstrated competencies (2% lump sum if paid at the maximum of the range). Employee may advance 2% of base pay each for attaining and maintaining up to two primary certifications and 1% of base pay for attaining and maintaining one secondary certification. Employees may advance up to \$2,041.92 biweekly (\$53,089.92) when they attain and maintain both of the two primary certifications. The following employees are to be paid a base rate in the range of \$1,622.61 to \$2,001.89 biweekly (\$42,187.86 to \$52,049.14): Peter Anderson, Ryan Bagley, Dustin Batterman, William Bond, Kevin Boothby, Alistair Boyle, Cassandra Brayton, Michael Brennan, Craig Burnett, Johnny Burnett, Kevin Cerda, Alec Cournia, Mickey Critton Sr., Jonah del Moral, Jeffrey Dollhopf, Thomas Hanson, Tyrone Harper, Jarred Hoover, Matthew Kettner, Mitchell Kulis, Joshua Loeb, Noah Macek, Shawn McPhail, Matthew Nechodomu, Joshua Oettiker, Jerry Parker, Dane Rasmussen, Justin Reineke, Elliot Revels, Jessamyn Rideaux-Crenshaw, Andrew Riese, Elton Rogers, Michael Salinas, Michael Schoeller, Stephen Suminski Jr., Christopher Szymanski, Aaron Taylor, Joshua Tybring, Chad Vance, Bryan Wendelberger, Justin Williamsen, Ryan Zizzo.

Under Pay Range 7CN

Create the title "Urban Forestry Arborist Apprentice" and create the following footnote (9):

URBAN FORESTRY ARBORIST APPRENTICE (9)
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(9) Career Ladder and Apprenticeship Position. Recruitment is at \$1,284.67 biweekly (\$33,401.42). At the completion of probation, an employee will advance to \$1,622.61 biweekly (\$42,187.86). Employees will continue to advance 2% of base pay up to a maximum of \$1,756.37 biweekly (\$45,665.50) upon certification by the Commissioner of Public Works of having attained the required job performance and criteria of the Apprenticeship training program. Employee may advance 2% of base pay each for attaining and maintaining up to two primary certifications and 1% of base pay for attaining and maintaining one secondary certification. Employees may advance up to \$1,845.60 biweekly (\$47,985.49) when they attain and maintain both of the two primary certifications. Employees at the maximum rate of the pay range are not eligible for a lump sum payment. An employee appointed as an Urban Forestry Arborist Apprentice with a biweekly rate of pay higher than the minimum rate for an apprentice shall retain the higher rate of pay or the maximum of the pay range, whichever is lower. The employee shall retain this rate of pay until such time as the increment of the apprentice pay range to which the employee is entitled by virtue of the requirements of the apprentice training program equals or exceeds this rate of pay. Then, the employee shall be compensated at the applicable increment that equals or exceeds the employee's former rate of pay.

Appendix**Urban Forestry Specialist****PR 7HN (\$45,000 - \$52,049)****FN: Up to \$53,090 with specific certifications**Duties and Responsibilities

Urban Forestry Specialists perform various work activities associated with planting, maintaining and removing trees, landscape plants and turf growing on the City of Milwaukee's boulevards and green spaces. Urban Forestry Specialists also function in an emergency capacity to remove broken branches and fallen trees. Duties and responsibilities include:

- Pruning trees by means of climbing with a rope and saddle while working at great heights.
- Planting, maintaining and removing trees, shrubs, flowers and turf on all City green spaces.
- Operating and driving large vehicles such as hi-lifts and 2½ ton dump trucks.
- Operating specialized power equipment and hand equipment, such as mowers, stumpers, chainsaws, chippers, trencher/backhoes, pipe pullers, various types of sprayers and other hand and motorized equipment.
- Constructing, repairing, and maintaining concealed irrigation systems.
- Participating in snow and ice control operations, including the plowing and salting of snow on city streets and clearing of sidewalks and intersections, both mechanically and by hand.
- Participating in the removal of downed trees and limbs and in the abatement of hazardous conditions caused by wind, snow and ice storms.

Knowledge, Skills, and Abilities

Demonstrated knowledge of the following:

- ANSI and OSHA Safety regulations, rules, practices and procedures applicable to arboricultural and landscape industry.
- Proficiency in planning and set-up, rigging, and felling practices for topping and removing urban trees.
- Tree anatomy and physiology influencing compartmentalization and progression of decay in trees; chain saw safety, use and maintenance.

Demonstrated skills and abilities of the following:

- Proficiency in climbing using rope and saddle including pre-climb inspection, rope installation, basic knots, ascension, work positioning, movement within the tree, basic rigging (including controlled limb lowering), and descension.
- Proficiency to correctly assess and perform pruning on young, juvenile, mature and over-mature trees.
- Ability to perform a climbing aerial rescue.
- Ability to safely operate an aerial lift truck.
- Ability to identify common tree and landscape plant species, and signs and symptoms of common insects and diseases.
- Ability to learn to plant, maintain and remove trees, shrubs, flowers, and turf.
- Ability to operate and drive vehicles such as a high-lift and 2½ ton dump truck.
- Ability to safely operate a brush chipper and other job-related power and hand-held equipment.
- Ability to learn to construct, repair and maintain irrigation systems.
- Ability to learn to safely drive and operate snow plows/salt trucks on city streets.
- Demonstrated ability to climb a ladder to heights 35 feet or more.
- Ability to transfer objects weighing 50 pounds or more.
- Ability to follow verbal instructions.

- Effective written communication skills and interpersonal skills.
- Ability to perform moderate to heavy manual labor.

Minimum Requirements

Minimum requirements include at least 18 years of age and six months of urban forestry experience, with an emphasis in arboriculture including substantial experience climbing trees using rope and saddle; and a Wisconsin Class B CDL within 6 months of appointment.

Urban Forestry Arborist Apprentice

PR 7CN (\$33,401 - \$45,666)

FN: \$42,187 after passing probation

FN: Additional 2% or 1% for specific certifications up to \$47,985

Duties and Responsibilities

An Urban Forestry Arborist Apprentice performs tasks including planting, maintenance, and removal of trees, landscaping, and turf growing on the City of Milwaukee's boulevards and green spaces. Positions also serve in an emergency capacity removing broken branches and fallen trees. Duties and responsibilities include:

- Prune trees by means of climbing and using a rope and saddle while working at heights of up to 60 feet and higher.
- Plant, maintain, and remove trees, shrubs, flowers, and turf on City boulevards and green spaces.
- Operate large vehicles such as high-lifts and 2½ ton dump trucks.
- Operate specialized power equipment and hand equipment, such as mowers, stumpers, chainsaws, chippers, trenchers, backhoes, pipe pullers, sprayers, and other hand and motorized equipment.
- Construct, repair, and maintain concealed irrigation systems.
- Participate in snow and ice control operations, including plowing snow and salting city streets.
- Participate in the removal of downed trees and limbs and in the abatement of hazardous conditions caused by wind, snow, and ice storms.
- Maintain records and daily activity reports.

Knowledge, Skills, and Abilities

Ability to learn the following:

- Climb trees using rope and other tree-climbing equipment.
- Work at heights of 60 feet or more while utilizing the proper safety equipment.
- Assess and perform pruning on young, juvenile, mature, and over-mature trees.
- Perform a climbing aerial rescue.
- Plan and set up rigging and felling practices for topping and removing urban trees.
- Use a chainsaw safely.
- ANSI and OSHA safety regulations applicable to the arboricultural and landscape industry and to exercise care and good judgment regarding safety at all times.
- Ability to drive a car and learn to safely operate an aerial lift truck.
- Plant, maintain, and remove trees, shrubs, flowers, and turf.
- Identify common tree and landscape plant species and signs and symptoms of insects and diseases.
- Operate and drive vehicles such as a high-lift and 2½ ton dump truck.
- Operate job-related power equipment and hand-held equipment.
- Construct, repair and maintain irrigation systems.

- Safely drive and operate snow plows and salt trucks on city streets.

Demonstrated ability to do the following:

- Climb a ladder to heights of up to 35 feet and higher.
- Strength to properly lift and move objects weighing up to 50 pounds alone.
- Read and understand documents such as work rules, policies, and operating manuals.
- Understand and follow oral and written instructions.
- Work effectively as a team member and interact with the public courteously.

Minimum Requirements

Minimum requirements include at least 18 years of age and a valid Wisconsin Commercial Driver's License within six months of appointment.



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Scott Walker, Governor
Raymond Allen, Secretary

FOR IMMEDIATE RELEASE
Friday, March 11, 2016
CONTACT: DWD Communications, 608-266-2722
On the Web: <http://dwd.wisconsin.gov/dwd/news.htm>
On Facebook: <http://www.facebook.com/WIWorkforce>
On Twitter: @WIWorkforce

DWD Announces New Apprenticeship Program for Arborists

MADISON – Today, Department of Workforce Development (DWD) Secretary Ray Allen announced that, in response to employer demand, Wisconsin has created a new Apprenticeship program for the Arborist industry.

Apprenticeship is a structured system of training designed to prepare individuals for skilled occupations. It combines on-the-job learning under the supervision of experienced journey workers with related classroom instruction. It is sponsored by employers, employer associations, or labor/management groups that can hire and train in a working situation.

"Working with input from industry leaders, we are pleased to introduce a new Apprenticeship program to help standardize training across the Arborist industry," Secretary Allen said. "Programs like Apprenticeship allow us to work with businesses across the state to meet their training needs and support a climate that creates jobs and moves our economy forward."

The Arborist industry approached DWD and expressed an interest in creating standardized training for the profession. As part of their desire to create a national standard within the industry, they wanted to develop an Arborist program that now also includes "plant healthcare" as well as "tree care." DWD will present the new program to the U.S Department of Labor (USDOL) for consideration as a federal program.

Arborists prune or remove trees and shrubs, and diagnose and treat tree and plant disease to improve the appearance and health, and importantly, to clear hazards from residential, commercial and public

roads and green spaces. The occupation is currently in high demand and is projected to increase as municipalities and other entities plant more trees as part of green initiatives.

Partners in the creation of this new program included large and small businesses to ensure that the program would fit different types of employers in the industry.

Ron Zillmer, Associate Dean for the Technical and Industrial Division at Mid-State Technical College, has been leading industry involvement of this program in Wisconsin.

"Arborists are highly skilled professionals providing all aspects of tree care from planting and pruning to managing fertility, diseases, and insects through plant health care services," Associate Dean Zillmer said. "The tree care industry will now enjoy the benefits of skilled trade recognition as well as cutting edge training delivered through the registered apprenticeship system. It is a great day for trees and all who enjoy their benefits in our urban ecosystems."

DWD also has support and has been working with national organizations such as the Tree Care Industry Association on the creation of this program.

For more information on Wisconsin Apprenticeship or this new program visit:
<http://dwd.wisconsin.gov/apprenticeship/>



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Scott Walker, Governor
Raymond Allen, Secretary

FOR IMMEDIATE RELEASE

Wednesday, June 8, 2016

CONTACT: DWD Communications, 608-266-2722

On the Web: <http://dwd.wisconsin.gov/dwd/news.htm>

On Facebook: <http://www.facebook.com/WIWorkforce>

On Twitter: @WIWorkforce

Wachtel Tree Service Signs State's First Arborist Apprentices

DWD Assistant Deputy Secretary joined partners to welcome the first Arborist Apprentices

MERTON – Today, Department of Workforce Development (DWD) Assistant Deputy Secretary Dave Anderson joined Wachtel Tree Service executives and other Wisconsin Apprenticeship partners to welcome the first apprentices in the Arborist Apprenticeship program. Members of the Wisconsin Arborist Association, Milwaukee Area Technical College (MATC) and staff from Hoppe Tree also attended the event.

"As a time-tested and proven solution to the state's skills gap, Wisconsin Apprenticeship continues to grow and expand into new areas based on employer demand," Governor Scott Walker said.

"Participating employers benefit with a customized solution to train and retain highly skilled workers, and the participating apprentice completes on-the-job training and related instruction that offer a pathway to industry-recognized credentials and family-supporting careers."

The Arborist Apprenticeship program, which was announced in March, is the first of its kind in the nation as it redefines the occupation by requiring plant health care duties in addition to tree care duties. Members of the Wisconsin Arborist Association and business representatives developed the apprenticeship program in partnership with the Wisconsin Technical College System (WTCS) and DWD.

"Milwaukee Area Technical College is pleased to partner with the Wisconsin Department of Workforce Development to offer an arborist apprenticeship program," said Dorothy Walker, dean of MATC's School of Technology and Applied Sciences. "Working closely with industry leaders to develop and offer standardized training will be important for future professionals in this fast-growing career."

National industry leaders are collaborating with Wisconsin Apprenticeship and WTCS to standardize training across the Arborist industry. Wachtel Tree Service helped develop the standards for the state's Arborist Apprenticeship program and signed the first apprentice to this new program today.

"This apprenticeship program will be a positive for Wachtel Tree Science, Inc. by opening a little known career option to more people and increasing the pool of skilled employees," said Wachtel Tree Service co-owner Dave Scharfenberger, "People do not realize they can work outside, climb trees and help the survival of the largest living organisms on earth. Who wouldn't want to do that!"

Wachtel Tree Service is the oldest and largest tree care company in the state that operates exclusively in Wisconsin. They hosted the apprentice signing event today at their Merton office to sign the first apprentice. Hoppe Tree will also subsequently sign an apprentice also. Their apprentices will receive instruction at the Milwaukee Area Technical College.

For more information on the Arborist Apprenticeship program and other Wisconsin Apprenticeships please visit www.WisconsinApprenticeship.org

JOB EVALUATION REPORT

City Service Commission Meeting: December 12, 2017

Department of Public Works-Operations Division-Parking

Current	Request	Recommendation
Accounting Program Assistant III PR 5GN (\$41,610 - \$49,946) One Vacant Position	Accountant III PR 2GX (\$51,469 - \$72,063)	Accountant III PR 2GX (\$51,469 - \$72,063)
Accounting Assistant II PR 6HN (\$37,830 - \$41,863) One Position	Accounting Assistant III PR 5EN (\$40,501 - \$46,724)	Accounting Assistant III PR 5EN (\$40,501 - \$46,724)

Action Required – Effective Pay Period 2, 2018 (January 15, 2018)

In the Positions Ordinance, under the Department of Public Works – Parking Fund, Parking Administration/Meters, delete one position of "Accounting Program Assistant III" and one position of "Accounting Assistant II"; and add one position of "Accountant III" and one position of "Accounting Assistant III".

Background

The Department of Public Works (DPW) requested a reclassification study of two positions in Parking Administration due to changes in the duties and responsibilities. New job descriptions were provided and discussions were held with Laura Daniels, Director of Operations, and the immediate supervisor of the position, Danielle Rodriguez, Parking Financial Manager.

The department indicated that the immediate supervisor of these positions, the Parking Financial Manager, has become more directly involved with the "Requests for Proposals" (RFP) and negotiations for some of the parking-related contracts. This has lessened the need for utilizing consultants for this task and decreased costs. For example, this position worked on the "Request for Proposal" for Smart Meters which would have cost \$40,000 dollars if it had been prepared by a consultant. Parking Administration has 21 major contracts that are for varying lengths of time. The cost for a consultant to prepare each RFP can be \$25,000 - \$50,000 dollars or more. The plan is for the Parking Financial Manager to do more, but not all, of the RFPs at a significant savings to the City.

As the Parking Financial Manager is spending more time managing these contracts, the department has reassigned some of the other duties and responsibilities to the Accounting Program Assistant III position and then reassigned some of the duties and responsibilities of the Accounting Program Assistant III position to the Accounting Assistant II position. The revised duties and responsibilities of these positions are listed below along with an analysis of each position.

Accounting Program Assistant III

The basic function of this position, under the guidance of the Parking Financial Manager, is to use FMIS (Financial Management Information System) to process over \$40 million in invoices, IRI's (Interdepartmental Revenue Invoices) and revenues derived from parking-related activities including parking citations, kiosk revenues, parking permits, parking meters, towing fees, vehicle disposals, parking structures and parking lot leases; monitor unit budgets; be responsible for maintaining reconciliation and fiscal data; and use FMIS to prepare reports for management review and decision-making. Duties and responsibilities include the following:

- 30% Oversee processing and reconciliation of all revenue and expenditure accounts including invoicing for tow contractor fees and lot/structure leases; conduct year-end reconciliation of all accounting activities for the Parking Fund; and complete complex accounting adjustments.
- 25% Use FMIS to prepare monthly, quarterly, and yearly expenditure reports for each unit and the Parking Division overall; prepare financial reports and various statistical analysis as required; prepare cash-flow estimates and statements of accounts; and complete year-end closing activities.
- 20% Assist the Parking Financial Manager in assembling and submitting the department's budget; and assist in compiling and preparing data for AIM (Accountability in Management) reports.
- 15% Assure compliance with all tax rules and regulations; draft accounting processes and standard operating procedures (SOPs) for use by the departmental accounting, managerial and support staff; and train and oversee the Accounting Assistant III position.
- 10% Work with internal and external auditors; and perform other duties as assigned.

Requirements include a bachelor's degree in accounting or finance with two years of experience in government accounting preferred. Equivalent combinations of education and experience may also be considered. These requirements have not yet been assessed by the Staffing Division.

Analysis and Recommendation

This department wishes to have a professional level accounting position to take on responsibility for many duties and responsibilities being reassigned to this position and to be able to work more independently. For example, this position will now be working with internal and external auditors, preparing and producing budget documents and trend analysis; assisting with and monitoring the departmental budget; preparing financial reports and performing all year-end fiscal closing activities; preparing AIM (Accountability in Management) statistics on revenue in all categories and be responsible for financial and statistical analysis and reports. This position will also oversee all invoicing and collections for all structure and lot leases, tow contractors, and capital projects that include funding sources through intergovernmental cooperative agreements; create and oversee reconciliation processes between vendors, Comptroller's Office and banks for citation, meters, and towing revenue; and oversee the work of the Accounting Assistant II position.

To study this position, comparisons were made to several other accounting positions in the City including the following:

Title	Pay Range (Salary Grade)	Rates of Pay
Accounting Program Assistant III	PR 5GN	\$41,610 - \$49,946
Accountant I	PR 2CN	\$46,347 - \$55,825
Accountant II	PR 2DN	\$47,095 - \$59,498
Accountant III	PR 2GX	\$51,469 - \$72,063
Accounting Specialist	PR 2GX	\$51,469 - \$72,063
Auditor	PR 2GX	\$51,469 - \$72,063

With the additional high-level work that has been reassigned to this position the requested classification of Accountant III in Pay Range 2GX (\$51,469 - \$72,063) is appropriate. There are several other Accountant III level positions in DPW which have similar accounting oversight work including the Accountant III positions in DPW-Water Works. These positions serve as a lead worker to accounting staff in the areas of accounting, auditing, financial

reports, debt service, grants and budgets. We therefore recommend this position of Accounting Program Assistant III in Pay Range 5GN (\$41,610 - \$49,946) be reclassified to Accountant III in Pay Range 2GX (\$51,469 - \$72,063).

Accounting Assistant II

The basic function of this position, under the guidance of the Parking Financial Manager, is to use FMIS to process over \$40 million in invoices, IRIs and revenues derived from parking-related activities including parking citations, kiosk revenues, parking permits, parking meters, towing fees, vehicle disposals, parking structures and parking lot leases; track revenue and expenditures in spreadsheets and FMIS; verify daily cash sheets; create and pay IRIs; process refunds and damage claims; create purchase orders, service orders, and contract requisitions in FMIS; and maintain and file fiscal data. Duties and responsibilities include the following:

- 30% Accounts Payable/Receivable – verify cash sheets, and track and enter revenue deposits into FMIS; obtain approvals, enter accounting strings and prepare invoices for payment; track and prepare for entry into FMIS; create invoices and manage account payments for private tow contractors, and lot leases and damages; prepare payment plans and process accounts to be sent to collections; maintain account files and spreadsheets for revenues and expenditures; maintain filing systems for all accounts payable and receivable; process refunds; respond to vendor inquiries regarding payment status; resolve billing issues; review open encumbrances and make required adjustments.
- 30% Requisitions/Purchasing – enter requisitions into FMIS; create purchase orders and monitor associated expenditures; assist managers with purchasing process including completion of necessary support documentation, such as a Request for Exception to Bidding and the need for sole source; maintain records of all purchases; review open purchase orders and make required adjustments; work with DPW Contracts Section to assure compliance with LBE (Local Business Enterprise), SBE (Small Business Enterprise) and contractual compliance provisions prior to payment processing.
- 15% ProCard - serve as the ProCard Program Manager for Parking Administration and process travel requests.
- 10% Inventory/Insurance – maintain vehicle and equipment inventory; and monitor and maintain files for compliance with Certificates of Insurance.
- 15% Office Support – provide office support for the Parking Administration, order office supplies, and perform other duties as assigned.

Requirements include four years of office support experience with at least one year at the level of Accounting Assistant II or higher. Equivalent combinations of education and experience may also be considered. These requirements have not yet been assessed by the Staffing Division.

Analysis and Recommendation

The changes in this position include taking the lead as the purchasing liaison and assisting managers with the bid process, encumbering and releasing funds as needed for contracts and service orders, and working with the DPW Contracts Section to assure compliance with LBE (Local Business Enterprise), SBE (Small Business Enterprise) and contractual compliance provisions prior to payment processing. This position will also utilize FMIS to pay invoices, process requisitions, ProCard reporting, and process a million dollars in IRIs.


To study this position, comparisons were made to several other accounting assistant positions in the City including the following:

Title	Pay Range (Salary Grade)	Rates of Pay
Accounting Program Assistant I	PR 6HN	\$37,080 - \$41,863
Accounting Assistant II	PR 6HN	\$37,830 - \$41,863
Accounting Program Assistant II	PR 6KN	\$40,501 - \$45,391
Accounting Assistant III	PR 5EN	\$40,501 - \$46,724
Accounting Program Assistant III	PR 5GN	\$41,610 - \$49,946

With the changes listed above, this position should be upgraded to the requested classification of Accounting Assistant III, the next level in the Accounting Assistant series. According to the specification for the Accounting Assistant III classification, these positions perform the most complex and responsible work in the Accounting Assistant series. The degree of responsibility and associated knowledge and skill are significantly and demonstrably above that of the Accounting Assistant II classification. These positions often serve as a leadworker and/or provide guidance to others.

As the purchasing liaison, this position will be providing guidance to managers and will also be providing assistance as the ProCard manager of the division. We therefore recommend this position of Accounting Assistant II in Pay Range 6HN (\$37,830 - \$41,863) be reclassified to Accounting Assistant III in Pay Range 5EN (\$40,501 - \$46,724).

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: December 12, 2017

Employees' Retirement System

Current	Request	Recommendation
ERS Functional Applications Manager PR 1HX (\$70,827-\$99,154)	Functional Applications Manager PR 1IX (\$75,478-\$105,669)	ERS Applications Development Manager PR 1IX (\$75,478-\$105,669) Recruitment flexibility at any rate in the range with DER approval.
ERS Systems Administrator PR 2IX (\$58,462 - \$81,844)	Enterprise Resource Planning Manager PR 1IX (\$75,478-\$105,669)	ERS Systems Manager PR 1IX (\$75,478-\$105,669) Recruitment flexibility at any rate in the range with DER approval.

Background

The Employees' Retirement System (ERS) Director, Bernard J. Allen, requested that the two management positions listed above be studied for appropriate title and pay level due to organizational changes in his department's information technology section and changes in duties and responsibilities that had taken place. During the last several years, the department has re-evaluated its information technology processes, resources, and number of staffing required. As a result, most independent contractors who formerly maintained MERITS, the primary pension system, are being replaced by regular City employees. It is estimated that, over a three-year period, ERS will save \$1.5 million in labor costs by employing in-house staff.

In studying this request, revised job descriptions were reviewed and the managers performing these jobs were interviewed at their place of work. In addition, discussions were held with Kelly Reid, Chief Technology Officer (CTO) for the department's information technology section.

The Employees' Retirement System has 11,000 active members and 15,000 retirees. Each month ERS issues \$23 million in retirement benefits to 15,000 retirees and beneficiaries. The following employers participate in the Employees' Retirement System:

- All City of Milwaukee departments and offices
- Milwaukee Metropolitan Sewerage District
- Veolia Environmental Services Solid Waste
- Milwaukee Area Technical College
- Wisconsin Center
- Milwaukee Housing Authority
- Milwaukee Redevelopment Authority
- Milwaukee Public Schools

The ERS administers the following benefits programs for sworn employees in the Fire Department, sworn employees in the Police Department, general City employees, and elected officials:

- Service retirement
- Disability retirement
- Retiree health and dental insurance
- Death benefits
- Survivorship options
- Group life insurance
- Separation benefits

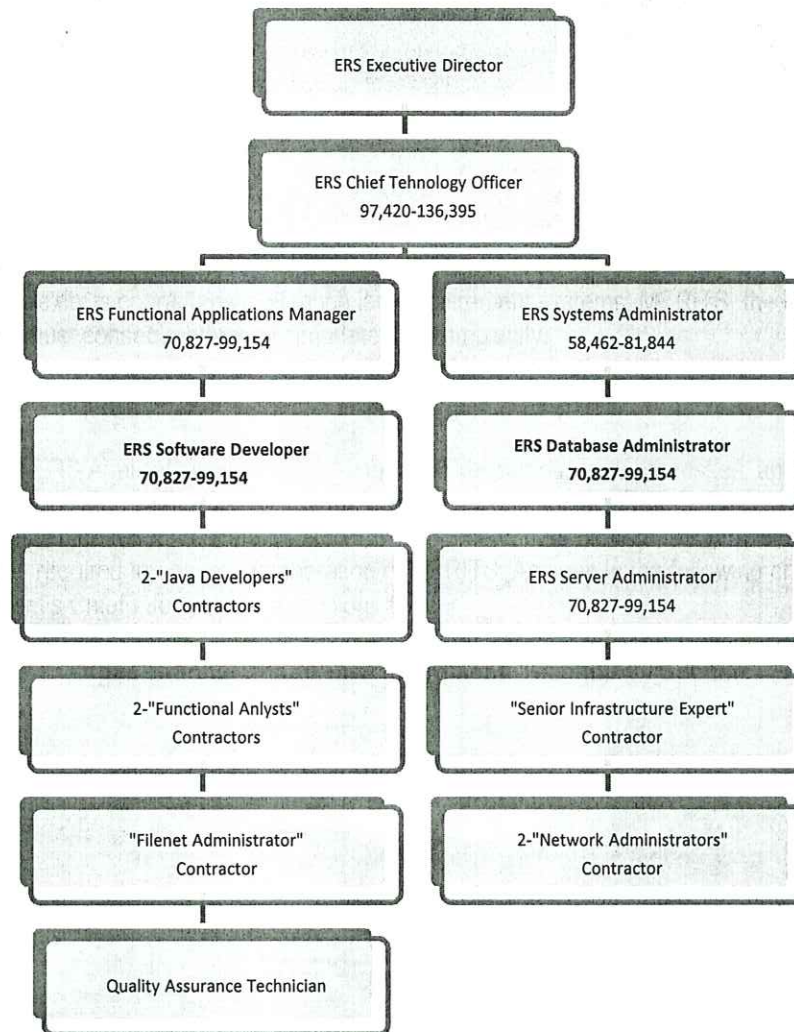
In addition, ERS oversees the City's contributions to Social Security and Medicare. It should be noted that the rules determining retirement benefits are extraordinarily complex. They are governed by Chapter 36 of the City Charter, labor contracts for 19 different bargaining units, employee groups spanning 40+ years, and 1,800+ legal opinions.

This high level of complexity is characteristic of much larger retirement systems. MERITS, the information technology system used by ERS, must consequently accommodate this complexity.

ERS's Information Technology Section

In simplistic terms, the ERS Applications Manager manages all resources, work processes, and staff needed to operate the software associated with MERITS and the department's financials system. The ERS Systems Administrator oversees all the resources, staff, hardware, equipment, data centers, servers, systems software, networks, and facilities required to ensure the operation of MERITS. As seen in the following chart, both managers report to the department's Chief Information Technology Officer.

Organizational Chart - ERS Information Technology Section



Current:	ERS Functional Applications Manager	PR 1HX (\$70,827-\$99,154)
Requested:	Enterprise Information Manager	PR 1IX (\$75,478-\$105,669)
Recommended:	ERS Applications Development Manager	PR 1IX (\$75,478-\$105,669)

The ERS Functional Applications Manager reports to the Chief Technology Officer of ERS and serves as a member of the section's management team. This manager determines the specific applications required to improve business operations and then supervises the installation, upgrade, and daily maintenance of those applications for MERITS, the department's pension system, which has 17 modules and numerous sub-modules. The position is secondarily responsible for the department's financials system. A major responsibility of the job involves project management. One example of such a project was the upgrade of File Net P8, a software that assists businesses manage their content and business processes. With an initial budget of \$1.2 million, the final completion cost was \$600,000.

Day-to-day work includes managing requests for assistance from users via a ticketing system that involves assessing the priority of each request, assigning the task, and estimating the time required to complete the task, and monitoring work in progress. In addition to directly supervising six information technology professionals, this manager also supervises contracted software developers who work on-site and in offshore locations. Supervisory/management duties include training, supervising, reviewing job performance, participating in hiring decisions, and related work. From time to time this manager also presents reports to the Annuity and Pension Board.

This manager supervises the following positions.

Positions Supervised by
ERS Functional Applications Manager
Employes' Retirement System

No. Positions	Title	PR	Minimum	Maximum
1	ERS Software Developer	2LX	70,827	99,154
2	Java Developers		Contractor	
2	Functional Analysts		Contractor	
1	"Filenet Administrator"		Contractor	
1	Quality Assurance Technician		Contractor	

The minimum requirements, as presented in the job description prepared by the department, include a bachelor's degree in management information systems or a related field and five years of work experience in enterprise systems related to financials, human resources administration, payroll administration or benefits administration. These requirements have not been assessed for staffing purposes. Some of the more prominent knowledge, skills, abilities, and attributes required for successful job performance include the following:

- A high degree of skill in planning and leading projects.
- A working knowledge of the rules, policies, labor contracts, and legislation regarding retirement eligibility, benefits, and the department's business processes.
- Expert level knowledge of programming languages, including Java.
- Ability to supervise and lead a team of technical employees.
- Ability to resolve complex technical issues.
- Ability to estimate budgetary requirements for projects and monitor expenditures.
- In-depth knowledge of Oracle, SQR, SQL, PeopleTools and other PeopleSoft utilities.
- Ability to respond to the offshore Java development team on a 24/7 basis during third shift operations.

It should be noted that the high degree of complexity of rules regarding pension eligibility and benefits that stem from City and state legislation, ERS policies, labor contracts, and legal decisions, coupled with the department's business processes, means that considerable time and effort is required to acquire the knowledge needed to successfully

perform the job. The learning curve for this job is consequently very steep, meaning the knowledge requirements for the job are very high. (The same is true for the ERS Systems Administrator, another position that is the subject of this report.)

During the last several years, the following responsibilities have been added to this position:

- Responsibility for planning, developing, implementing, and executing upgrades to MERITS, ERS's enterprise-wide pension system. This was formerly done by a contracted individual.
- Supervision of a contracted offshore Java development team. This includes assigning work, reviewing work products/deliverables, reviewing invoices, and responding to issues that arise.
- Liaison with entities and contractors who support the system's application infrastructure (FileNet, WebSphere, and Database).
- Budget development and management. This manager now develops, monitors, and controls resources required to manage software applications for MERITS and the financial system.
- Serving as a member of the information technology section's management team. This Manager now assists the Chief Technology Officer in developing and executing ERS's budget and strategic plan for the information technology section.

The changes that have taken place in the duties of this position have been significant and indicate that its level of responsibility and knowledge/skill/ability required to perform the job has increased significantly. Reclassification to a higher pay level is therefore appropriate. The department has requested that the position be allocated to Pay Range 1IX (\$75,478-\$105,669), the same pay range to which the Information Systems Manager in ITMD is allocated. Following is a discussion of the Information Systems Manager in ITMD.

Information Systems Manager

This position is allocated to Pay Range 1IX (\$75,478-\$105,669). The basic function of this management position is twofold: to manage all aspects of desktop support for users in many City departments; and manage all of ITMD's servers, overseeing the technical support section. Each area requires the incumbent of the job to develop standards used Citywide for the server system, SAN, the desktop environment, tablets, and laptops. This Manager is also responsible for hardware and software renewals, maintenance, budget forecasts, and quotes for services and equipment. Desktop support requires this manager to research, plan, provision equipment and software, and direct the installation of Citywide projects using cost effective technological solutions with a staff of 18 employees. The department's servers require continuous monitoring for availability, capacity, and security. This manager supervises the following staff:

Positions Supervised by
Information Systems Manager
DOA-Information & Technology Management Division

No. Positions	Title	PR	Minimum	Maximum
1	Systems Analyst -Project Leader	2LX	70,827	99,154
1	IT Support Services Supervisor	1GX	66,435	93,009
2	IT Support Specialist-Lead	2HN	63,569	76,806
5	IT Support Specialist-Senior	2GN	56,767	72,063
5	IT Support Specialist	2EN	50,716	63,426
4	IT Support Associate	5GN	42,185	49,946

The requirements for the position, as stated on the job description provided by the department, include a bachelor's degree in information systems or a related field and eight to ten years of supervisory, project, management, and technical support experience in local and wide-area network installations, maintenance, repair, and related technical

and software functions and concerns, including experience with Microsoft Network. These requirements have not been validated for staffing purposes.

The job analysis indicates that the nature of work and level of work performed by the ERS Functional Applications Manager is approximately equivalent to that of ITMD's Information Services Manager, as described in the foregoing. Considering the changes that have taken place in the job, the impact the job has upon the operation of the pension system, and high degree of knowledge required for successful job performance, reclassification of this position to the pay range requested is reasonable and appropriate.

Although we understand the reason the job title of Enterprise Information Manager was requested, it is felt that having a more straightforward, descriptive title would be beneficial at the present time that employs the term "applications manager" which is widely recognized in information technology and elsewhere. For that reason, it is recommended that the position have the title of ERS Applications Development Manager.

An analysis conducted by Staffing Manager Kristin Urban indicates that there has been recruitment difficulty for Information Technology positions in the past five years. According to the analysis, 20+ related titles have received seven or fewer qualified candidates. For this reason, recruitment flexibility is recommended by allowing recruitment at any rate in the range with approval by DER.

Recommendation

It is therefore recommended that the position of ERS Functional Applications Manager be reclassified to ERS Applications Development Manager in Pay Range 11X (\$75,478-\$105,669) with recruitment flexibility at any point in the range based upon credentials and experience with DER approval.

Current:	ERS Systems Administrator	PR 21X (\$50,462 - \$81,844)
Requested:	Enterprise Resource Planning Manager	PR 11X (\$75,478-\$105,669)
Recommended:	ERS Systems Manager	PR 11X (\$75,478-\$105,669)

This manager reports to the Chief Technology Officer of ERS's information technology section and serves as a member of the section's management team, supervising six information technology professionals. The basic function of this job is to manage all the hardware, supporting software, networks, equipment, communication devices, data centers, and facilities required to operate MERITS so that 25,000 pension checks and deposits are produced on time each month. Due to a number of factors, the computing environment in which this position operates is very complex. There are four physical locations, one of which is a disaster recovery site, and other systems interfacing with MERITS, namely the Housing Authority, Redevelopment Authority, Milwaukee Public Schools, Milwaukee Metropolitan Sewerage District, and the City's information technology department (ITMD). All data transmitted between these entities and ERS is personally identifiable and must be secured/encrypted.

With a budget of \$2.5 million per year, one of the most critical aspects of the job is to bring projects in on time and within budget. Two projects currently underway are a storage area network (SAN) upgrade (\$800,000 budget) and a network upgrade (\$570,000 budget.) Another critical responsibility of the job is ensuring the security of the pension system and its data. This requires the establishment and implementation of ongoing security measures and disaster recovery planning.

In addition to overseeing employees who perform system-wide upgrades, this manager personally performs complex replacements and upgrades. Managerial/supervisory duties include supervising and coaching six professional information technology employees; communicating with the technical team regarding ideas for improvements and projects in process; scheduling and participating in the rotation of IT support duties on off-hours and during the day; ensuring that staff responds to issues in a timely manner, according to established protocols; and training staff. This position also works with the Functional Applications Manager on code development that is required and also issues

crossing multiple platforms. As part of the management team, this manager participates in developing strategic goals for the information technology section and assists with the preparation of budgets and documentation.

Positions Supervised by
ERS Systems Administrator
Employes' Retirement System

No. Positions	Title	PR	Minimum	Maximum
1	ERS Database Administrator	2LX	70,827	99,154
1	ERS Server Administrator	2LX	70,827	99,154
1	"Senior Infrastructure Expert"		Contractor	
2	"Network Administrators"		Contractor	

The job description prepared by ERS indicates that the minimum requirements of the position include a bachelor's degree in information technology or a related field and a minimum of five years of experience in an enterprise systems infrastructure environment involving financial systems, human resources administration, payroll administration or benefits administration. These requirements have not been validated for staffing purposes. Notable knowledge, skills, abilities, and attributes include the following:

- A high degree of skill in planning, leading, and executing projects.
- Ability to resolve complex technical issues involving information technology hardware, equipment, communication devices, and infrastructure software.
- Knowledge of the rules, policies, labor contracts, and legislation regarding retirement eligibility and benefits and the department's and business processes.
- Demonstrated ability to supervise and lead a team of technical employees.
- Ability to estimate budgetary requirements for projects and monitor related expenditures.
- In-depth knowledge of VMware, storage area networks (SANs), Cisco, wide area networks (WAN), and related utilities and technologies.

During 2013, this position assumed responsibility for managing the work processes of a team of employees who maintained all the hardware, equipment, systems software, and facilities required to run MERITS, something formerly done by a contractor. As a result, the following duties were added to the job:

- Planning, developing, and implementing upgrades to MERITS.
- Reassigning work according to the needs of the department and priorities of the CTO.
- Serving as the point of contact for technical staff to resolve support issues on a 24/7 basis, as needed.
- Working with the Functional Applications Manager.
- Working as a member of the management team for the information technology section, assisting the CTO in developing the strategic plan, and developing budgets and supporting documentation for information technology projects.

The level of responsibility associated with this position has changed dramatically during the past four years, from that of a lead worker to a *bona fide* manager responsible for budgeting, supervising staff, and managing high-impact projects. Due to the complexity of the computing environment and complexity of pension rules, the knowledge requirements for successful job performance are very high. The department's request to reclassify the position to a higher pay level, in PR 11X (\$75,478-\$105,669) equivalent to other high-level managers in ITMD (specifically the position of Enterprise Resource Planning Manager) is therefore reasonable and appropriate. Following is a description of the duties and responsibilities of the Enterprise Resource Planning Manager.

Enterprise Resource Planning Manager

Reporting to the to the Chief Information Officer (CIO) of ITMD, the Enterprise Resource Planning Manager of PR 1X (\$75,478-\$105,669) manages all aspects of PeopleSoft Financials and PeopleSoft Human Resources with a staff of five. The term Enterprise Resource Planning (ERP) usually refers to business management software—typically a suite of integrated applications—that an organization uses to collect store, manage, and interpret data from disparate business activities. The ERP is integrated, continuously updates, and uses common databases maintained by a database management system. Information regarding positions it supervisors is listed below:

Positions Supervised by
Enterprise Resource Planning Manager
DOA-Information & Technology Management Division

No. Positions	Title	PR	Minimum	Maximum
2	Systems Analyst-Project Leader	2LX	70,827	99,154
1	Systems Analyst Senior	2IX	58,462	81,844
1	Programmer Analyst	2GN	56,767	72,063
1	Information Technology Specialist	3GN	40,516	48,248

In addition to managing two large complex PeopleSoft modules, the Enterprise Resource Planning Manager monitors the application service provider contract for production availability and managed services. Managing these complex systems requires extensive research, planning, budgeting, and project management. This manager functions as part of the department's management team, assisting in the development of strategic and operational goals.

The job requires it's incumbent to work closely with users of these systems, investigating and troubleshooting issues, solving complex technical problems, and providing reports to the CIO regarding issues, projects, and day-to-day work. The minimum requirements of the position, as indicated in the job description prepared by ITMD, include a bachelor's degree in management and information systems or related field and five years of enterprise systems experience related to financials and/or human resources, including payroll and benefits administration. The individual performing the job must have exceptional project management skills, and possess the knowledge and ability to resolve complex technical problems with limited resources.

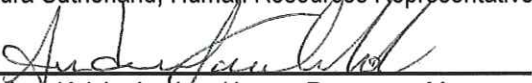
Although the department has requested that the position have the title of ERS Enterprise Information Manager, it is felt that, at this time, the title of ERS Systems Manager is more descriptive of the type and level of work performed.

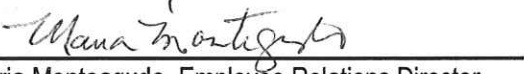
An analysis conducted by Staffing Manager Kristin Urban indicates that there has been recruitment difficulty for information technology positions in the past five years. According to the analysis, 20+ related titles have received seven or fewer qualified candidates. For this reason, recruitment flexibility is recommended by allowing recruitment at any rate in the range with approval by DER.

Recommendation

It is therefore recommended that the position of ERS Systems Administrator be reclassified to ERS Systems Manager in Pay Range 11X (\$75,478-105,669) with recruitment flexibility at any point in the range based upon credentials and experience with DER approval.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montegudo, Employee Relations Director

Action Required – Effective Pay Period 26 (December 17, 2017)

In the Positions Ordinance

Under Employees' Retirement System, Information Systems:

- Delete the titles "ERS Functional Applications Manager" and "ERS Systems Administrator".
- Add the titles "ERS Applications Development Manager" and "ERS Systems Manager".

In the Salary Ordinance

Under Pay Range 11X:

Add the titles "ERS Systems Manager (6)" and "ERS Applications Manager (6)" with footnote to read:

- (6) Recruitment at any rate in the pay range based upon experience and credentials with the approval of the DER.



City of Milwaukee Fiscal Impact Statement

A

Date 12/7/17
(Revised 12/8/17) **File Number** 171242

Subject Classification and pay recommendations submitted to the City Service Commission for December 12, 2017 meeting.

B

Submitted By Sarah Trotter, Human Resources Representative
(Name/Title/Dept./Ext.) Dept. of Employee Relations/X2398.

C

- This File**
- Increases or decreases previously authorized expenditures.
 - Suspends expenditure authority.
 - Increases or decreases city services.
 - Authorizes a department to administer a program affecting the city's fiscal liability.
 - Increases or decreases revenue.
 - Requests an amendment to the salary or positions ordinance.
 - Authorizes borrowing and related debt service.
 - Authorizes contingent borrowing (authority only).
 - Authorizes the expenditure of funds not authorized in adopted City Budget.

D

- This Note** Was requested by committee chair.

E

- Charge To**
- Department Account
 - Capital Projects Fund
 - Debt Service
 - Other (Specify) _____
 - Contingent Fund
 - Special Purpose Accounts
 - Grant & Aid Accounts

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

I

List any costs not included in Sections E and F above.

J

Additional information.

**Department of Employee Relations
Fiscal Note Spreadsheet**

(Revised 12/8/17)

Finance and Personnel Committee Meeting of December 13, 2017
City Service Commission Meeting of December 12, 2017

NEW COSTS FOR 2017

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
119	DPW-Operations-Forestry	Urban Forestry Specialist	7HN	Urban Forestry Specialist	7HN	N/A	N/A	N/A	Pay Restructure Only	
20	DPW-Operations-Forestry	Urban Forestry Specialist (Aux)	7HN	Urban Forestry Specialist (Aux)	7HN	N/A	N/A	N/A	Pay Restructure Only	
0	DPW-Operations-Forestry	Urban Forestry Specialist Trainee*	7AN	Urban Forestry Arborist Apprentice*	7CN	N/A	N/A	N/A	Pay Restructure Only	
1	Employees' Retirement System	ERS Functional Applications Mgr	2IX	ERS Applications Development Mgr	1IX	\$99,155	\$109,070	\$381	\$65	\$446
1	Employees' Retirement System	ERS Systems Administrator	2IX	ERS Systems Manager	1IX	\$81,844	\$90,029	\$315	\$54	\$368
141								\$696	\$118	\$815

Assume effective date is Pay Period 26, 2017 (December 17, 2017).

*Underfill Titles

COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
119	DPW-Operations-Forestry	Urban Forestry Specialist	7HN	Urban Forestry Specialist	7HN	N/A	N/A	N/A	Pay Restructure Only	
20	DPW-Operations-Forestry	Urban Forestry Specialist (Aux)	7HN	Urban Forestry Specialist (Aux)	7HN	N/A	N/A	N/A	Pay Restructure Only	
0	DPW-Operations-Forestry	Urban Forestry Specialist Trainee	7AN	Urban Forestry Arborist Apprentice	7CN	N/A	N/A	N/A	Pay Restructure Only	
1	DPW-Operations-Parking	Accounting Program Assistant III	5GN	Accountant III**	2GX	\$41,610	\$51,469	\$9,101	\$1,547	\$10,648
1	DPW-Operations-Parking	Accounting Assistant II	6HN	Accounting Assistant III**	5EN	\$41,863	\$43,957	\$1,933	\$395	\$2,328
1	Employees' Retirement System	ERS Functional Applications Mgr	2IX	ERS Applications Development Mgr	1IX	\$99,155	\$109,070	\$9,915	\$1,686	\$11,601
1	Employees' Retirement System	ERS Systems Administrator	2IX	ERS Systems Manager	1IX	\$81,844	\$90,029	\$8,185	\$1,391	\$9,576
143								\$29,134	\$5,019	\$34,153

**Assume effective date is Pay Period 2, 2018 (January 14, 2018).

Note: Totals may not be to the exact dollar due to rounding.