



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 30, 2009

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

Dear Committee Members: Re: Common Council File Number 081290

The following classification and pay recommendation were approved by the City Service Commission on February 3, 2009. We are recommending these classifications, subject to approval by the City Service Commission:

In the Department of Administration-CDGA, one new position was classified as Grant Monitor, SG 006.

In the Comptroller's Office, one new position was classified as Management Accounting Specialist – Senior, SG 006.

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, Sharon Robinson, Steven Mahan, Darlene Hayes, W. Martin Morics, Michael Daun, John Egan and Claudia Orugbani

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 3, 2009

Department: Administration-CDGA

This report recommends an appropriate classification and compensation level for a new grant funded position assigned to the Community Development Grants Administration (CDGA) Division of the Department of Administration. The position will be funded through the Neighborhood Stabilization Program Grant which was approved by the Common Council under file number 080858. A job description was submitted for review and discussions were held with Darlene Hayes, Associate Director.

Current	Request	Recommendation
New Position	Grant Monitor SG 006 (\$50,206 - \$70,295)	Grant Monitor SG 006 (\$50,206 - \$70,295)

Actions

Effective December 28, 2008, Pay Period 1, 2009

In the 2009 Positions Ordinance, under Department of Administration – Community Development Grants, Administration Division, add one more position of Grant Monitor (A) (X) (Y).

Duties and Responsibilities

The basic function of this new position is to be responsible for the monitoring and evaluation of assigned Community Development projects; assist project operators on an ongoing basis in the implementation of approved activity; ensure that grant funded activity conforms to all program requirements; and evaluate the effectiveness of project activity and the performance of project operators. The duties, responsibilities, and requirements include the following:

25% Technical Assistance

Provide technical assistance to all assigned projects to help accomplish project objectives and utilize resources in substantial conformance with prescribed laws, regulations and policies; attend project and board meetings for all assigned projects; and coordinate agencies and individuals to share resources and information and/or identify and resolve common problems.

25% Monitoring

Conduct in-depth field visits and inspections to assigned projects utilizing prescribed guidelines and instruments; collect qualitative and quantitative information utilizing various techniques such as direct communication with directors, staff, and beneficiaries, observation, sampling, and communicating with professionals in other programs.

25% Evaluations

Prepare annual evaluations and performance reports using various data collected throughout the year; and assess how well project activities were performed, whether objectives were met, and what impact the projects had.

10% Preparation of Report Findings

Prepare narrative letters to all assigned projects, using the results of data collection and analysis, addressing the issues, questions, and areas monitored that form the basis of a site visit.

10% Data Collection and Processing

Collect and process various progress reports, documents and data on all assigned projects to determine progress, effect on beneficiaries, and whether project or approach is feasible, solve problems, and assess the effectiveness of activities in meeting objectives; collect, review, and process various progress reports for Federal, State, and City requirements.

5% Other

Maintain updated project files for all assigned projects with various prescribed data and documents; attend meetings, conferences, and seminars regarding projects; present information, answer questions, and/or obtain data to assist projects in program activity; participate with other staff in devising internal organizational procedures and instruments, and make recommendations for improvement.

The requirements for this position include a bachelor's degree in Communication, Public Administration or related field and/or three years of experience in community service and/or neighborhood revitalization efforts; analytical and evaluative skills; strong writing, speaking and interpersonal skills; and the ability to work with a variety of projects such as economic development, housing rehabilitation, and public service. Equivalent combinations of education and experience may also be considered.

Analysis and Recommendation

The duties and responsibilities of this new position will be the same as for other existing Grant Monitor positions. The requested title and level is therefore appropriate. Based on the above analysis we recommend that this new position be classified as Grant Monitor in Salary Grade 006.

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

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

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

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 3, 2009

Department: Comptroller's Office

This report recommends an appropriate classification and compensation level for a new grant funded position assigned to the Comptroller's Office. The position will be funded through the Neighborhood Stabilization Program Grant. This grant was approved by the Common Council under file number 080858 and will last through February 1, 2014. A job description was submitted for review and discussions were held with Claudia Orugbani, Grant-In-Aid Fiscal Coordinator.

Current	Request	Recommendation
New Position	Management Accounting Specialist - Senior SG 006 (\$50,206 - \$70,295)	Management Accounting Specialist - Senior SG 006 (\$50,206 - \$70,295)

Actions Required

Effective December 28, 2008, Pay Period 1, 2009

In the 2009 Positions Ordinance, under Comptroller's Office, Revenue and Cost Division, Community Development Act Grant Accounting (B), add one more position of Management Accounting Specialist-Senior (B).

Duties and Responsibilities

The basic function of this new position is to ensure that the City of Milwaukee is complying with the Accounting and Financial Reporting Provisions of the Neighborhood Stabilization Program Grant. The position will work closely with the Community Development Grant Agency (CDGA), sub-grantee agencies and participating City Departments under contract with the CDGA to ascertain that accounting and financial reporting procedures are being followed in accordance with Housing and Urban Development (HUD) guidelines and City requirements. The City tax dollars are protected by the functions of this position. Through continual and effective monitoring of the use of grant funds, the position will help to minimize questioned costs for which the Federal awarding agency may hold the City liable. The duties, responsibilities, and requirements include the following:

40% Accounting

Manage and coordinate the Neighborhood Stabilization Program Grant accounting functions in support of Common Council Policy objectives and Federal guidelines including establishment of general ledger accounts and appropriations transfer; monitor, analyze, and reconcile grant transactions to insure timeliness, accuracy, consistency, and completeness in financial data; process deposits of grant revenues received; reconcile receipts to related expenditures and record adjustments as necessary; and implement accounting policies and procedures required by Federal Regulations.

35% Reviews

Audit Common Council resolutions, grant contracts, and cooperation agreements prior to Comptroller's countersignature; review sub-recipients and City Departments' project budgets and amendments to assure clarity, accuracy, and compliance with City procedures and applicable federal guidelines; monitor, analyze, and reconcile expenditures of grant funds by sub-recipients and participating City departments through the review and auditing of cost reports and payment vouchers; perform various desk and fiscal site reviews as necessary to ensure compliance with grant guidelines and applicable laws and regulations; and perform audit confirmations related to grant reimbursements.

20% Reporting

Develop queries in the City's FMIS to facilitate timely drawdown of grant funds; perform year-end closing activities including analysis, account reconciliation and accruals; assist with preparation of financial statements for inclusion in the City's Comprehensive Annual Financial Report (CAFR); prepare supporting schedules for the City's annual audit and answer questions from auditors as necessary; and prepare and/or review grant financial reports as required by the funding agencies to ensure compliance with financial reporting requirements.

5% Other

Provide ongoing support to end users of the Project and Grant Module of the City's Financial System by troubleshooting and resolving problems and assisting with special projects to insure effective use of the system.

The requirements for this position include a bachelor's degree with major coursework emphasis in accounting, two years of professional accounting experience, and knowledge of Office of Management and Budget Circulars and Generally Accepted Accounting Principles. Knowledge of computer software packages, skill in oral and written communication of technical information, and certification as a Certified Public Accountant (CPA) are all desirable. Equivalent combinations of education and experience may also be considered.

Analysis and Recommendation

This position will be located in the Revenue and Cost Division of the Comptroller's Office. The duties and responsibilities of this new position will be similar to those of other existing Management Accounting Specialist – Senior positions in the Division. The requested title and level is therefore appropriate. Based on the above analysis we recommend that this new position be classified as Management Accounting Specialist-Senior in Salary Grade 006.

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

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

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