



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Renee Joos
Employee Benefits Director

Nicole Fleck
Labor Negotiator

September 15, 2017

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

Dear Committee Members

RE: Common Council File Number 170619

The following classification and pay recommendations were approved by the City Service Commission on September 12, 2017.

Department of Public Works – Infrastructure Services

Current	Request/Recommendation
Administrative Specialist Senior PR 2EX (\$48,670 - \$63,426) One Position	Accountant III PR 2GX (\$51,469 - \$72,063) One Position

Department of Public Works – Operations Division

Current	Request	Recommendation
Parking Operations Coordinator PR 2FN (\$55,935 - \$67,616) One Position	Parking Services Supervisor PR 1DX (\$54,865 - \$76,806) Include Footnote Designation for Snow Pay	Parking Services Supervisor PR 1DX (\$54,865 - \$76,806) Include Footnote Designation for Snow Pay
Parking Operations Supervisor PR 1DX (\$54,865 - \$76,806) One Position	Parking Services Supervisor PR 1DX (\$54,865 - \$76,806)	Parking Services Supervisor PR 1DX (\$54,865 - \$76,806)
Parking Operations Manager PR 1JX (\$80,442 - \$112,627) One Position	Parking Services Manager PR 1JX (\$80,442 - \$112,627)	Parking Services Manager PR 1JX (\$80,442 - \$112,627)

Department of Public Works – Water Works

Current	Requested	Recommended
Water Construction Coordinator PR 7PN (\$53,686 - \$69,069) One Position	Engineering Technician V PR 3RN (\$53,597 - \$69,618)	Engineering Technician V PR 3RN (\$53,597 - \$69,618)



Health

Current	Requested	Recommended
Office Assistant II PR 6EN (\$30,529 - \$35,922) One Position	Program Assistant I PR 5EN (\$40,501 - \$46,724)	Program Assistant I PR 5EN (\$40,501 - \$46,724)
Administrative Assistant IV PR 5IN (\$47,779 - \$54,669) One Position	Program Assistant I PR 5EN (\$40,501 - \$46,724)	Program Assistant I PR 5EN (\$40,501 - \$46,724)

Health

Current	Request	Recommendation
Personnel Payroll Assistant II PR 6HN (\$37,830 - \$41,863) One Position	Personnel Payroll Assistant III PR 5EN (\$40,501 - \$46,724)	Personnel Payroll Assistant III PR 5EN (\$40,501 - \$46,724)

Port of Milwaukee

Current	Recommendation
Port Facilities Supervisor PR 1EX (\$58,462 - \$81,844) One Position	Port Facilities Supervisor PR 1EX (\$58,462 - \$81,844) Recruitment at \$69,955
Harbor Crane Operator PR 8QN (\$60,259 - \$60,814) Recruitment at \$60,814 Two Positions	Harbor Crane Operator PR 8QN (\$62,931 - \$68,583) Recruitment Flexibility with DER approval Two Positions
Port Mechanic PR 7GN (\$41,096 - \$50,649) Recruitment at \$50,551 One Position	Port Operations Technician PR 7JN (\$47,588 - \$57,877) Footnoted range of (\$38,685 - \$58,344) Career Ladder with Recruitment Flexibility Eight Positions
Port Maintenance Technician PR 8JN (\$42,880 - \$48,242) Recruitment at \$43,255 Seven Positions	
Port Maintenance Associate PR 8DN (\$33,857 - \$40,450) Underfill Title	
Port Maintenance Trainee PR 8AN (\$31,607 - \$32,348) Underfill Title	



The job evaluation reports including the necessary Salary and Positions Ordinance amendments as well as the Fiscal Note are attached.

Sincerely,



Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Note

C: Ghassan Korban, Jeff Polenske, Tim Thur, Laura Daniels, Danielle Rodriguez, Jennifer Gonda, Mark Scheller, Sherrie Smaxwill, Dan Thomas, Shannon Goodwin, Dawn Crowbridge, Shannon Goodwin, Grace Gates, Bevin Baker, Sandra Rotar, Lori Hoffmann, Tasha Jenkins, Sarah Zarate, Nancy Castro, Vaynesia Newman, Paul Vornholt, Wayne Johnson, Eric Polzin, Emma Stamps, Dennis Yaccarino, Nicole Fleck and Kenneth Wischer



Job Evaluation Report

City Service Commission Meeting: September 12, 2017

DEPARTMENT OF PUBLIC WORKS - INFRASTRUCTURE

Current	Request/Recommendation
Administrative Specialist Senior PR 2EX (\$48,670 - \$63,426) One Position	Accountant III PR 2GX (\$51,469 - \$72,063) One Position

The Department of Public Works (DPW) has requested a study of an Administrative Specialist Senior in Pay Range 2EX (\$48,670 - \$63,426) in the Infrastructure Services Division, Business Operations Unit. DPW has submitted a new job description for this position, and changes to the position were discussed with Tim Thur, Infrastructure Administration Manager.

The Business Operations Unit is comprised of the following positions. Administrative support for the unit is provided by several Office Assistants.

No. of Positions	Title	PR	Min	Max
1	Business Operations Manager	1EX	\$58,462	\$81,844
3	Accountant III	2GX	\$51,469	\$72,063
1	Administrative Specialist Senior	2EX	\$48,670	\$63,426

A significant part of the Business Unit's accounting responsibilities relate to State and federally aided paving and bridge projects. This requires that positions in this unit have:

- An in-depth knowledge of Wisconsin Department of Transportation (WISDOT) policies and procedures
- An understanding of grant process and grant funding components in order to remain in compliance with all grant requirements.
- An understanding of proper accounting practices and principles in order to set up funding, manage regular invoicing, and to close out projects
- The ability to work within scheduled time frames in order to assure timely reimbursement of funds to the City.

The department has requested the Administrative Specialist Senior position be reclassified to an Accountant III when the position becomes vacant later this year due to a retirement. Historically the work of the Administrative Specialist Senior has been reviewed and approved by an Accountant III. Reclassifying the position to an Accountant III, which requires a Bachelor's Degree in accounting and related experience, will allow the position to work more independently. The basic function of this position will be to manage accounting for the State and federal aid funded as well as local funded paving, bridge and sewer projects. Duties and responsibilities include:

- Review and pay invoices for streets, sewer, and bridge projects. Resolve problems with vendors. Monitor service contracts and equipment purchases. Monitor reimbursable accounts.
- Monitor local and grant related accounts to insure that projects are fully funded for work orders, contracts and change orders.
- Review and verify funding information on city resolutions prepared by project engineers.
- Analyze and process monthly State progress invoices.

- Prepare city invoices, reimbursement requests and cost summary reports to be in compliance with grant requirements and guarantee reimbursement of eligible costs from the grantor
- Process all necessary transfers required to close out local and grant related projects
- Complete retrievals and analysis of projects necessary to prepare monthly status reports on local and grant related projects for engineers
- Analyze and process contract payments, change orders, and closeouts
- Complete annual reports: Lift Bridge report, Highway Aid report, Local Roads Improvement Program Management report

The duties and responsibilities of this proposed position is comparable to the current Accountant III positions in the Business Unit. This report therefore recommends reclassifying this position of Administrative Specialist Senior in Pay Range 2EX (\$48,670 - \$63,426) to Accountant III in Pay Range 2GX (\$51,469 - \$72,063)

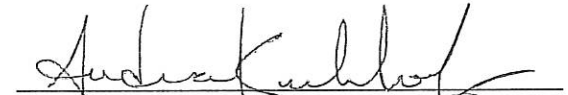
Action Required – Effective Pay Period 21, 2017 (October 8, 2017)

In the Positions Ordinance

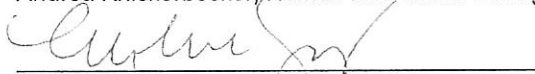
Under Department of Public Works-Infrastructure Services Division, Administration and Transportation
Section, Business Operations:

Delete one position of "Administrative Specialist-Senior" and add one position of "Accountant III."

Prepared By:


Andrea Knickerbocker, Human Resources Manager

Reviewed By:


Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: September 12, 2017

DPW – Operations Division

Current	Request	Recommendation
Parking Operations Coordinator PR 2FN (\$55,935 - \$67,616)	Parking Services Supervisor PR 1DX (\$54,865 - \$76,806) Include Footnote Designation for Snow Pay	Parking Services Supervisor PR 1DX (\$54,865 - \$76,806) Include Footnote Designation for Snow Pay
Parking Operations Supervisor PR 1DX (\$54,865 - \$76,806)	Parking Services Supervisor PR 1DX (\$54,865 - \$76,806)	Parking Services Supervisor PR 1DX (\$54,865 - \$76,806)
Parking Operations Manager PR 1JX (\$80,442 - \$112,627)	Parking Services Manager PR 1JX (\$80,442 - \$112,627)	Parking Services Manager PR 1JX (\$80,442 - \$112,627)

Action Required – Effective Pay Period 22 (October 22, 2017)

In the Salary Ordinance, under Pay Range 2FN, delete the title "Parking Operations Coordinator (2)" and delete footnote "(2)" in its entirety. Under Pay Range 1DX, delete the title "Parking Operations Supervisor (2)" and add the title "Parking Services Supervisor (2)". Under Pay Range 1JX, delete the title "Parking Operations Manager" and add the title "Parking Services Manager".

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

Background

The Department of Public Works (DPW) requested a reclassification study of one vacant position of Parking Operations Coordinator in Pay Range 2FN due to changes in the duties and responsibilities. A new job description was 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 also requested a title change for the positions of Parking Operations Supervisor and Parking Operations Manager.

Current	Parking Operations Coordinator	PR 2FN
Recommended	Parking Services Supervisor	PR 1DX

The basic function of this position is to be responsible for the daily operations of over 7,100 parking meters, structures, and lots in the City of Milwaukee; supervise one position of Parking Maintenance Technician and assist with supervision of four positions in the Parking Meter Shop; coordinate inspection, maintenance and repair services with operators and users; and serve as the City parking liaison with the City contracted management operations company, various other property management companies, lessees, contractors, and other City departments. Duties and responsibilities include the following:

- 25% Manage and administer the street parking meter program including the management of contracts; understand and troubleshoot parking meter related cellular communication malfunctions with city staff and vendors; accurately account for over \$5,000,000 in annual parking revenues derived from several meter sources; administer four vendor contracts for meter maintenance, parts, coin collections and coin counting;

- investigate and respond to meter complaints from elected officials, the general public, and staff; prepare legislation and appear before Common Council committees regarding proposed legislative changes; administer the City employee Parking Permit Program; coordinate multi-jurisdictional parking/traffic activities; and respond to special event and construction permits for timely meter hooding and dehooding.
- 25% Oversee operational and overall structural and mechanical maintenance of five DPW parking facilities; observe, identify and initiate routine, preventative and emergency maintenance for all facility components including mechanical, electrical, structural and safety; monitor, coordinate and oversee all work with vendors, contractors and various City units; review and comply with inspection and compliance reports including those for structural, mechanical, fire, elevator, stand pipe and dry & wet sprinkler systems; follow City purchasing and contracting guidelines to hire contractors and monitor work performed; work with City engineers to determine yearly capital repairs and maintenance required; participate in the planning and implementation of new contractors, subcontractors, systems and equipment; develop and carry out facility signage needs; assure facilities and parking lots adhere to ADA (Americans with Disabilities Act) requirements; assure the parking facilities management company adheres to contractual agreements including but not limited to standards of operations, security management and maintenance guidelines; and serve as a liaison between the City, the parking management company, lessees and the general public; oversee maintenance of City surface parking lots; conduct field observations and evaluate, record, report and track conditions; coordinate, schedule and record various lot repairs; develop and maintain positive neighborhood relations with area residents and businesses; record and maintain official lot property reports and other record files; monitor and oversee lot maintenance and snow removal contracts, contractors and work performance; and coordinate with Parking Enforcement to ensure appropriate compliance in accordance with various parking permits, meters and leases.
- 10% Monitor parking data, technology updates and systems to ensure the smart meter program meets the needs of parking users; mine data for demand pricing models and change as demand increases and decreases; and monitor usage data to identify meters not functioning properly and schedule for investigation and repair.
- 20% Oversee and administer parking leases for structures and lots; maintain insurance certificate compliance; advise appropriateness of leasing in consideration of private/public interests and overall City goals; and assist the Parking Financial Manager in drafting, executing and overseeing compliance for parking lot and structure leases.
- 20% Remain current on parking meter, parking structure and lot operations and best practices; prepare and monitor yearly equipment, capital and operating budget reports and requests; recommend management and process improvements; review and investigate damage claims; and make claim resolution recommendations.

Requirements include a Bachelor's Degree in Architecture, Engineering, Construction, Communications, Management, Business, Public Administration or a related degree or an Associate's Degree in Architecture, Business, Liberal Arts, Real Estate, Building Construction or Mechanics or related degree and two years of experience as a lead worker in the building trades or in inspection and code compliance, plan examination, facility maintenance, operation and repair including, custodial operations, heating, ventilation, air conditioning, electrical, plumbing and/or automated building controls; or four years of experience as a Code Enforcement Inspector, Building Services Supervisor, Plan Examiner, Project Inspector or similar position performing related duties. 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 position was last studied in 2006 when it was reclassified from Parking Operations Assistant in Pay Range 621 to Parking Operations Coordinator in Pay Range 621. As the position was the only position and title in Pay Range 621 it was recommended and approved that Pay Range 621 be revised by deleting the first two steps of the range and adding two steps at the top of the range for an 8% increase at the maximum of the range. The position was later put in Pay Range 2FN when the Salary Ordinance was reorganized in 2011.

The justification for the reclassification was several changes to the duties and responsibilities including no longer being an assistant to another position and working much more independently in overseeing parking operations at five parking facilities and over 50 parking lots. The position also had more responsibility for preventive maintenance and hiring and overseeing the work of contractors who perform work for the parking structures and lots.

The department has indicated that the position under study will now have supervisory responsibility for one direct report of a temporary position of Parking Maintenance Technician, assist with the supervision of four positions at the Meter Shop, have oversight responsibility for City Laborers when assigned to one of his or her projects, and be required to work during snow and ice operations above and beyond normal working hours to supervise snow clearing operations particularly with parking lots and meter parking areas. The position will also continue to oversee various contractors and subcontractors that operate and maintain City-owned parking structures and surface lots; and manages contracts, directs and approves work, and coordinates services for contracted staff. The department indicated that the level of duties and responsibilities related to managing these contracts has also expanded and requires more interpersonal skills, project management skills and the ability to serve as a high-level liaison between the City and the business community.

Currently there is one position of Parking Operations Supervisor in Pay Range 1DX (\$54,865 - \$76,806) that manages the City's on-street parking program which includes thousands of parking meters. Duties include the primary supervision of three Parking Meter Technicians and one Lead Parking Meter Technician; oversight of the coin collection and cash deposit contracts; design of on-street angle parking and parking meters; investigation and response to complaints; and coordination of multi-jurisdictional parking and traffic activities.

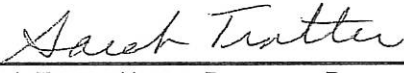
The department has indicated that they would like the position under study to have the same title and pay range. They would like to change the title of the Parking Operations Supervisor to Parking Services Supervisor so that both positions would be classified as Parking Services Supervisor in Pay Range 1DX (\$54,865 - \$76,806) and the two positions would be interchangeable to provide better coverage for both areas of work. As the position under study will now have more supervisory responsibility and the level of duties and responsibilities related to managing these contracts has expanded the requested classification of Parking Services Supervisor in Pay Range 1DX (\$54,865 - \$76,806) is appropriate. Other DPW positions in Pay Range 1DX (\$54,865 - \$76,806) include Plant and Equipment Repair Supervisor, Urban Forestry Manager and Water Plant Maintenance Manager.

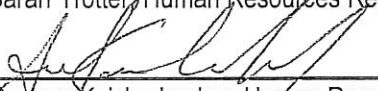
We therefore recommend this position of Parking Operations Coordinator in Pay Range 2FN (\$55,935 - \$67,616) be reclassified to Parking Services Supervisor in Pay Range 1DX (\$54,865 - \$76,806). We further recommend that this position, like the other position with this classification, be eligible to receive the 4.8% increase for snow and ice control operations due to the work during snow and ice operations above and beyond normal working hours.

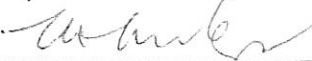
Current	Parking Operations Supervisor	PR 1DX
Recommended	Parking Services Supervisor	PR 1DX
Current	Parking Operations Manager	PR 1JX
Recommended	Parking Services Manager	PR 1JX

The department has requested a title change for the current position of Parking Operations Supervisor to Parking Services Supervisor and for the Parking Operations Manager to Parking Services Manager to better align these positions with other management titles in the Operations Division of DPW. These titles include Fleet Services Manager, Forestry Services Manager, and Sanitation Services Manager.

To better align these positions we recommend the title of one position of Parking Operations Supervisor in Pay Range 1DX (\$54,865 - \$76,806) be changed to Parking Services Supervisor in Pay Range 1DX (\$54,865 - \$76,806) and the title of one position of Parking Operations Manager in Pay Range 1JX (\$80,442 - \$112,627) be changed to Parking Services Manager in Pay Range 1JX (\$80,442 - \$112,627).

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: September 12, 2017

DEPARTMENT OF PUBLIC WORKS – WATER WORKS

Current	Requested	Recommended
Water Construction Coordinator PR 7PN (\$53,686 - \$69,069)	Engineering Technician V PR 3RN (\$53,597- \$69,618)	Engineering Technician V PR 3RN (\$53,597- \$69,618)

Action Required – Effective Pay Period 1, 2017 (January 1, 2017)

In the Salary Ordinance, under Pay Range 7PN, delete the title of Water Construction Coordinator.

Background

Milwaukee Water Works has requested that a position of Water Construction Coordinator be reclassified to Engineering Technician V in to increase its capacity to replace a significantly greater number of water mains during the present construction season and during the years ahead. In studying this request, a new job description for Engineering Technician V created by the department was reviewed and discussions were held with Mark Scheller, Administration and Projects Manager for the utility.

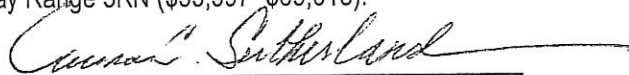
Analysis

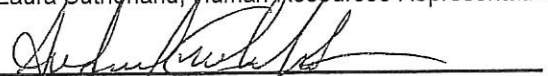
The Milwaukee Water Works employs one Water Construction Coordinator who has the responsibility of testing water mains during construction and reviewing contractor invoices. In order to meet the increased demand for water main replacements, the Engineering Technician V will supervise 11 Engineering Technician IV's who will be trained to perform this work, thus increasing the capacity of the utility to replace more miles of water mains. The Engineering Technician V will also implement quality controls to ensure that testing is carried out according to established standards and invoices are thoroughly reviewed. The change in job classification was requested as a part of the approved 2017 budget and is reflected in the current 2017 Positions Ordinance.


The Engineering Technician V is a well-established job classification. One type of Engineering Technician V functions as a crew leader, providing direction, guidance, coaching, and training to lower-level engineering technicians. The proposed reclassification is consistent with this definition.

Recommendation

It is therefore recommended that the position of Water Construction Coordinator be reclassified to Engineering Technician V in Pay Range 3RN (\$53,597- \$69,618).

Prepared by: 
 Laura Sutherland, Human Resources Representative

Reviewed by: 
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
 Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: September 12, 2017

HEALTH

Current	Requested	Recommended
Office Assistant II PR 6EN (\$30,529 - \$35,922)	Program Assistant I PR 5EN (\$40,501 - \$46,724)	Program Assistant I PR 5EN (\$40,501 - \$46,724)
Administrative Assistant IV PR 5IN (\$47,779 - \$54,669)	Program Assistant I PR 5EN (\$40,501 - \$46,724)	Program Assistant I PR 5EN (\$40,501 - \$46,724)

Action Required – Effective Pay Period 22, 2017 (October 22, 2017)

In the Positions Ordinance, under Health Department, Family and Community Health Services Division, Women's Infant's and Children's Nutrition Program Grant (C), eliminate one position of Office Assistant II-Bilingual (X)(C), and replace with one position of Program Assistant I-Bilingual (X)(C). In the same section, eliminate one position of Administrative Assistant IV(X)(C) and replace with one position of Program Assistant I (X)(C).

Background

In a communication dated August 29, 2017, the Commissioner of Health, Bevan Baker, requested the reclassification of two vacant office support positions assigned to the WIC (Women, Infants, and Children) food and nutrition program to Program Assistant I. In studying this request, a job description written by the Department was reviewed and discussions were held with Lori Hoffman, Human Resources Analyst-Senior for the department and a WIC program coordinator.

The Health Department operates three WIC clinics in three different health centers staffed by Clinic Assistant, Dietetic Technician and Nutritionist positions. In the past, the department has staffed Office Assistant II employees to perform basic office support duties in these clinics. In its desire to operate WIC clinics in the most effective and efficient manner possible, the department has proposed that a new job classification, with a higher level of responsibility and a higher level skill, replace an Office Assistant II and Administrative Assistant IV. Both of these positions are vacant.

Duties, Responsibilities, and Requirements

As proposed, two Program Assistants will function as the persons responsible for all day-to-day office processes for each clinic. This will include: ensuring that all supplies and materials are in stock, assisting clients directly as needed, answering questions in person and by telephone, ensuring that clients are being seen in a timely manner, and seeing that office equipment, such as computers and data bases, are functioning properly. As is typical of administrative support jobs, they will perform a myriad of day-to-day duties and tasks. Typical duties will include the following:

- Distributing WIC appointment reminders
- Ensuring all forms, supplies, and materials required are in stock, including medical and nutritional supplies
- Distributing mail and faxes and following up on responses required
- Assisting clients in person via the intake process
- Providing information regarding the program in person and over the telephone and providing referrals when appropriate

- Ensuring that cleaning schedules for clinics are followed
- Reporting daily clinic activities
- Ensuring that WIC participants are being served efficiently at all times
- Providing input on clinic flow processes
- Fulfilling WIC invoices
- Assisting with the coordination of staff training
- Assisting with the collection and analysis of data
- Supporting WIC management with projects such as Fit Families program, quality improvement projects, and the Dual Protection Partnership initiative
- Responding to requests for medical records
- Maintaining and troubleshooting office equipment

The employee performing this work will be expected to have a high degree of knowledge and expertise using information technology and data bases, solve basic problems regarding this equipment, and train others how to use these resources.

Minimum requirements for the position include education in business, office management or a related area or an associate's degree or bachelor's degree and three years of office support experience. These requirements have not been assessed for purposes of staffing.

Analysis

These positions will have the sole responsibility for all office processes and equipment as well as supplies/materials for each clinic, and act as a resource for solving technology and equipment issues. Due to this, the level of responsibility and level of knowledge and skill associated with these jobs will increase. We agree with the department that a job classification higher than Office Assistant II is required to perform the job as it is envisioned. We also agree that the classification of Administrative Assistant IV is not appropriate because that series is intended to include positions with responsibility for the administrative work of boards and commissions and/or working with a department head or a top manager.

The Health Department has requested that these two vacant positions be classified as Program Assistant I. The definition for the job classification is as follows.

Program Assistant Job Series consists of positions that perform a variety of office support and administrative work in support of a program or distinct area of operations within a city department. The term "program" is intended to be broad in application, encompassing the work of a bureau, division, section, or specific program in a department. The level of work is considered semi-professional and the position serves as a "bridge" between office support positions and professional occupations that require a bachelor's degree or equivalent.

The requested level of Program Assistant I is described as follows:

Program Assistant I in Pay Range 5EN

Performs duties and responsibilities to support the work of professionals and/or managers in a specific area of operations or program within a City department. Requires a good working knowledge of policies and procedures associated with a particular program or area of operations and significant on-the-job work experience in the area. Carries out duties and responsibilities very independently and consults with managers and professionals regarding unusual situations requiring the interpretation of policies.

Health Department
Office Assistant II, Admin Assistant IV

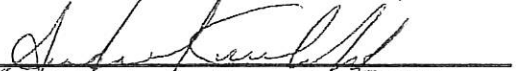
September 12, 2017

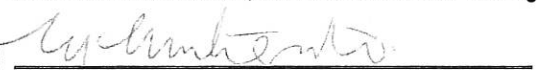
In light of the foregoing, it appears that the requested classification of Program Assistant I is appropriate for these positions. These duties and responsibilities are related to a specific program that of the WIC food and nutrition program, and exercising responsibility for all office processes at a WIC clinic carries a higher degree of responsibility and a higher level of knowledge and skill to successfully perform.

Recommendation

It is therefore recommended that one position of Office Assistant II in the WIC program be reclassified to Program Assistant I and one position of Administrative Assistant IV in the same program be reclassified to Program Assistant I.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: September 12, 2017

Health Department

Current	Request	Recommendation
Personnel Payroll Assistant II PR 6HN (\$37,830 - \$41,863)	Personnel Payroll Assistant III PR 5EN (\$40,501 - \$46,724)	Personnel Payroll Assistant III PR 5EN (\$40,501 - \$46,724)

Action Required – Effective Pay Period 22, 2017 (October 22, 2017)

In the Positions Ordinance, under the Health Department, Payroll Services, delete one position of "Personnel Payroll Assistant II" and add one position of "Personnel Payroll Assistant III".

Background

The Commissioner of Health, Bevan Baker, has requested a study of one position of Personnel Payroll Assistant II in Pay Range 6HN (\$37,830 – \$41,863). He indicated that the duties and responsibilities have expanded; and that the position performs additional human resources functions and serves as a leadworker. A job audit was conducted with the incumbent and discussions were held with the supervisor, Lori Hoffmann, Human Resources Analyst–Senior.

Duties and Responsibilities

The basic function of this position is to be responsible for payroll and personnel transactions, payroll statistics, and employee benefit processing for the Milwaukee Health Department (MHD); provide support to the Health Personnel Officer and the Human Resources Analyst–Senior with employee history records, general employment information, Family Medical Leave Act (FMLA) verification, worker's compensation claims, unemployment claims and other general personnel administration; and serve as a leadworker to an Accounting Assistant II position that assists with payroll 50% of the time. Duties and responsibilities include the following:

- 40% Personnel and Payroll Administration – utilizing HCM (Human Capital Management) and HR Plus, input new hire data, maintain other personnel transactions, and assemble data and supporting documents; review accuracy and completion of documents associated with leave benefits and provide payroll-level approval for biweekly payroll; advise employees about eligibility for paid leave benefits; review, communicate, and resolve discrepancies related to payroll adjustments; respond to inquiries from employees and managers regarding civil service, work rules, policies and procedures, and labor contract interpretations; compile and process OSHA (Occupational Safety and Health Association) reports; assist with confidential personnel matters as it relates to required special data; calculate and process payroll adjustments; prepare personnel transaction reports and supporting documentation; assist with questions regarding new employee pay, and vacation and sick leave balances as it relates to FMLA; and prepare, process, and track information for the Sick Leave Control Incentive Program (SLCIP).
- 25% Employee Entrance/Exit Administration – advise employees considering resigning, retiring or other separations regarding earned vacation, compensatory time, and other entitlements; conduct new employee orientation and inform employees of payroll policies and procedures relating to various areas including time entry, mileage, union dues, sick time, and vacation; and serve as a liaison with the Employee's Retirement System regarding employees' enrollment in the system and providing information to calculate final average salary.

- 25% Employee/Public Information Administration – implement payroll process updates per directives from the Department of Employee Relations (DER) or the Comptroller's Office; convey new procedures to employees and managers and ensure compliance; assist employees with problems regarding health insurance plans, vacation, sick leave and compensatory time earned balances; provide information and respond to questions from DER, the Comptroller's Office and other City departments regarding employee status including laid off or separated employees; respond to general inquiries from staff regarding personnel-related policies, procedures, benefits, entitlements, or other matters by verifying facts and researching historical records; and refer more sensitive questions to the Health Personnel Officer or Human Resources Analyst–Senior.
- 10% Personnel Files and Other Duties – provide backup support to an Accounting Assistant II position; and maintain personnel and medical files.

Requirements include four years of office support experience that includes customer service work and working with detailed records. Equivalent combinations of education and experience may also be considered.

Analysis and Recommendation

The Health Department indicated that the duties and responsibilities of this position have expanded. In addition to performing payroll functions for a department with approximately 250 employees, this position also assists with other human resource functions by providing a New Employee Orientation for new employees, assisting with background checks for Intern positions, providing data in regards to sensitive, confidential personnel matters, and taking on a larger role in advising employees and responding to questions regarding policies and procedures, leave benefits and other areas such as civil service rules and work rules. This position also assists with employee history records maintenance, general employment information, FMLA verification, workman's compensation claims, unemployment claims, and other general personnel administrative support. Further, the position serves as a leadworker and oversees the work of an Accounting Assistant II who works on payroll 50% of the time.

The specification for the Personnel Payroll Assistant series and a description of the specific classification requested is below:

Personnel Payroll Assistant Series

This series include positions primarily involved in processing payrolls and administering non-insurance benefits, personnel policies, and procedures.

Personnel Payroll Assistant III Specification, Pay Range PR 5EN (\$40,501 - \$46,724)

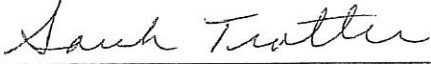
This level is distinguished from the II level by its greater scope of responsibility, which not only includes complex and difficult payroll processing, but the maintenance of personnel records, benefits administration, compilation and creation of special personnel reports, provision of employment information to the public, and general human resources administration on a semiprofessional level.

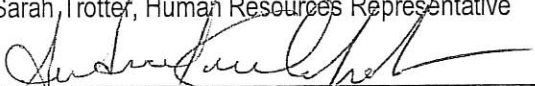
The knowledge base associated with this level consequently must be broader in terms of personnel laws, practice, and procedures, than that of a Personnel Payroll Assistant II. Likewise, interpersonal skills must be at a higher level to effectively interact with employees, managers, and the public. Currently, there are Personnel Payroll Assistant III positions located in the Department of City Development, the Library, the Police Department, and the Department of Public Works.

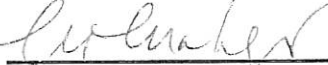
The changes in duties and responsibilities listed above require a broader knowledge of related laws, policies and procedures, good interpersonal skills and an ability to explain policies and procedures related to human resources as

well as payroll processing. With these changes, the position is more similar to the Personnel Payroll Assistant III specification.

We therefore recommend this position of Personnel Payroll Assistant II in Pay Range PR 6HN (\$37,830 - \$41,863) be reclassified to Personnel Payroll Assistant III in Pay Range PR 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: September 12, 2017

PORT OF MILWAUKEE

Current	Recommendation
Port Facilities Supervisor PR 1EX (\$58,462 - \$81,844) One Position	Port Facilities Supervisor PR 1EX (\$58,462 - \$81,844) Recruitment at \$69,955
Harbor Crane Operator PR 8QN (\$60,259 - \$60,814) Recruitment at \$60,814 Two Positions	Harbor Crane Operator PR 8QN (\$62,931 - \$68,583) Recruitment Flexibility with DER approval Two Positions
Port Mechanic PR 7GN (\$41,096 - \$50,649) Recruitment at \$50,551 One Position	Port Operations Technician PR 7JN (\$47,588 - \$57,877) Footnoted range of (\$38,685 - \$58,344) Career Ladder with Recruitment Flexibility Eight Positions
Port Maintenance Technician PR 8JN (\$42,880 - \$48,242) Recruitment at \$43,255 Seven Positions	
Port Maintenance Associate PR 8DN (\$33,857 - \$40,450) Underfill Title	
Port Maintenance Trainee PR 8AN (\$31,607 - \$32,348) Underfill Title	

Background

The Department of Employee Relations (DER) has received a request from Paul Vornholt, Municipal Port Director, to study the positions in the Port Operations Division. Staff also worked with Wayne Johnson, Port Operations Manager, Eric Polzin, Port Facilities Supervisor, and Emma Stamps, Port Finance Officer on the development of the proposal. This report proposes a revised career ladder structure for the Port maintenance positions, and restructures the pay for the Harbor Crane Operator and the Port Facilities Supervisor. New rates of pay for these positions are based in part on an assessment of the cost of labor within southeastern Wisconsin as well as an analysis of pay for comparable positions in City government.

To assist the department in recruiting for these positions, this report recommends structured recruitment flexibility with DER approval. This recruitment flexibility is consistent with practices in place for nurses, librarians, laboratory positions, property appraisers, and automotive mechanics.

Harbor Crane Operator

The Harbor Crane Operator loads and unloads ships, railroad cars and trucks at the Port of Milwaukee facility using cranes of various kinds and capacities. These positions also rig, inspect, repair and maintain all crane equipment. Duties and responsibilities include:

Port Facilities Supervisor, Harbor Crane Operator, Port Operations Technician

- Operate cranes with electric, hydraulic, diesel, electric, or straight diesel power sources.
- Operate gantry, truck, stiff-leg and crawler cranes with capacities of 70 to 300 tons.
- Load and unload cargo from ships and barges, railroad cars and trucks.
- Use hook blocks, magnets, buckets, grapples, or automated container racks for handling cargo.
- Rig cranes for various types of work.
- Supervise signal and maintenance workers during operations, maintenance, or repair of crane equipment.
- Perform required inspections, repairs, and maintenance on cranes.

There are two positions of Harbor Crane Operator at the Port of Milwaukee and both are currently filled. However, the department has experienced difficulty recruiting and filling this position before, like in 2014 when the incumbent vacated the position to pursue employment in the private sector. When there is a vacancy, the cost of filling the position through a service contract is approximately \$61.06 per hour.

Cost of Labor Comparison

In conducting a market cost of labor analysis for this title, staff considered the rates of pay from the Bureau of Labor Statistics; the Economic Research Institute (ERI), a salary survey service to which DER subscribes; and other positions with similar responsibilities within City government.

Bureau of Labor Statistics Market Data 2017

Aged 2.5% from 2016

Title	10%	25%	50%	75%	90%
Crane Operator	\$32,359	\$40,088	\$53,474	\$68,583	\$84,665

Economic Research Institute Market Data 2017

Southeastern Wisconsin

Title	Minimum 75 th Percentile	Maximum 75 th Percentile
Crane Operator Tower	\$48,862	\$64,576
Crane Operator Overhead	\$50,875	\$66,649
Crane Operator	\$55,730	\$69,863

**City of Milwaukee Special Equipment Operators
 Department of Public Works**

Title	PR	Min	Max	Single Rate
Special Equipment Operator I <ul style="list-style-type: none"> • Hydro Crane • Reach-All • Sidewalk Tractor 	8NN			\$56,655
Special Equipment Operator I <ul style="list-style-type: none"> • Sidewalk Tractor and Skid Steer during a General Ice Control (GIC) 	8NN			\$58,087
Special Equipment Operator II <ul style="list-style-type: none"> • Bulldozer (Road) • End Loader (Road) • Miscellaneous Tractors 	8ON			\$58,759
Special Equipment Operator II <ul style="list-style-type: none"> • Prentice Loader (PP 9-24) 	8ON			\$59,176
Special Equipment Operator II <ul style="list-style-type: none"> • End Loader (GIC) and Prentice Loader (PP 25-8) 	8ON			\$60,382
Special Equipment Operator III <ul style="list-style-type: none"> • Backhoe • Bulldozer (Demolition) • Pavement Grinder 	8PN	\$61,697	\$64,190	
Special Equipment Operator III <ul style="list-style-type: none"> • 2% Additional for Excavator (Road) & Grad All 	8PN	\$62,931	\$65,473	
Special Equipment Operator III <ul style="list-style-type: none"> • 5% Additional for Excavator (Demolition) 	8PN	\$64,782	\$67,399	

A review of the market cost of labor for positions with similar levels of responsibility shows that the rate of pay for this position is low. The Bureau of Labor Statistics data shows the average rates of pay for crane operators at the 75th percentile is \$68,583. ERI data shows the average rate of pay for crane operator at the 75th percentile ranges from \$64,576 to \$69,863.

When compared to positions with similar levels of responsibility within City government, the rates of pay are also low. Currently incumbents of Special Equipment Operator III assigned to the Backhoe, Demolition Bulldozer, Pavement Grinder, Excavator (Road and Demolition) as well as Grad All receive a higher rate.

Based upon the difficulty experienced with past recruitment efforts, the cost of labor for similar positions, as well as the comparison to positions with similar levels of responsibility and skill, it is recommended that the pay for this position be restructured from a single rate in Pay Range 8QN of \$60,814 to a range in Pay Range 8QN of \$62,931 to \$68,583.

Also recommended is structured recruitment flexibility at any rate in the pay range with DER's approval. The recruitment flexibility would be tied to specific job-related experience and credentials. This structured recruitment flexibility would apply to new hires and also to current employees that possess the appropriate credentials. This approach is critical to maintain equity in pay between new and current employees.

Proposed Pay Range 8QN for Harbor Crane Operator

Hourly	30.26	32.97
Biweekly	2,420.42	2,637.80
Annual	62,930.92	68,582.80

Proposed Port Operations Technician Career Ladder

The Port Operations Technician operates, performs repairs and conducts routine maintenance of all Port-owned equipment and facilities, including boats, cranes and forklifts. Duties and responsibilities include:

- Perform railroad yard and track maintenance and repairs including replacing track material, tamping ballast, and aligning tracks using specialized tools.
- Perform rough carpentry, painting, glazing, plastering, and cement work to buildings and structures.
- Operate motor-driven high pressure weed sprayer and tractor loader with side cutter bar for grass and weed cutting when performing grounds keeping on and around the administration office.
- Perform general dock wall maintenance and repairs, replace timbers and wood decking. This may at times be performed from a suspended staging over water.
- Perform general maintenance on cranes: greasing, changing wire cable and minor repair work.
- Provide immediate maintenance response to building, grounds and vessel emergencies.
- Diagnose and make minor and major repairs to outdoor power equipment, Port maintained vehicles, (work boats, skid loaders, cranes, mowers, trailers, and tractors), buildings, dock walls, railroad tracks, utilities, and dry pipe sprinkler systems.
- Operate, schedule and deploy Port-owned vessels including workboats.
- Operate, maintain, repair and replace HVAC (Heating, Ventilating and Air Conditioning) equipment including air handling units, cooling towers, chillers, boilers and roof-top units, and perform related duties.
- Perform snow and ice removal on Port roads, docks, and railroad yards with the use of a 2½ ton truck, plow and diesel tractor loader with bucket.

This proposal to create a 'Career Ladder' for a new title of "Port Operations Technician" combines the previous titles of one "Port Mechanic" in Pay Range 7GN (\$41,096 - \$50,649) and seven positions of "Port Maintenance Technician" in Pay Range 8JN (\$43,255- \$48,242). Previously the Port Maintenance Technician classification had pay progression through a number of underfill positions including "Port Maintenance Associate" in Pay Range 8DN (\$33,857 - \$40,450) and "Port Maintenance Trainee" in Pay Range 8AN (\$31,607 - \$32,348). These three titles comprised a career ladder, established in 1991, tied to certifications and achievement of specific work skills.

The goals of this new career ladder are two-fold:

- To create a method to compensate employees for increasing their demonstrated work knowledge and skills.
- To provide a skilled and versatile maintenance operations workforce that accomplishes the operational needs of the Port of Milwaukee.

This report recommends pay progression for the Port Operations Technician based upon performance assessment of responsibilities and competencies. The Addendum includes a listing of Responsibilities and Work Tasks as well as Core and Technical Competencies. Employees will be evaluated on these components throughout the year as they complete projects and assignments. These periodic reviews then become the basis for the employee's annual performance review rating. Employees with a successful performance rating would receive a 2% increment. An employee that reaches the maximum of the pay range could receive the 2% increment as a lump sum. Therefore, this Career Ladder pay progression model replaces the Group A performance assessment model for employees in the title of Port Operations Technician.

Port Facilities Supervisor, Harbor Crane Operator, Port Operations Technician

This proposed model also compensates the employees for attaining and maintaining certifications that further their knowledge, skills, and abilities. Employees who gain the specific credentials would receive the related pay increment at the time the certification is attained. Details of these certifications including the corresponding pay increments are included in the Addendum. Depending upon complexity and difficulty these certifications provide a 1% to 3% increase in pay. Therefore, effective in 2017 this Career Ladder pay progression model replaces the Group A employee assessment model for employees in the title of Port Operations Technician.

Cost of Labor Comparison

In conducting a market cost of labor analysis for this title, staff considered the rates of pay from the Bureau of Labor Statistics, the Economic Research Institute (ERI), and other positions with similar responsibilities within City government.

Bureau of Labor Statistics Market Data 2017
Aged 2.5% from 2016

Title	10%	25%	50%	75%	90%
Industrial Machinery Mechanic	\$33,097	\$40,723	\$51,291	\$63,345	\$78,013
Maintenance and Repair Worker	\$22,560	\$28,884	\$37,863	\$49,733	\$62,176

Economic Research Institute Market Data 2017
Southeastern Wisconsin

Title	Minimum 75 th Percentile	Maximum 75 th Percentile
Maintenance Mechanic	\$49,150	\$65,927
Maintenance Repairer Industrial	\$42,600	\$59,756
Maintenance Service Worker	\$45,776	\$58,344
Maintenance and Repair Worker	\$41,336	\$55,146

City of Milwaukee Related Positions

Title	PR	Minimum	Rate at 2080 Hours	Maximum
City Laborer	8DN	\$31,409	\$36,843	\$40,450
Operations Driver Worker	8KN	\$40,643		\$53,000

A review of the cost of labor from the Bureau of Labor Statistics and from ERI shows that the rates for the more complex assignments of the position are comparable to that of a Maintenance Worker or Repairer. Depending upon the skill level of the work this compensation can range from a maximum of \$55,146 to \$62,176. At the entry level however, the level of skill involved is similar to that of a City Laborer or Operations Driver Worker.

Based upon the cost of labor as well as comparisons to positions with similar responsibility and skill at the entry level, the recommendation is to restructure the compensation for this career ladder position into Pay Range 7JN with a range of \$38,685 to \$58,344. Also recommended is structured recruitment flexibility at any rate in the pay range with DER's approval. The recruitment flexibility would be tied to specific job related experience and credentials. This structured recruitment flexibility would apply to new hires and also to current employees that possess the appropriate credentials. This approach is critical to maintain equity in pay between new and current employees.

Port Facilities Supervisor, Harbor Crane Operator, Port Operations Technician

Proposed Pay Range 7JN for Port Operations Technician

Hourly	18.60	28.05
Biweekly	1,487.87	2,244.00
Annual	38,684.62	58,344.00

Port Facilities Supervisor

The Port Facilities Supervisor plans, executes and supervises all Port operational duties and the maintenance of facilities and equipment, and acts as the Port's facility security officer. This position is the principal backup for the Port Operations Manager. Duties and responsibilities include:

- Plan, implement and supervise all day-to-day work needed to maintain the Port's facilities, including marine facilities, railroads, grounds, equipment, cranes and buildings.
- Plan and supervise the work of others.
- Develop plans for all operational activities under the direction of the Operations Manager, and for the repair and maintenance of Port infrastructure, facilities and equipment.
- Manage the implementation of such plans to ensure the highest level of service quality in providing operational services to tenants and customers.
- Assist the Operations Manager in the daily running of Port activities, respond to the needs of Port tenants for the use of cranes and equipment, and provide services to Port staff.
- Act as the Port facility security officer under the regulations of the Department of Homeland Security.

Minimum requirements include a Bachelor's Degree in Civil or Mechanical Engineering, Facility Management, or a closely related field and at least four (4) years of experience working in a large complex facility with responsibility for large-scale maintenance projects including the repair of buildings, facilities, and large-scale equipment. Two years of this experience must be as a supervisor or manager.

Within City government, the work performed by this classification compares in level of responsibility to that of a District Code Enforcement Supervisor in Neighborhood Services, Fire Equipment Repairs Manager, and Fleet Operations and Training Manager in DPW-Operations, all of which are also classified in Pay Range 1EX (\$58,462 - \$81,844).

Based upon this analysis, the recommendation is to maintain the current classification of Port Facilities Supervisor in Pay Range 1EX (\$58,462 - \$81,844) with a minimum recruitment rate of \$69,955 to provide a differential to the maximum rate of pay of the Harbor Crane Operator.

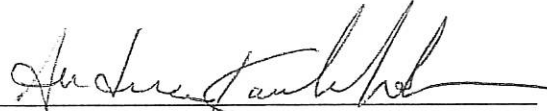
Implementation

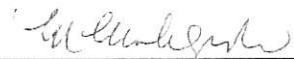
This report recommends restructuring the pay for the Port Facilities Supervisor and Harbor Crane Operator and creates a new career ladder for Port Operations Technician. With the implementation of these recommendations any employee with a pay rate below the new recommended minimum would have their rate of pay changed to that new minimum rate.

Further, the Department of Employee Relations will work with Port of Milwaukee managers to create structured recruitment flexibility for the purpose of recruiting and retaining employees for the Harbor Crane Operator and Port Operations Technician classifications. These recommendations would apply to new hires that possess the appropriate credentials and also to current employees that possess the appropriate credentials. This approach is critical in order to maintain equity in pay between new and current employees.

Port Facilities Supervisor, Harbor Crane Operator, Port Operations Technician

The cost of implementing these recommendations Pay Period 1, 2017 is approximately \$18,500 in salaries over a one year period of time. While there is position authority for eight positions of the recommended classification of Port Operations Technician, there are only five positions funded for 2017. In addition, there may be other salary impacts based on the achievement of certifications by employees in the Port Operations Technician career ladder during 2017.

Prepared By: 
Andrea Knickerbocker, Human Resources Manager

Review: 
Maria Monteagudo, Employee Relations Director

Action Required

In the Salary Ordinance – Effective Pay Period 1, 2017

Under Pay Range 1EX
Add the following footnote for "Port Facilities Supervisor"

PORT FACILITIES SUPERVISOR (11)

(11) Recruitment is at \$2,690.56 biweekly (\$69,954.56).

Under Pay Range 7GN
Delete the title "Port Mechanic" and delete footnote (5).

Under Pay Range 7JN
Add the following title and footnote:

PORT OPERATIONS TECHNICIAN (6)

(6) Career Ladder Position. Minimum recruitment is at \$1,487.87 biweekly (\$38,684.62) and may be at any rate in the range based upon experience and credentials with the approval of DER. Employees will advance 2% of base pay up to a maximum of \$2,244.00 biweekly (\$58,344.00) upon certification by the Municipal Port Director of having attained the required job performance and demonstrated competencies (2% lump sum if paid at the maximum of the range). Employee may advance 1% to 4% of base pay for attaining and maintaining each certification as outlined in the Port Operations Technician Career Ladder.

Under Pay Range 8AN
Delete the title "Port Maintenance Trainee" and delete footnote (1).

Under Pay Range 8DN
Delete the title "Port Maintenance Associate".

Under Pay Range 8JN
Delete the title "Port Maintenance Technician" and delete footnotes (1), (2), and (4).

Under Pay Range 8QN

Delete the current rates and footnote (1) and replace with the following rates and footnote (1).

Hourly	30.26	32.97
Biweekly	2,420.42	2,637.80
Annual	62,930.90	68,582.80

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

In the Positions Ordinance – Effective Pay Period 1, 2017

Under Port of Milwaukee, Cargo Handling-Maintenance and Repair Section

- Delete 1 position of Port Mechanic
- Delete 6 positions of Port Maintenance Technician
- Delete 1 position of Port Maintenance Technician IV
- Add 8 positions of Port Operations Technician

ADDENDUM

Port Operations Technician - Responsibilities and Work Tasks

Responsibility	Related Work Tasks
Inspect, preventative maintenance, diagnose and make minor and major repairs	<ul style="list-style-type: none"> • Outdoor power equipment • Port maintained equipment to include: vehicles, work boats, skid loaders, cranes, forklifts, trailers, and tractors
Perform railroad yard and track maintenance and repairs	<ul style="list-style-type: none"> • Replace track material, tamp ballast, and align track using pneumatic tampers, spike drivers and impact wrench, rail benders, rail saws and drills • Perform rail inspections, both visual and measured • Adjust switch stands and points • Welding on railroad wear items • Lubrication of railroad components
Operate schedule and deploy Port-owned vessels	<ul style="list-style-type: none"> • Crew work boats • Operate work boats
Perform dock wall maintenance and repairs	<ul style="list-style-type: none"> • Replace timbers and wood decking at times on suspended staging over the water • Torching, cutting and welding
Building maintenance, preventative maintenance, troubleshooting, repair and replacement of various building components	<ul style="list-style-type: none"> • Air handling units • Dry pipe sprinkler systems • Boilers • Rooftop units • Building sub systems
Crane signaling	<ul style="list-style-type: none"> • Use proper hand signals • Use proper voice commands • Identify any hazards • Reporting of incidents
Responding to emergencies	<ul style="list-style-type: none"> • Building • Utilities • Grounds • Security • Vessel maintenance
Grounds keeping	<ul style="list-style-type: none"> • Trash removal • Grass and weed cutting • Landscape maintenance
Ice and snow removal	<ul style="list-style-type: none"> • Clear Port roads, docks and railroad using 2½ ton truck snow plow w/ air compressor, and diesel tractor loader with bucket

ADDENDUM - continued

Port Operations Technician - Competencies

Safety
Engages in safe work practices using recognized safety standards; during all phases of every work assignment always secures work sites to ensure the safety of self, coworkers, and the public; recognizes any unsafe conditions and corrects deficiencies immediately before beginning or continuing an assignment; identifies and utilizes PPE that is job appropriate; uses chemicals appropriately by law
Vehicle and Equipment Use
Maintains PPE according to department standards; inspects and maintains all equipment, tools, etc. prior to use and throughout its operation. Loads, stores, and transports all equipment and tools appropriately.
Judgement and Decision-Making
Makes sound, well-informed, and objective decisions by using good problem solving and evaluation skills; takes responsibility for all work activity; clearly communicates decisions; provides a reason for the decision; recognizes the impact and effect of decisions; assesses risks and takes action to accomplish goals.
Productivity
Recognizes and establishes the most efficient method in which to complete work assignments using work procedures that are consistent with departmental and industry standards, always maintaining safety; is able to utilize available resources of personnel and equipment to complete work assignments in an effective manner and meet quality standards; uses initiative to find new solutions, improve methods of work, train others, and acquire new skills; estimates the time needed to perform work assignments and manages time effectively.
Communication
Communicates and cooperates with coworkers and others to assess needs and determine expectations, provides information and assistance; is committed to providing team-oriented quality service; manages and resolves disagreements in a constructive manner; develops and maintains sound relationships with others; practices active listening; relates well with people from diverse backgrounds and treats all people with dignity and respect. Accurately documents and communicates daily work production.
Leadership Responsibility
Plans, organizes, assigns, and monitors work progress; monitors performance and provides feedback, coaching, training, and mentoring as needed; sets goals and holds individuals accountable for goal accomplishments; fosters positive interaction among team members; treats coworkers consistently and fairly and maintains open and effective communication.

ADDENDUM - continued**Port Operations Technician - Certifications**

Certifications are attained and maintained. Each employee is responsible for providing documentation as proof for each certification or re-certification. If a certification lapses, the employee will receive the corresponding decrease in rate of pay associated with the certification.	
Certification	Increment %
Transportation Worker Identification Credential https://www.tsa.gov/for-industry/twic	Minimum Requirement
OSHA Forklift Training and Certification Program http://www.osha.com/courses/outreach.html	1%
Crane Signaling Exam (OSHA Standard)	1%
UW-Madison Introduction to Railroad Engineering Course Completion	1%
Equipment and Engine Training Council Certified Engine Technician	2%
Equipment and Engine Training Council Certified Systems Technician	2%
Equipment and Engine Training Council Certified Master Technician	2%
HVAC-Boiler Operator Certificate	2%
HVAC-Oil Furnace Servicing	2%
HVAC-Gas Furnace Servicing	2%
United States Coast Guard Operator of Uninspected Passenger Vessel/Six-Pack License	3%
United States Coast Guard 100 Ton Upgrade to Master License	3%
United States Coast Guard Radar Observers Endorsement	3%



City of Milwaukee Fiscal Impact Statement

A

Date	9/15/17	File Number	170619
Subject	Classification and pay recommendations submitted to the City Service Commission for September 12, 2017 meeting.		

B

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

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

This Note	<input type="checkbox"/> Was requested by committee chair.
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E

Charge To	<input checked="" type="checkbox"/> Department Account <input type="checkbox"/> Capital Projects Fund <input type="checkbox"/> Debt Service <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Contingent Fund <input type="checkbox"/> Special Purpose Accounts <input type="checkbox"/> Grant & Aid Accounts
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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

Finance and Personnel Committee Meeting of September 20, 2017
City Service Commission Meeting of September 12, 2017

NEW COSTS FOR 2017

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	DPW-Infrastructure	Administrative Specialist-Senior	2EX	Accountant III*	2GX	\$48,670	\$51,469	\$646	\$110	\$756
1	DPW-Operations	Parking Operations Coordinator	2FN	Parking Services Supervisor**	1DX	\$55,935	\$57,498	\$301	\$51	\$352
1	DPW-Operations	Parking Operations Supervisor	1DX	Parking Services Supervisor	1DX	N/A	N/A	N/A Title Change Only		
1	DPW-Operations	Parking Operations Manager	1JX	Parking Services Manager	1JX	N/A	N/A	N/A Title Change Only		
1	DPW-Water	Water Construction Coordinator	7PN	Engineering Technician V***	3RN	N/A	N/A	N/A Incumbent Above New Maximum		
1	Health	Office Assistant II	6EN	Program Assistant I	5EN	\$30,529	\$40,501	N/A Grant Funded Position		
1	Health	Personnel Payroll Assistant II	6HN	Personnel Payroll Assistant III	5EN	\$38,587	\$40,516	\$371	\$76	\$447
1	Port of Milw	Port Facilities Supervisor	1EX	Port Facilities Supervisor***	1EX	\$67,748	\$69,955	\$2,207	\$375	\$2,582
1	Port of Milw	Harbor Crane Operator	8QN	Harbor Crane Operator***	8QN	\$59,322	\$61,387	\$2,065	\$422	\$2,487
1	Port of Milw	Harbor Crane Operator	8QN	Harbor Crane Operator***	8QN	\$60,819	\$62,931	\$2,112	\$432	\$2,544
1	Port of Milw	Port Maintenance Technician	8JN	Port Operations Technician***	7JN	N/A	N/A	N/A Labor Market Adjustment Only		
1	Port of Milw	Port Maintenance Technician	8JN	Port Operations Technician***	7JN	N/A	N/A	N/A Labor Market Adjustment Only		
1	Port of Milw	Port Maintenance Technician	8JN	Port Operations Technician***	7JN	N/A	N/A	N/A Labor Market Adjustment Only		
1	Port of Milw	Port Maintenance Associate	8DN	Port Operations Technician***	7JN	\$34,535	\$38,685	\$4,150	\$849	\$4,999
1	Port of Milw	Port Maintenance Trainee	8AN	Port Operations Technician***	7JN	\$32,248	\$38,685	\$6,437	\$1,316	\$7,753
15								\$18,288	\$3,631	\$21,920

Assume effective date is Pay Period 22, 2017 (October 22, 2017) unless noted otherwise.

*Assume effective date is Pay Period 21, 2017 (October 8, 2017).

**Assume new annual rate includes Snow Pay.

***Assume effective date is Pay Period 1 (January 1, 2017) and note that only five of the eight Port of Milw. positions are funded for 2017.

NEW SAVINGS FOR 2017

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Health	Administrative Assistant IV	5IN	Program Assistant I	5EN	\$47,779	\$40,501	N/A Grant Funded Position		
1								\$0	\$0	\$0

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	DPW-Infrastructure	Administrative Specialist-Senior	2EX	Accountant III*	2GX	\$48,670	\$51,469	\$2,799	\$476	\$3,275
1	DPW-Operations	Parking Operations Coordinator	2FN	Parking Services Supervisor**	1DX	\$55,935	\$57,498	\$1,563	\$266	\$1,829
1	DPW-Operations	Parking Operations Supervisor	1DX	Parking Services Supervisor	1DX	N/A	N/A	N/A Title Change Only		
1	DPW-Operations	Parking Operations Manager	1JX	Parking Services Manager	1JX	N/A	N/A	N/A Title Change Only		
1	DPW-Water	Water Construction Coordinator	7PN	Engineering Technician V***	3RN	N/A	N/A	N/A Incumbent Above New Maximum		
1	Health	Office Assistant II	6EN	Program Assistant I	5EN	\$30,529	\$40,501	N/A Grant Funded Position		
1	Health	Personnel Payroll Assistant II	6HN	Personnel Payroll Assistant III	5EN	\$38,587	\$40,516	\$1,929	\$394	\$2,323

1	Port of Milw	Port Facilities Supervisor	1EX	Port Facilities Supervisor***	1EX	\$67,748	\$69,955	\$2,207	\$375	\$2,582	
1	Port of Milw	Harbor Crane Operator	8QN	Harbor Crane Operator***	8QN	\$59,322	\$61,387	\$2,065	\$422	\$2,487	
1	Port of Milw	Harbor Crane Operator	8QN	Harbor Crane Operator***	8QN	\$60,819	\$62,931	\$2,112	\$432	\$2,544	
1	Port of Milw	Port Maintenance Technician	8JN	Port Operations Technician***	7JN	N/A	N/A	N/A Labor Market Adjustment Only			
1	Port of Milw	Port Maintenance Technician	8JN	Port Operations Technician***	7JN	N/A	N/A	N/A Labor Market Adjustment Only			
1	Port of Milw	Port Maintenance Technician	8JN	Port Operations Technician***	7JN	N/A	N/A	N/A Labor Market Adjustment Only			
1	Port of Milw	Port Maintenance Associate	8DN	Port Operations Technician***	7JN	\$34,535	\$38,685	\$4,150	\$849	\$4,999	
1	Port of Milw	Port Maintenance Trainee	8AN	Port Operations Technician***	7JN	\$32,248	\$38,685	\$6,437	\$1,316	\$7,753	
								15	\$23,262	\$4,530	\$27,792

NEW SAVINGS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Health	Administrative Assistant IV	5IN	Program Assistant I	5EN	\$47,779	\$40,501	N/A Grant Funded Position		
1								\$0	\$0	\$0

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