



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

February 19, 2016

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

Dear Committee Members: Re: Common Council File Number **151529**

The following classification and pay recommendations will be submitted to the City Service Commission on **February 23, 2016**. We recommend these changes subject to approval by the City Service Commission.

In the Department of Administration - Office of the Director, one new position is recommended for classification to Equal Rights Specialist, PR 2EX.

In the Library, one position of Administrative Specialist – Senior, PR 2EX is recommended for reclassification to Management Librarian, PR 1DX.

In the Department of Neighborhood Services, PR 2GN is recommended for reclassification to Special Enforcement Supervisor, PR 1FX.

The job evaluation reports covering the above positions, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Eric Pearson, Deborah Ford, Nicole Fleck, Sharon Robinson, Paula Kiely, Judy Pinger, Jennifer Meyer, Arvis Williams, Thomas Mishefske, Lynne Steffan, Erica Lewandowski



JOB EVALUATION REPORT

City Service Commission Meeting Date: February 23, 2016

DEPARTMENT OF ADMINISTRATION-OFFICE OF THE DIRECTOR

Current	Request	Recommendation
New Position	Equal Rights Specialist Pay Range to be Studied	Equal Rights Specialist PR 2EX (\$45,306 - \$63,426)

LIBRARY

Current	Request	Recommendation
Administrative Specialist - Senior PR 2EX (\$45,306 - \$63,426)	Management Librarian PR 1DX (\$54,865 - \$76,806)	Management Librarian PR 1DX (\$54,865 - \$76,806)

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current	Request	Recommendation
Special Enforcement Inspector PR 2GN (\$62,152 - \$73,930)	Special Enforcement Supervisor PR 1FX (\$62,338 - \$87,270)	Special Enforcement Supervisor PR 1FX (\$62,338 - \$87,270)

ACTION REQUIRED

In the Salary Ordinance, under Pay Range 2EX, add the title "Equal Rights Specialist."

In the Positions Ordinance, under Library, Administration Services Decision Unit, Administration Bureau, Acquisitions and Serials Section, delete one position of "Administrative Specialist Senior (Y)" and add one position of "Management Librarian (Y)"; under the Department of Neighborhood Services, Special Enforcement Division, delete one position of "Special Enforcement Inspector (X)" and add one position of "Special Enforcement Supervisor (X)."

DEPARTMENT OF ADMINISTRATION-OFFICE OF THE DIRECTOR

Current:	New Position	
Request:	Equal Rights Specialist	PR TBD
Recommendation:	Equal Rights Specialist	PR 2EX

The Department of Administration requested classification of a new position in the 2016 budget. A new job description was provided. The basic function of the position is to provide dedicated support to the Equal Rights Commission (ERC) and assist in carrying out related Department of Administration initiatives by performing research and engaging in community outreach. Duties and responsibilities include the following:

- 40% Equal Rights Commission: staff the ERC and coordinate meetings and agendas; prepare and distribute minutes; provide staff support to the ERC at meetings; research best practices, prepare reports, and facilitate presentations for the ERC; serve as a liaison to other Commissions including the Milwaukee County Human Rights Commission;

maintain ERC documents; and seek assistance from the City Attorney's Office regarding legal and jurisdictional issues.

- 20% Accountability Structure: work as a liaison between the ERC and City departments to establish an accountability structure in relation to equal access to programs and services for all residents; and work with departmental representatives to ensure that briefings with the ERC are scheduled, and questions and concerns are addressed.
- 20% Community and Neighborhood Engagement: coordinate the ERC's participation in community activities and events; and represent the ERC's interests in relation to other City initiatives.
- 15% Housing and Employment Discrimination: screen and process discrimination complaints pursuant to applicable provisions of the Milwaukee Code of Ordinances; work with community-based agencies to disseminate information about local ordinances regarding housing and employment discrimination; work closely with the Community Development Grants Administration (CDGA) Division of the Department of Administration to ensure compliance with the United States Department of Housing and Urban Development (HUD) and the Community Development Block Grant (CDBG) program requirements; and facilitate meeting deliverables established by HUD and the CDBG program regarding access to housing and training.
- 5% Other Duties: Perform other duties assigned including coordination of efforts with other related programs administered by the Department of Administration; and update and maintain the ERC website.

Requirements for this position include a bachelor's degree in Public Administration, Business Administration, Urban Planning, Communications or related field; and professional-level experience in community organizing, or advocacy. Experience in working for a governmental agency or not-for-profit organization is preferred. Equivalent combinations of education and experience may be considered.

This position was created in the 2016 budget. The Department indicated that the position will focus on efforts to promote racial equity and inclusion; and assist the ERC in improving the equal rights climate in Milwaukee as stated in Chapter 109 of the Ordinances of the City of Milwaukee. The Equal Rights Commission consists of seven members and per the Ordinance works to enforce "the policy of the city that the equal rights of all those who live and work in the city are assured, and that equal rights and equal opportunities within the context of the larger commercial and social fabric of the Milwaukee community are promoted."

In making comparisons to other City positions we recommend placing this position in Pay Range 2EX (\$45,306 - \$63,426). This pay range also has the titles of Administrative Specialist – Senior, Community Outreach Liaison and Health Project Coordinator. These positions also have administrative, oversight and/or outreach responsibilities that are comparable to this new position. The requested title of Equal Rights Specialist reflects well the responsibilities of the position. We therefore recommend that this new position be classified as Equal Rights Specialist in Pay Range 2EX.

LIBRARY

Current:	Administrative Specialist-Senior	PR 2EX
Request:	Management Librarian	PR 1DX
Recommendation:	Management Librarian	PR 1DX

The Library has requested that one vacant position of Administrative Specialist–Senior in Pay Range 2EX (\$45,306 - \$63,426) be repurposed and classified as a Management Librarian in Pay Range 1DX (\$54,865 - \$76,806). They would like to have this position at a higher level with collection management responsibilities; and require a Master's Degree in Information and Library Science and five years of increasingly responsible librarian experience.

The basic function of this position is to direct technical processes concerned with collection development and the purchase of books, serials, physical media and other library materials; manage the direction, control, and planning for office support activities needed for the orderly acquisition of new materials; manage the Library's budget for materials and provide counsel and information regarding expenditures and encumbrances to librarian staff who select materials; serve as the manager and administrator for collection development and management software programs; advise and counsel Library staff on the acquisition, deaccession and management of physical library materials; serve as a liaison for bindery service and as a supervisor for staff assigned to the Acquisitions and Serials Units; and provide guidance on the Milwaukee Public Library Collection Management Plan.

With these changes this position will have duties, responsibilities and requirements that are comparable to other Management Librarians in the Department. We therefor recommend that this position be repurposed and classified as Management Librarian in Pay Range 1DX.

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current:	Special Enforcement Inspector	PR 2GN
Request:	Special Enforcement Supervisor	PR 1FX
Recommendation:	Special Enforcement Supervisor	PR 1FX

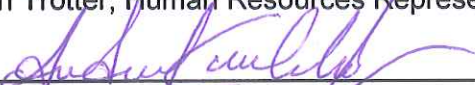
The Department of Neighborhood Services (DNS) has requested that one vacant position of Special Enforcement Inspector in Pay Range 2GN (\$62,152 - \$73,930) be repurposed and classified as a Special Enforcement Supervisor in Pay Range 1FX (\$62,338 - \$87,270). The number of Special Enforcement Inspectors in the Special Enforcement Division has increased to twenty and the Department wishes to have one more supervisory position for a total of two in the Division. The Department indicated that the additional supervisor will help with the general oversight and management of the Special Enforcement Division.

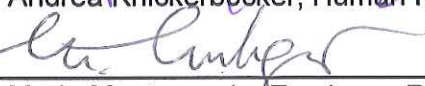
The position will have the same basic function as the other Supervisor which includes developing partnerships with the other City Departments including Police, Fire, Health, City Development, Public Works, Administration, and City Attorney plus other community and governmental agencies to develop strategic efforts to prevent, remove or correct nuisance properties; overseeing the issuing of occupancy permits; reviewing applications to the Board of Zoning Appeals (BOZA), writing DNS conditions of approval for BOZA applications, and representing DNS at BOZA hearings; approving State salvage, scrapping, and motor vehicle licenses; researching complex zoning issues; providing directions for timely monthly

reinspections; directing staff on tools and approaches to attain compliance on past-due orders; and performing other supervisory duties.

We agree with the request and recommend that one vacant position of Special Enforcement Inspector in Pay Range 2GN be repurposed and classified as Special Enforcement Supervisor in Pay Range 1FX.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director