



Department of Employee Relations

Cavalier Johnson
Mayor
Harper Donahue, IV
Director
Molly King
Employee Benefits Director
Nicholas DeSiato
Labor Negotiator

February 5, 2025

The Honorable
Finance and Personnel
Committee Common Council
City of Milwaukee

Common Council File No. 241494 – Communication from the Department of Employee Relations relating to classification studies approved at the January 28, 2025 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on January 28, 2025.

Department of Public Works-Operations Division

Current	Recommended
Finance and Administration Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment Rate: \$104,997 (One Position)	Operations Administration Manager PR 1QX (\$132,713 - \$185,792) (One Position)

Note: Residents receive a rate that is 3% higher.

Department of Public Works – Water Works

Requested	Recommended
(One New Underfill Title)	Water Treatment Plant Operator Trainee PR 2FN (\$51,250 - \$71,754) Recruitment Rate: \$61,409 (One New Underfill Title)

Note: Residents receive a rate that is 3% higher.

Respectfully Submitted,

Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: January 28, 2025

Department of Public Works-Operations Division

Current	Recommended
Finance and Administration Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment Rate: \$104,997 (One Position)	Operations Administration Manager PR 1QX (\$132,713 - \$185,792) (One Position)

Background

The Department of Public Works (DPW) Operations Division Director Danielle Rodriguez has requested to reclassify one position of Finance and Administration Manager in Pay Range 1JX (\$85,366 - \$119,521) with a recruitment rate of \$104,997 to Operations Administration Manager in Pay Range 1QX (\$132,713 - \$185,792). This change will create the same organizational structure that currently exists in DPW-Water Works and DPW-Infrastructure Services. A new job description was provided and staff met with Director Rodriguez and the Operations Human Resources Administrator Makisha Porter.

Responsibilities and Requirements

This position will act as the Assistant Operations Division Director in all capacities and will oversee up to 850, and at times 1100, employees; provide overarching guidance and leadership to five Section Managers, the Operations Services Manager, the Operations Human Resources Administrator, and the Communications Systems Manager; and provide planning, analysis, development, implementation and monitoring of strategic plans, policies and procedures for consistent and quality application throughout the Operations Division. Duties and responsibilities include:

- 20% Collaborates with the Operations Division Director in the planning, management and administration of the division.
- 15% Evaluates division needs and formulates short and long-range goals to meet the overarching philosophy set by the Operations Division Director. Leads professional development plans and goals for division leaders and managers.
- 15% Coordinates administrative, human resources and financial functions across the Operations Division.
- 15% Administers and oversees the Operations and Transportation Fund operating and capital budgets, contracting, and grant activities.

- 10% Represents the Operations Division before various committees, boards and commissions. Serves as a liaison with other city departments, DPW divisions and outside agencies as needed. Responds as necessary to snow and ice operations and emergency situations to provide leadership, coordination of communications, and to make appropriate decisions to control and expedite service.
- 5% Oversees and coordinates with Section Managers to develop meaningful KPIs (Key Performance Indicators). Manages the Operations Division MAPP reporting and the development of the presentation in advance of scheduled dates.
- 5% Provides direct supervision of Operations Administration Section staff. Provides direction and oversees progress.
- 5% Performs duties of the Operations Division Director in his/her absence.
- 5% Responds to inquiries from citizens, elected officials and other city departments.
- 5% Maintains professional affiliations/outreach to network and build relationships in government and industry groups. Performs other duties as assigned.

Changes to Responsibilities


With the changes to duties and responsibilities this position will now perform the function of Assistant Operations Division Director comparable to the current roles of the Infrastructure Administration Manager and the Water Works Administration Manager which are in pay range 1QX (\$132,713 - \$185,792).


This position will direct training and development of operations management, and direct strategic planning and projects for the entire division. Responsibilities will include managing larger technical projects, implementing culture change for staff and management, and formulating SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goals for the success of the organization. Section Managers and administration staff will now report directly to this position.

Based upon these changes in responsibilities this position will effectively perform the function of an Assistant Operations Division Director. We therefore recommend reclassifying one position of Finance and Administration Manager in pay range 1JX (\$85,366 - \$119,521) with a recruitment rate of \$104,997 to Operations Administration Manager in Pay Range 1QX (\$132,713 - \$185,792).

Action Required – Effective Pay Period 6, 2025

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: 
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
 Harper Donahue IV, Employee Relations Director



Department of Employee Relations

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Mayor

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Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: January 28, 2025

Department of Public Works – Water Works

Requested	Recommended
(One New Underfill Title)	Water Treatment Plant Operator Trainee PR 2FN (\$51,250 - \$71,754) Recruitment Rate: \$61,409 (One New Underfill Title)

Background and Description

The Milwaukee Water Works (MWW) has requested the creation of one new underfill title for the Water Treatment Plant Operator job series. A new job description was provided, and discussions were held with Jane E. T. Islo, Water Works Administration Manager.

The basic function of this new underfill title is to be trained under the direction of Water Treatment Plant Operators to prepare for promotion to Water Treatment Plant Operator I and eventual certification in one of five desk assignments; and to assist with the operation of a convention surface water treatment plant, water distribution system, pumping stations, storage facilities and other system infrastructure, and operation of the chemical feed systems. Duties and responsibilities include:

70% Plant Operations

- Participate in training to understand and execute the water treatment process at both water plants; learn the water distribution system requirements and operator parameters.
- Attend safety training to comply with the MWW’s Safety Program including training regarding confined space, lockout/tagout (LOTO), chemical hazardous materials, Global Harmonized System (GHS), and personal protective equipment (PPE).
- Assist Water Treatment Plant Operators with monitoring, reviewing, and analyzing Supervisory Control and Data Acquisition (SCADA) to remotely manipulate the chemical feed systems, filter operations, and/or the water distribution system.
- Conduct routine process or system changes and operate, troubleshoot, and maintain a wide variety of chemical feed systems, centrifugal pumps, and ancillary equipment under supervision of the Operator in Charge (OIC).
- Perform visual and physical checks of pumps, motors, chemical feed systems, and monitoring instrumentation; report and document results.

- Conduct LOTO operations on industrial size centrifugal pumps, large capacity valves and gates, ozone generators, and ancillary equipment.
- Locally operate valves, pumps, instruments, and other equipment to maintain operations with guidance from OIC.
- Conduct various tasks involving manual labor including basin flushing and filter maintenance.
- Work as part of a confined space crew.
- Use phones, radios, and computers to communicate and log activities.
- Conduct inventory and preventative maintenance on first aid kits, fire extinguishers, automated external defibrillators (AED), emergency lighting, hazardous material (hazmat) storage, safety showers, eyewash stations, and motor vehicles.
- Perform minor preventative maintenance and routine plant upkeep.

15% Pumping and Storage Facility Operations

- Assist with inspection of machinery and facilities across the pumping districts of the water distribution system.
- Perform minor facility and equipment maintenance.
- Perform sampling and minor chemical testing at booster stations.
- Assist with installation and removal of various equipment at booster stations.
- Identify and report problems using the computerized maintenance management system (CMMS).

10% Water Laboratory Analysis

- Learn and become proficient at the operator-required laboratory testing skills.
- Perform temperature, turbidity, chlorine, and/or other water quality analyses.

5% Other Duties

- Perform other duties as assigned.

Minimum requirements include an associate degree in engineering, chemistry, biology, conservation, environmental science, environmental health, water quality technology, or other related field; or two years of experience operating or maintaining drinking water, wastewater, or beverage processing treatment plant facilities performing duties closely related to this classification. Equivalent combinations of education may be considered.

Analysis and Recommendation

The Water Treatment Plant Operator job series was recently studied in September of 2023 and the current series is as follows.

Title	Pay Range	Rates
Water Treatment Plant Lead Operator	2MN	\$80,098 - \$112,137 Recruitment Rate: \$102,266
Water Treatment Plant Operator 4	2LN	\$75,162 - \$105,223 Recruitment Rate: \$92,969

Water Treatment Plant Operator 3	2KN	\$70,501 - \$98,704 Recruitment Rate: \$89,552 FN: Employees assigned as Operator in Charge to be paid an additional 7%
Water Treatment Plant Operator 2	2JN	\$66,154 - \$92,612 Recruitment Rate: \$84,826 FN: Employees assigned as Operator in Charge to be paid an additional 7%
Water Treatment Plant Operator 1	2HN	\$58,223 - \$81,507 Recruitment Rate \$72,270

To assist with recruitment and to provide an opportunity to hire individuals who have just graduated with an associate degree or have two years of experience, the department has requested the creation of a new underfill title of "Water Treatment Plant Operator Trainee". The requirements for this position would include an associate degree or two years of related experience as listed above. It is expected that an individual hired into this position would work for two years and then be eligible to advance to the next level in the job series at "Water Treatment Plant Operator I" in Pay Range 2HN (\$58,223 - \$81,507) with a recruitment rate of \$72,270.

Prior to 2023, the department was able to hire individuals with an associate degree, or equivalent experience, into the classification of "Water Treatment Plant Operator" in Pay Range 2EN. Over the years, several employees were hired after receiving an associate degree from the Milwaukee Area Technical College (MATC) or other educational institutions.

In July of 2023, a large market study was conducted of skilled craft, service, and maintenance positions. The classification of "Water Treatment Plant Operator" was reallocated to Pay Range 2FN (\$50,245 - \$70,347) with a recruitment rate of \$60,205 (2023 Rates). Two months later the classifications of "Senior Water Treatment Plant Operator" and "Water Treatment Plant Operator" were reviewed again in a more specific study and the above job series, with new titles, was recommended and approved.

The minimum requirements for the current entry level position of "Water Treatment Plant Operator I" is a bachelor's degree in engineering, chemistry, biology, conservation, environmental science, or closely related field from an accredited college or university; or an associate degree in the aforementioned fields from an accredited college and two years of experience operating or maintaining drinking water, wastewater, or beverage processing treatment plant facilities, performing duties closely related to this position.


To again provide the option of hiring individuals with an associate degree, or equivalent experience, we recommend creating the underfill title of "Water Treatment Plant Operator Trainee" in Pay Range 2FN (\$51,250 - \$71,754) with a recruitment rate of \$61,409.

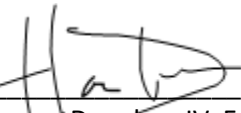
Action Required – Effective Pay Period 6, 2025

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: *Sarah Trotter*

Sarah Trotter, Human Resources Manager (Part-Time)

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date <u>2/5/2025</u> File Number <u>241494</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Substitute
	Subject <u>Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on January 28, 2025.</u>

B	Submitted By (Name/Title/Dept./Ext.) <u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u>
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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 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.

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

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		\$0.00	\$0.00
		\$0.00	\$0.00
Supplies/Materials		\$0.00	\$0.00
		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
		\$0.00	\$0.00
Services		\$0.00	\$0.00
		\$0.00	\$0.00
Other		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$ 0.00	\$ 0.00

F**Assumptions used in arriving at fiscal estimate.**

The total savings for 2025 is \$16,491. Total cost for full year is \$20,417. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

G

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

H

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

I

Additional information.

J

This Note Was requested by committee chair.

Department of Employee Relations
Fiscal Note Spreadsheet

City Service Commission Meeting of January 28, 2025
Finance and Personnel Committee Meeting of February 5, 2025

		NEW COSTS FOR 2025											
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal		
Vacant	1	DPW - OPS	Finance and Administration Manager	1JX	Operations Administration Manager	1QX	\$120,152	\$138,062	6	\$14,466	\$2,025	\$16,491	14.91%
	1	MWW	New Underfill Position	N/A	Water Treatment Plant Operator Trainee	2FN	#N/A	\$61,409	1	N/A Underfill Title			
										\$14,466	\$2,025	\$16,491	

Assume effective date is Pay Period 6, 2025 (March 2, 2025) unless otherwise indicated.
Note: Totals may not be to the exact dollar due to rounding.

		NEW COSTS FOR FULL YEAR											
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal		
	1	DPW - OPS	Finance and Administration Manager	1JX	Operations Administration Manager	1QX	\$120,152	\$138,062	1	\$17,910	\$2,507	\$20,417	
	1	MWW	New Underfill Position	N/A	Water Treatment Plant Operator Trainee	2FN	#N/A	\$61,409	1	N/A Underfill Title			
										\$17,910	\$2,507	\$20,417	

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