



Department of Employee Relations

April 25, 2001

John O. Norquist  
Mayor

Jeffrey Hansen  
Director

Florence Dukes  
Deputy Director

Frank Forbes  
Labor Negotiator

Michael Brady  
Employee Benefits Manager

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

Dear Committee Members:                    Re: Common Council File Number 001730


The following classification and pay recommendations will be submitted to the City Service Commission for consideration on May 1, 2001. We recommend the following changes, subject to approval by the City Service Commission:

In the Department of Neighborhood Services, the classifications of Vector and Nuisance Control Officer I and II, Pay Ranges 500 and 516 respectively, are recommended for title changes to Nuisance Control Officer I and II, in the same pay ranges.

In the Department of Public Works—Water Works, one position of Water Materials Supervisor, Salary Grade 003, held by Frank Richards, is recommended for reclassification to Inventory Manager, Salary Grade 004.

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

Sincerely,



Jeffrey S. Hansen  
Employee Relations Director

JSH:pb

Attachment:     2 Job Evaluation Reports  
                      Fiscal Note

c: Frank Forbes, Laura Engan, Martin Collins, Jeffrey Crouse, Mariano Schifalacqua, James Purko, Dorinda Floyd, Dan Thomas, James Huff, Carrie Lewis, Dale Mejaki, Frank Richards, John English and Robert Klaus

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: May 1, 2001

Incumbent: 25 Positions Department: Neighborhood Services

Present	Request
<b>Titles:</b> <b>A) Vector &amp; Nuisance Control Officer I</b> <b>B) Vector &amp; Nuisance Control Officer II</b>	<b>Titles:</b> <b>A) Nuisance Control Officer I</b> <b>B) Nuisance Control Officer II</b>
<b>Salary:</b> <b>A) Pay Range 500 (\$28,038-30,893)</b> <b>B) Pay Range 516 (\$30,601-34,757)</b>	<b>Salary:</b> <b>A) no change</b> <b>B) no change</b>
<b>Recommendation:</b> <b>A) Nuisance Control Officer I</b> <b>B) Nuisance Control Officer II</b> <b>Salary: No change for either position. (Title changes only.)</b>	
<b>Rationale:</b> According to the department, the term "Vector" in the current title has been problematic because it is a word that is not readily known or understood by citizens and has prompted many questions. (A vector is an organism that carries a pathogen.) Nuisance Control Officer is an accurate title that remains descriptive of the basic function of the positions as reflected in a revised job description dated November 8, 2000.	
<b>History of Position:</b> The Vector & Nuisance Control Officer I and II positions were last studied in 1991 as part of the labor agreement between the City and District Council 48. No changes were recommended at that time.	

**Action Required:** In the Salary Ordinance, under Pay Range 500 delete the title "Vector and Nuisance Control Officer I 3/" and add the title "Nuisance Control Officer I 3/" and under Pay Range 516 delete the title "Vector and Nuisance Control Officer II 1/2" and add the title "Nuisance Control Officer II 1/2."

In the Positions Ordinance, under Department of Neighborhood Services, Nuisance Control Section, delete four positions of Vector and Nuisance Control Officer I (0.25 FTE) and eighteen positions of Vector and Nuisance Control Officer II, in the Operation Immediate Cleanup Section, delete three positions of Vector and Nuisance Control Officer II (A) (X), and in the Nuisance Control Section, add four positions of Nuisance Control Officer I (0.25 FTE) and eighteen positions of Nuisance Control Officer II, in the Operation Immediate Cleanup Section, add three positions of Nuisance Control Officer II (A) (X).

Prepared by: M. S. Abdullah  
Human Resources Representative

Reviewed by: [Signature]  
Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: May 1, 2001

Incumbent: Frank Richards

Department: Department of Public Works – Water Works

Present	Requested
<u>Title:</u> Water Materials Supervisor Salary Grade 3 (\$34,328-\$48,056)	<u>Title:</u> Study of Title and Salary Grade
Current Rate: \$39,999.18	Source: Department
<u>Recommendation:</u> <u>Title:</u> Inventory Manager Salary Grade 4 (\$36,593-\$51,230)	

**Summary**

In conjunction with the City's study of 37 storeskeeping nonmanagement positions the City studied seven management positions related to storeskeeping and inventory. Six of the seven positions were included in a report that was submitted and approved at the April 3, 2001 City Service Commission Meeting. Further information was reviewed regarding the seventh management position, Water Materials Supervisor, and we recommend a reclassification to Inventory Manager in Salary Grade 4 to reflect a greater responsibility in the oversight of the stores operations in the Water Works.

**HISTORY OF POSITION**

Water Materials Supervisor (SG 003): This position was last studied in 1986 as part of the Management Pay Plan Study when it was placed in the current Salary Grade 003.

**ACTION REQUIRED**

In the Salary Ordinance, under Salary Grade 3, delete the title "Water Materials Supervisor". Under Salary Grade 4 add the title "Inventory Manager".

In the Positions Ordinance, under the Department of Public Works-Water Works, Distribution Organization, Stores – Waterford, delete one position of Water Materials Supervisor and add one position of Inventory Manager.

**BACKGROUND**

To better understand the background of this position it is helpful to know that a study of the storeskeeping positions in the City was first started back in 1995 as the result of a labor agreement. The Department of Public Works (DPW), however, requested that the study be postponed due to several anticipated changes in the 1996 DPW Reorganization. The study was started again in 1997 but due to the development of a new financial management and information system (FMIS) and the reorganization of the DPW Administrative Division the Commissioner of Public Works requested in 1998 that the study be postponed. In a letter dated March 19, 1999 the Commissioner formally requested that the Department of Employee Relations study the storeskeeping positions. He stated that although FMIS was not yet complete he felt there had been significant changes in material procurement and inventory control over the past two years and that it would be appropriate to continue the study. The specific changes that he noted were the transfer of responsibility for informal purchasing procedures from the Purchasing Division to the User Departments and the increase in the inventory monitoring procedure

that results in the daily review and reconciliation of inventory accounts. Later, in a letter dated November 9, 1999, the Commissioner of Public Works formally requested a study of the DPW Stores Management positions. As a result the seven management positions were studied in conjunction with the study of 37 nonmanagement storeskeeping positions. The study of the nonmanagement positions is contained in a report that was approved by the City Service Commission on November 21, 2000. The study of six of the seven management positions is contained in a report that was approved by the City Service Commission on April 3, 2001.

## **METHODOLOGY**

This position was studied in conjunction with six other storeskeeping management positions. Questionnaires were sent to each of the incumbents. Job Audits were conducted with the incumbents and discussions were held with supervisors and department representatives including Jim Purko, Deputy Commissioner of Public Works; Frank Bock, Public Works Personnel Administrator; Dorinda Floyd, Administrative Services Director; Dan Thomas, Finance and Planning Manager; John Huff, Public Work Inventory Manager; Greg Jagmin, Fleet Services Manager; Jerry Zaremba, Infrastructure Field Operations Manager; Mike Nessman, Infrastructure Support Services Manager; Dale Mejaki, Administration and Project Manager; Dick Stehmeier, Special Assistant-Water; and Laura Daniels, Water Distribution Manager.

## **STANDARDS USED IN DETERMINING RECLASSIFICATIONS FOR MANAGEMENT POSITIONS**

The first part of the analysis focuses on the changes that have taken place in terms of nature and level of work of the position. If this "significant changes test" is met, then an analysis of the level of work performed is conducted using the job evaluation factors listed below.

The City uses a formal qualitative factor comparison system to evaluate management positions. This system, developed by the consulting firm Cresap, Padget and McCormick in 1986 requires that each management position be compared to all other positions in each of these four job evaluation factors:

Impact and Accountability	Weighted 45%
Knowledge and Skill	Weighted 35%
Relationships Responsibility	Weighted 15%
Working Conditions	Weighted 5%

Once an appropriate comparison has been made, job evaluation staff assign a level and corresponding number of points according to a chart. In analyzing any position for proper classification, it is critical to assess any changes that have taken place in the nature of work performed and level of responsibility, knowledge, skill and effort required. Changes in working conditions are also assessed, although this factor is considerably less important for management positions.

## **DUTIES AND RESPONSIBILITIES**

The basic function of the Water Materials Supervisor located in the Water Works Division at the Office on Waterford Avenue is to manage the inventory for the Water Works Distribution System. This includes knowledge of all water materials, timely procurement of stock items, coordination of material inspections, monitoring of inventory controls, supervision of stores personnel and serving as a liaison with purchasing, the Public Works Inventory Manager, and contractors.

- ❖ Manage all water commodities, stock and non-stock, used to repair and maintain the distribution system. Conduct regular and timely cycle counts, order items as needed, expedite delivery schedules and monitor delivery requirements and deadlines to maintain proper inventory levels.
- ❖ Supervise stores personnel. Schedule employees to respond to shifting work load demands in order to effectively meet the needs of both distribution and contractor. Coordinate the hiring and training of personnel, conduct performance evaluations and disciplinary actions if required.
- ❖ Conduct proper inventory storage practices. Monitor the disbursement of items requested by distribution personnel and/or contractors. Ensure proper documentation is completed and processed in a timely manner.
- ❖ Plan with Engineering for feeder main and valve inventory requirements. Monitor proper storage of these large valued commodities and adhere to strict inventory control.
- ❖ Coordinate and assist Engineering with material inspections. Initiate returned goods procedure for materials that fail inspection. Place into stock approved materials.

According to the Job Analysis Questionnaire the changes in this position include additional duties as the result of the elimination of the Assistant Stores Supervisor position in Salary Grade 2. These additions include expediting and scheduling incoming stock shipment, daily assignment of yard personnel, coordinating with the Engineering Division for material inspections, overseeing building, yard and grounds upkeep, overseeing the scheduling of warehouse transfers and scheduling deliveries to contractors. Other changes noted were the additional accounting duties once performed by the Accounting/Rates/Finance Division such as entering payments and vouchers to the system and new responsibility with the procard and jump start purchase orders. Further information indicated that with moving this position to a different section and changing the reporting relationship the position is now working more independently and has greater oversight responsibility. When the position was in the Administrative Section many of the oversight responsibilities were handled by the Business Operations Manager. Now that the position is located in Water Distribution the position works more independently and is responsible for all storeskeeping operations in the Water Works.

Although many of the additional duties are the result of the elimination of a lower level position, other additional duties are at a higher level. The oversight responsibility and independence make this position stronger. In the previous report regarding storeskeeping managers this position was compared to the newly reclassified position of Inventory Supervisor in Salary Grade 3 located in the Infrastructure Services Division. Due to this independence and oversight responsibilities we now feel that this position is stronger and should be reclassified upwards. Although the Inventory Supervisor also works independently there is a higher level storeskeeping management position in Infrastructure that this position reports to and from whom the position can receive support. Further, the position under study has a larger budget in which to work. A comparison of the four factors for this position and other related management positions are in the chart below:

	Inventory Supervisor		Water Materials Supervisor		Inventory Services Manager		Equipment Inventory Manager	
	Level	Points	Level	Points	Level	Points	Level	Points
Impact and Accountability	3	60	3	60	6	91	6	91
Knowledge and Skills	3	49	3	49	5	68	5	68
Relationships Responsibility	4	26	4	26	6	38	6	38
Working Conditions	1	5	2	7	1	5	1	5
<b>Total Points</b>		<b>140</b>		<b>142</b>		<b>202</b>		<b>202</b>

Although there are similarities between the position under study and the positions of Inventory Services Manager and Equipment Inventory Manager both of these positions are significantly stronger. Both are responsible for a much larger staff and a broader range of products. The Inventory Services Manager has responsibility for the largest storesroom in the City and has the largest budget. The Equipment Inventory Manager is responsible for overseeing the continually changing parts for the City's fleet of vehicles and equipment.

As a result we recommend that the four factors be changed as follows:

**Impact and Accountability**—Change the level from 3 to 4 to reflect the greater oversight responsibility for stores operations in Water Works.

**Knowledge and Skills**—Change the level from 3 to 4 to reflect the increase in knowledge and skills needed for the additional duties and responsibilities

**Relationships Responsibility**—Change the level from 4 to 5 to reflect the increase in scope of relationships responsibility for both within Water Works and with outside manufacturers, vendors and construction contractors.

**Working Conditions**—the level seems appropriate since there have not been major changes in this area.

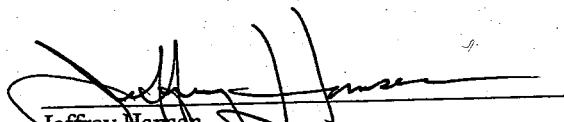
These changes would result in salary grade 4 as shown below:

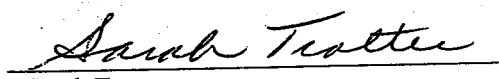
Impact and Accountability	68
Knowledge and Skills	57
Relationships Responsibilities	32
Working Conditions	<u>7</u>
	164 points (Salary Grade 4 is 152-174 points)

To better reflect the oversight responsibilities of this position and to be consistent with other storeskeeping positions in the City Service, we recommend that the title be changed to Inventory Manager.

**RECOMMENDATION**

We therefore recommend that the position of Water Material Supervisor in Salary Grade 3 be reclassified to Inventory Manager in Salary Grade 4.

  
 Jeffrey Hansen  
 Employee Relations Director

  
 Sarah Trotter  
 Human Resources Representative