



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Troy M. Hamblin**  
Labor Negotiator

November 14, 2008

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

Dear Committee Members:                      Re: Common Council File Number 080882

The following classification and pay recommendation were approved by the City Service Commission on November 18, 2008. We recommend this classification and pay level, subject to approval by the City Service Commission:

In the Department of City Development, one new position was classified as Personnel Payroll Assistant III, PR 460.

In various departments, positions were retitled and obsolete titles eliminated based on the Management Pay Plan.

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

Sincerely,

Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachments: 2 Job Evaluation Reports  
1 Fiscal Note

C: Mark Nicolini, Renee Joos, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Betty Schraith, Joe Alvarado, Richard Marcoux, Martha Brown, Judy Allen, Jean Laskowski, Gregory Patin, Vanessa Koster, Sharon Robinson, Crystal Ivy, Maria Monteagudo, Charles Coleman, Bevan Baker, Raquel Filmanowicz, Ray Weitz, Victoria Robertson, Danyel McNeil, Kevin Hulbert, Tracy Monfre, W. Martin Morics, Michael Daun, John Egan, Jeffrey Mantes, James Purko, Dan Thomas, Jerry Allen, Martin Matson, Patrick Curley, Ronald Leonhardt, James Owczarski, Angelyn Ward, William Arnonld, Dennis Geraghty, Beverly Sanders-Waddell, Charlotte Rodriguez.

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: November 18, 2008

Department: City Development

<b>Current</b>	<b>Requested</b>	<b>Recommended</b>
New Position	Program Assistant III PR 550 (\$43,910-\$50,242)*	Personnel Payroll Assistant III PR 460 (\$37,221 - \$41,715)*

\*2006 Rates

**Action Needed**

In the Positions Ordinance, under the Department of City Development, General Management and Policy Development Decision Unit, Office of the Commissioner, delete one position of "Program Assistant III".

**Background**

The Department of City Development (DCD) has requested studies of several new and current positions as a result of direct Housing Authority positions and activities being moved to the Commissioner's Office and Development Center. Many of the positions have already been studied and reported on. This particular report focuses on a new position that is requested to be classified as Program Assistant III in Pay Range 550. To study this position a job description was reviewed and discussions were held with Judy Allen, Resource and Administrative Manager.

**Duties and Responsibilities**

The basic function of this position is to provide primary confidential support to the Commissioner's Office regarding personnel and payroll administration, serve as a team member responsible for the provision of various employee administrative services, and assist and provide back-up support to an Administrative Services Coordinator, Program Assistant III and an Administrative Services Assistant. Duties and responsibilities include the following:

- 60% **Personnel and Payroll Administration**  
Prepare and correct basic and complex HRMS and time-entry transactions, including verification of calculations, retroactive payments, special pay and payroll adjustments; handle employee entrance/exit processing, conduct orientation, determine leave dates and service credit, and calculate benefits and other entitlements for separating employees; handle employee records maintenance; provide technical advice and support to managers and employees regarding benefits, Civil Service Rules, and pay policies; provide HRMS and CityTime training to a Program Assistant III and Administrative Services Assistant; and calculate and complete worker's compensation wage statements.
  
- 20% **Employee Administrative Services**  
Serve as the team member responsible for the provision of various employee administrative services; serve as the departmental training coordinator for DCD and RACM employees regarding tuition reimbursement benefits; process private automobile

allowance payments and track, analyze, and maintain private auto insurance renewal process and records; and order and maintain stock of core group of office supplies for the Department, receive supplies, unpack boxes, and arrange supplies on shelves.

**20% General Duties**

Perform daily work with the Administrative Services Coordinator regarding referral of the Commissioner's correspondence to staff; assist and provide backup support to an Administrative Services Coordinator, a Program Assistant III, and an Administrative Services Assistant; and perform other duties as assigned.

The requirements of this position include five years of work experience related to maintenance and processing of payroll and personnel records, payroll information systems, the provision of employee administrative services and Microsoft Office Software; an ability to interpret and apply provisions of pay policies and the Fair Labor Standards Act, work with sensitive and confidential information, and exercise independent judgment and discretion; a high level of organization, accuracy, and attention to detail; and strong oral and written communication and customer service skills.

**Analysis**

To classify this position we reviewed several job specifications and descriptions including the following:

Inventory Control Assistant Job Series

This series includes positions with responsibility for the procurement, maintenance, and disbursement of stock. The II level is the journey level and a position in the Health Department is described as follows:

Inventory Control Assistant II in Pay Range 335 (\$34,077 - \$37,568)

The basic function of this position is to be responsible for the control of all stock in the City of Milwaukee Health Department Central Supply area; order and receive stock; disburse supplies to various health centers and medical clinics; order, receive and monitor inventory of all vaccines housed in the Health Department; and serve as a backup to the Delivery Driver when needed. Requirements include an ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages; work with computers and job related software such as inventory, spreadsheet, and accounting software, and order processing systems; and lift and/or move up to 25 pounds frequently and 75 pounds occasionally.

Personnel Payroll Assistant Job Series

This series includes positions primarily involved in processing payrolls and administering non-insurance benefits, personnel policies, and procedures. The specification for Personnel Payroll Assistant III is described below:

Personnel Payroll Assistant III in Pay Range 460 (\$37,221 - \$41,715)

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, practices, and procedures, than that of the Personnel Payroll Assistant II. Likewise, interpersonal skills must be at a higher level to effectively interact with employees, managers, and the public.

#### Administrative Assistant Job Series

This series includes office support positions that perform secretarial duties supporting the work of one or more managers or high level professionals. The managers to whom these Administrative Assistants report are usually in middle management, and often in top management. The III level is described below:

##### Administrative Assistant III in Pay Range 530 (\$39,094 - \$44,257)

Performs advanced, diversified, and confidential secretarial and administrative duties requiring broad and comprehensive experience, skill, and knowledge of organization policies and practices; tracks and monitors correspondence and projects assigned to others by Department Head; prepares correspondence, memoranda, reports, and the like, from various sources of written or dictated output; composes and may initiate routine correspondence and memoranda for the manager's signature. The III level has the distinction of typically providing administrative and secretarial services to a formal board or commission and the head of a major organizational function.

#### Program Assistant Job Series

This series includes positions that perform a variety of higher level office support and administrative work supporting a program or distinct area of operations within a City department. The term "program" as it is used here, is intended to be broad in application, encompassing the work of a division, section or specific program within a department.

##### Program Assistant I in Pay Range 460 (\$37,221 - \$41,715)

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 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. Consults with managers and professionals regarding unusual situations requiring the interpretation of policies.

##### Program Assistant II in Pay Range 530 (\$39,094 - \$44,257)

Performs a variety of duties and responsibilities to support a program or area of operations within a City department. In addition to the knowledge and skill required of the "I" level, positions assigned to the "II" level require the equivalent knowledge and skill normally obtained with a bachelor's degree. Some Program Assistant II positions function as group leaders for other employees. A hallmark of the Program Assistant II is the analysis of information, in contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistant II positions are expected to independently initiate new work projects and improve processes on a continuous basis.

Program Assistant III in Pay Range 550 (\$43,910 - \$50,242)

Performs a variety of duties and responsibilities to support a significantly complex program or area of operations within a City Department. In addition to requiring the equivalent knowledge and skill obtained with a bachelor's degree, these positions require in-depth knowledge of technical and/or administrative processes.

This new position will have a combination of duties that have been performed by other positions in the past. A majority (60%) of the duties and responsibilities, however, are most similar to those of a Personnel Payroll Assistant III in Pay Range 460. This classification is the highest level of the Personnel Payroll Assistant Job Series and includes responsibility not only for a difficult payroll but also high level administrative functions such as the maintenance of personnel records and benefits administration.

The other 40% of the duties and responsibilities involve "Employee Administrative Services Duties" (20%) and "General Duties" (20%). These duties include coordinating department training and processing private automobile allowance payments which are functions performed by positions at different levels throughout the City. The duties of ordering and maintaining supplies are most consistent with the Inventory Control Assistant II classification in Pay Range 335. The duties involving the referral of a Department Head's correspondence to staff is also performed by positions at different levels including positions classified in the Administrative Assistant Job Series.

Our observation is that the 'Other' duties and responsibilities that comprise 40% of this new position are not at levels that support the classification of Program Assistant III in Pay Range 550. The primary function of this new position is Personnel and Payroll Administration that most closely matches the classification of Personnel Payroll Assistant III in Pay Range 460.

**Recommendation**

We therefore recommend that this new position be classified as Personnel Payroll Assistant III in Pay Range 460.

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: November 18, 2008

The Department of Employee Relations has reviewed the titles and positions in the Management Pay Plan in coordination with individual city department managers and we recommend that the following positions be retitled and obsolete titles be eliminated from the Salary Ordinance.

This report does not include any recommendation to change a position's rate of pay. Titles changes are listed by department and obsolete titles are listed as a group. Position Ordinance and Salary Ordinance actions are listed at the conclusion of this report.

**COMMON COUNCIL—CITY CLERK**

<b>Current</b>	<b>Recommendation</b>
Publications & Information Manager SG 09 \$60,809 - \$85,129 Incumbent: William Arnold	<u>Title Change to:</u> Public Information Manager SG 09 \$60,809 - \$85,129
Fiscal Review Analyst-Senior SG 06 \$50,206 - \$70,295	<u>Title Change to:</u> Legislative Fiscal Analyst-Senior SG 06 \$50,206 - \$70,295
Legislative Research Analyst-Senior SG 06 \$50,206 - \$70,295	
Producer SG 06 \$50,206 - \$70,295 Incumbent: Dennis Geraghty	<u>Title Change to:</u> City Channel Manager SG 06 \$50,206 - \$70,295
Fiscal Review Analyst Associate SG 04 \$44,194 - \$61,871	<u>Title Change to:</u> Legislative Fiscal Analyst-Associate SG 04 \$44,194 - \$61,871
Legislative Research Analyst Associate SG 04 \$44,194 - \$61,871	
Office Supervisor II SG 02 \$38,902 - \$54,455 Incumbent: Beverly Sanders-Waddell	<u>Title Change to:</u> Administrative Specialist* SG 02 \$38,902 - \$54,455
Office Supervisor I SG 01 \$36,507 - \$51,106 Incumbent: Charlotte Rodriguez	<u>Title Change to:</u> Administrative Services Specialist* SG 01 \$36,507 - \$51,106

\*Footnote position to be studied when vacant

**Current:** Publications & Information Manager SG 09  
**Recommendation:** Public Information Manager SG 09

This position is responsible for public relations counseling, writing, design, photography, graphics service, and television production, broadcast and internet services for the Common Council and the City Clerk's Office. This position provides city officials with the expertise, equipment and means to inform the public about city government programs and issues. City Clerk Ron Leonhardt has requested the title of the position be changed to Public Information Manager to better describe the responsibilities of this position and we recommend this change in title.

**Current:** Producer SG 06  
**Recommendation:** City Channel Manager SG 06

This position is responsible for supervising the programming and production for the City of Milwaukee cable television channel and other video programs related to City business. City Clerk Ron Leonhardt has requested the title of the position be changed to City Channel Manager to better describe the responsibilities of this position and we recommend this change in title.

**Current:** Fiscal Review Analyst-Senior SG 06  
 Legislative Research Analyst-Senior SG 06  
**Recommendation:** Legislative Fiscal Analyst-Senior SG 06

**Current:** Fiscal Review Analyst Associate SG 04  
 Legislative Research Analyst Associate SG 04  
**Recommendation:** Legislative Fiscal Analyst Associate SG 04

In the Legislative Reference Bureau of the City Clerk's Office, there is position authority for eight positions of Legislative Fiscal Analyst-Lead in Salary Grade 07. These positions have historically been underfilled at a Salary Grade 04 level in the titles of Fiscal Review Analyst Associate or Legislative Research Analyst Associate, and at the Salary Grade 06 level in the titles of either Fiscal Review Analyst-Senior or Legislative Research Analyst-Senior. City Clerk Ron Leonhardt has requested these position titles be combined into the titles of Legislative Fiscal Analyst Associate at the Salary Grade 04 level and Legislative Fiscal Analyst-Senior at the Salary Grade 06 level as the underfill levels are responsible for both fiscal review and legislative research responsibilities that include conducting budget analyses and fiscal review studies for Common Council members, and for providing legislative research, bill drafting and other services for the Common Council and city agencies. Based upon the request from the City Clerk, we recommend these title changes.

**Current:** Office Supervisor II SG 02  
**Recommendation:** Administrative Specialist SG 02

This position is responsible for providing secretarial services to members of the Common Council and other administrative services for City Clerk's Office. The position no longer provides significant supervisory oversight of other staff. We therefore recommend the position be retitled to Administrative Specialist and further that the position be studied for proper classification when vacant.

**Current:** Office Supervisor I SG 01  
**Recommendation:** Administrative Services Specialist SG 01

This position is responsible for assisting Staff Assistants in the preparation, production, and distribution of Common Council agendas and minutes. The position also receives and processes claims served on the office of the City Clerk – both in person and by mail. The position no longer provides supervisory oversight of other staff. We therefore recommend the position be retitled to Administrative Services Specialist and further that the position be studied for proper classification when vacant.

**CITY DEVELOPMENT**

Current	Recommendation
Development Manager SG 09 \$60,810-\$85,129 Incumbent: Gregory Patin	<u>Title Change to:</u> Strategic Development Manager SG 09 \$60,8010-\$85,129

Assistant Planning Director SG 12 \$73,627-\$103,077 Incumbent: Vanessa Koster	<u>Title Change to:</u> City Planning Manager SG 12 \$73,627-\$103,077
--	--

**Current:** Neighborhood Development Manager SG 09  
**Recommendation:** Strategic Development Manager SG 09

This position provides oversight and technical assistance to the City's economic development planning and analysis activities. This includes assistance in coordinating city real estate development issues, facilitating communication between various economic development actors within the department and assisting in long range strategic planning for economic development activities. The department has requested the title of the position be changed to Strategic Development Manager to better describe the responsibilities of this position and we recommend this change in title.

**Current:** Assistant Planning Director SG 12  
**Recommendation:** City Planning Manager SG 12

This position is responsible for managing staff and resources assigned to the Department of City Development Planning Division. Division staff develops and administer the City's land use and historic preservation ordinances, City-wide and Area Comprehensive Plans and plans for special districts, target areas, and projects. Staff also supports the activities of the City Plan Commission, the Historic Preservation Committee, the Board of Zoning Appeals, and various committees of the Common Council.

From August 2004 until August 2008, Dean Robert Greenstreet served as the Director of Planning for the City of Milwaukee under the terms of a contract between the City of Milwaukee and the University of Wisconsin-Milwaukee. However, this contract expired at the end of August 2008, and it will not be renewed. Funding for the contract was not included in the City's 2009 budget.

The Department of City Development has requested this title change as this position functions as the manager of the department's Planning Division, having assumed the duties previously handled by Dean Greenstreet under the terms of the contract.

The department's request to change this title to City Planning Manager is consistent with the titles and Salary Grade of senior managers in DCD that hold similar levels of responsibility. We therefore recommend this change in title.

**DOA-BUDGET & MANAGEMENT DIVISION**

Current	Recommendation
Office Supervisor II SG 02 \$38,902-\$54,455 Incumbent: Crystal Ivy	<u>Title Change to:</u> Administrative Specialist* SG 02 \$38,902-\$54,455

\*Footnote position to be studied when vacant

**Current:** Office Supervisor II SG 02  
**Recommendation:** Administrative Specialist SG 02

This position is responsible for administrative support for the division including oversight of technical systems related to preparation of budget systems and forms, official city budget documents, materials for the annual city budget review, and ongoing budget administration matters such as vacant positions, fund transfers, equipment variances, contingent fund requests, and emergency



temporary position authorizations. The position also prepares for publication the annual city Positions Ordinance and organization charts. The position coordinates the division's accounts and payroll processing, and provides support for the analytic staff such as powerpoint presentation and spreadsheets.

The position now serves as a leadworker to an Administrative Services Specialist but no longer provides supervisory oversight of other staff. For this reason we recommend the position be retitled to Administrative Specialist and further that the position be studied for proper classification when vacant.

**EMPLOYEE RELATIONS**

Current	Recommendation
Diversity & Outreach Officer SG 09 \$60,809-\$85,129 Incumbent: Charles Coleman	<u>Title Change to:</u> Human Resources Compliance Officer SG 09 \$60,809-\$85,129

**Current:** Diversity & Outreach Officer SG 09  
**Recommendation:** Human Resources Compliance Officer SG 09

This position is responsible for providing guidance to City managers and employees relative to their rights, roles, and responsibilities in the areas of Equal Employment Opportunity, disability accommodation requests, labor management disputes, and related HR issues. The position conducts employee complaint investigations, serves as the City of Milwaukee's Americans with Disabilities Act Coordinator, reviews and recommends updates of citywide policies to the Employee Relations Director to ensure compliance with local ordinances and state and federal laws, and conducts ergonomic assessments of workstations. As the primary focus of the position is compliance, we recommend the position be retitled to Human Resources Compliance Officer.

**HEALTH**

Current	Recommendation
Medical Assistance Outreach Coordinator SG 05 \$47,109-\$65,957 Incumbent: Danyel McNeil	<u>Title Change to:</u> Medical Assistance Program Supervisor SG 05 \$47,109-\$65,957
Environmental Health Program Supervisor SG 07 \$53,519-74,922 Incumbent: Kevin Hulbert	<u>Title Change to:</u> Environmental Health Program Manager SG 07 \$53,519-74,922
Health Project Coordinator-CCR SG 04 \$44,194-\$61,871 Incumbent: Tracy Monfre	<u>Title Change to:</u> Health Project Coordinator-Violence Prevention SG 04 \$44,194-\$61,871

**Current:** Medical Assistance Outreach Coordinator SG 05  
**Recommendation:** Medical Assistance Program Supervisor SG 05

The Medical Assistance Program Supervisor provides leadership for the Medical Assistance and Outreach unit of the City of Milwaukee Health Department. Responsibilities include coordinating and

evaluating programs, monitoring program goals, overseeing staff development, securing resources (grant writing), developing and maintaining numerous collaborative relationships, preparing and monitoring contracts, preparing and monitoring budgets, facilitating meetings, providing training and conducting community presentations.

The department has requested this title change to better reflect the duties and responsibilities of this position including supervision of five staff dedicated to the program. We therefore recommend this change in title to Medical Assistance Program Supervisor.

**Current:** Environmental Health Program Supervisor SG 07  
**Recommendation:** Environmental Health Program Manager SG 07

The Environmental Health Program Manager is responsible for managing the Consumer Environmental Health unit including staffing and their responsibilities related to regular and temporary food establishments, weights and measures, fire safety in food establishments, convenience food store safety requirements, and the city sales ordinances.

With the recent reorganization in the Health Department this position is now responsible for managing the Consumer Environmental Health Program. Therefore, we recommend the title be changed from Environmental Health Program Supervisor to Environmental Health Program Manager, consistent with other Program Manager titles within the department.

**Current:** Health Project Coordinator-CCR SG 04  
**Recommendation:** Health Project Coordinator-Violence Prevention SG 04

This position is responsible for staffing committees and other projects deemed necessary by the Milwaukee Commission on Domestic Violence and Sexual Assault and the Milwaukee Health Department. As this position no longer receives funding from the Coordinated Community Response grant, the department has requested the title of Health Project Coordinator-Violence Prevention. We recommend this change in title.

**Current:** Injury and Violence Prevention Program Coordinator SG 05  
**Recommendation:** Domestic Violence & Sexual Assault Prevention Program Coordinator SG 05

This position is responsible for coordinating the activities of the Milwaukee Commission on Domestic Violence and Sexual Assault. This includes grant monitoring, budgeting, reporting, strategic planning and project development. The department has requested a title change to more accurately reflect the position's duties and responsibilities. We therefore recommend this change in title to Domestic Violence & Sexual Assault Prevention Program Coordinator.

**OBSOLETE TITLES**

The following titles are no longer in use within city departments and we therefore recommend that they be eliminated from the Salary Ordinance.

Title	Department
Public Relations Officer SG 09 \$60,809-\$85,129	City-Wide
Maintenance Operations Manager SG 08 \$57,028-\$79,836	City-Wide
Project Manager SG 08 \$57,028-\$79,836	City-Wide

EDP Auditor SG 06 \$50,206-\$70,295	Comptroller
Payroll Coordinator-Senior SG 04 \$44,194 - \$61,871	Comptroller
Payroll Coordinator SG 02 \$38,902-\$54,455	Comptroller
Planning Director SG 15 \$89,161-\$124,823	DCD
Planning Administration Manager SG 10 \$64,805-\$90,728	DCD
Plan Examination Supervisor SG 08 \$57,028-\$79,836	DCD
DCD Personnel Officer SG 07 \$53,519-\$74,922	DCD
Economic Development Specialist-Senior SG 07 \$53,519-\$74,922	DCD
Assistant Principal Planner SG 06 \$50,206-\$70,295	DCD
Plan Examination Assistant Supervisor SG 06 \$50,206-\$70,295	DCD
Senior Housing Manager SG 06 \$50,206-\$70,295	DCD
Housing Rehabilitation Coordinator SG 05 \$47,109-\$65,957	DCD
Geographic Information Supervisor SG 04 \$44,194-\$61,871	DCD
Recruiting & Training Specialist SG 07 \$53,519-\$74,922	DER
Personnel Analyst Lead SG 06 \$50,206-\$70,295	DER
Diversity Specialist-Senior SG 05 \$47,109-\$65,957	DER
Occupational Health Nurse-Senior SG 05 \$47,109-\$65,957	DER
Occupational Health Nurse SG 03 \$41,458-\$58,037	DER
Diversity Specialist SG 03 \$41,458-\$58,037	DER
Electrical Engineer V SG 13 \$78,469-\$109,864	DPW
Street Lighting Engineer SG 13 \$78,469-\$109,864	DPW
Sewer Services District Manager-Senior SG 10 \$64,805-\$90,728	DPW
Architectural Services Specialist SG 06 \$50,206-\$70,295	DPW
Meter Reader Assistant Supervisor SG 04 \$44,194-\$61,871	DPW
Sewer Examiner Supervisor SG 03 \$41,458-\$58,037	DPW

Equipment Inventory Supervisor SG 02 \$38,902-\$54,455	DPW
Stores Assistant Supervisor SG 02 \$38,902-\$54,455	DPW
Pension Counselor SG 02 \$38,902-\$54,455	ERS
Healthcare Access & Services Manager SG 09 \$60,809-\$85,129	Health
Municipal Health Services Program Manager SG 08 \$57,028-\$79,836`	Health
Childcare Program Manager SG 07 \$53,519-\$74,922	Health
Community Lead Program Manager SG 06 \$50,206-\$70,295	Health
Contract Liaison Officer SG 06 \$50,206-\$70,295	Health
Health Center Administrator SG 05 \$47,109-\$65,957	Health
Training & Development Specialist SG 05 \$47,109-\$65,957	Health
Health Insurance Specialist SG 04 \$44,194-\$61,871	Health
Health Project Coordinator (FIMR) SG 04 \$44,194-\$61,871	Health
Health Project Coordinator (LEAD) SG 04 \$44,194-\$61,871	Health
Compass Project Policy Director SG 11 \$69,090-\$96,722	Mayors Office

**Action Required:**

In the Salary Ordinance:

Under Salary Grade 15, delete the title "Planning Director."

Under Salary Grade 13, delete the titles "Electrical Engineer V" and "Street Lighting Engineer."

Under Salary Grade 12, delete the title "Assistant Planning Director" and add the title "City Planning Manager."

Under Salary Grade 11, delete the title "Compass Project Policy Director."

Under Salary Grade 10, delete the titles "Planning Administration Manager" and "Sewer Services District Manager-Senior."

Under Salary Grade 09, delete the titles "Diversity & Outreach Officer", "Healthcare Access & Services Manager", "Neighborhood Development Manager", "Public Relations Officer", "Publications & Information Manager"; add the titles "Public Information Manager", "Strategic Development Manager" and "Human Resources Compliance Officer."

Under Salary Grade 08, delete the titles "Maintenance Operations Manager", "Municipal Health Services Program Manager", "Plan Examination Supervisor" and "Project Manager."

Under Salary Grade 07, delete the titles "Childcare Program Manager", "DCD Personnel Officer", "Economic Development Specialist-Senior", "Environmental Health Program Supervisor" and "Recruiting & Training Specialist."

Under Salary Grade 06, delete the titles "Architectural Services Specialist", "Assistant Principal Planner", "Community Lead Program Manager", "Contract Liaison Officer", "EDP Auditor", "Fiscal Review Analyst-Senior", "Legislative Research Analyst-Senior", "Personnel Analyst-Lead", "Plan Examination Assistant Supervisor", "Producer", "Senior Housing Manager"; add the titles "Legislative Fiscal Analyst-Senior" and "City Channel Manager."

Under Salary Grade 05, delete the titles "Diversity Specialist-Senior", "Health Center Administrator", "Housing Rehabilitation Coordinator", "Medical Assistance Outreach Coordinator", "Occupational Health Nurse-Senior", "Training & Development Specialist" and add the title "Medical Assistance Program Supervisor."

Under Salary Grade 04, delete the titles "Geographic Information Supervisor", "Health Insurance Specialist 4", "Health Project Coordinator-CCR", "Health Project Coordinator (FIMR)", "Health Project Coordinator (LEAD)", "Legislative Research Analyst Associate", "Meter Reader Assistant Supervisor", "Meter Repair Assistant Supervisor", "Payroll Coordinator-Senior", "Review Analyst Associate", Footnote "4" in its entirety; and add the title "Legislative Fiscal Analyst-Associate."

Under Salary Grade 03, delete the titles "Diversity Specialist", "Occupational Health Nurse" and "Sewer Examiner Supervisor."

Under Salary Grade 02, delete the titles "Equipment Inventory Supervisor", "Payroll Coordinator", "Pension Counselor" and "Stores Assistant Supervisor."

In the Positions Ordinance:

Under Common Council-Clerk, Central Administration Division, Clerical Section, delete one position of "Office Supervisor II", add one position of "Administrative Specialist"; under Council Records Section, delete one position of "Office Supervisor I", add one position of "Administrative Services Specialist"; under Public Information Division, Public Relations Section, delete one position of "Publications and Information Manager", add one position of "Public Information Manager"; under Television Services Section, delete one position of "Producer" and add one position of "City Channel Manager."

Under Department of City Development, General Management and Policy Development Decision Unit, Real Estate and Development, delete one position of "Development Manager (Y)"; under Planning Section, delete one position of "Assistant Planning Director", one position of "Planning Director (Y)", add one position of "Strategic Development Manager (Y)" and one position of "City Planning Manager."

Under Department of Administration, Budget and Management Division, delete one position of "Office Supervisor II" and add one position of "Administrative Specialist."

Under Department of Employee Relations, Administration Division, Office of Diversity and Outreach, delete one position of "Diversity Outreach Officer (Y)" and add one position of "Human Resources Compliance Officer (Y)."

Under Health Department, Family & Community Health Services Division, Medical Assistant Outreach Program, delete one position of Medical Assistance Outreach Coordinator (X)(Y)", add one position of "Medical Assistance Program Supervisor"; under Disease Control and Environmental Health Division, Consumer Environmental Health, delete one position of "Environmental Health Program Supervisor (X)(Y)" and add one position of "Environmental Health Program Manager."

Footnote positions to be studied when vacant in the Positions Ordinance.

Prepared By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Monteagudo, Employee Relations Director