



Department of Employee Relations

July 20, 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

Ladies and Gentlemen: Re: Common Council File Number 010267

The following reclassification recommendations will be submitted to the Board of Fire and Police Commissioners for consideration on July 26, 2001. We recommend these changes, subject to approval by the Fire and Police Commission.

In the Police Department:

One position of Offset Press Operator II, Pay Range 335, Held by John Hordyk, is recommended for reclassification to Printer, Pay Range 260.

One position of Lead Offset Press Operator, Pay Range 340, held by William Bono, is recommended for reclassification to Production Designer II, Pay Range 535.

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

Sincerely,



Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Chief Arthur Jones, Valarie Watson, Joseph Czarnetzki, Laura Engan and Marie Foote

- (A) John Hordyk, Offset Press Operator II
(B) William Bono, Lead Offset Press Operator

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Action Required:

In the Positions Ordinance, under Police Department, Administration/Services Decision Unit, Printing and Stores Unit, delete "Offset Press Operator II" and "Lead Offset Press Operator" and add one position of "Printer" and one position of "Production Designer II".

In the Salary Ordinance under Pay Range 340, delete "Lead Offset Press Operator" and under Pay Range 535, add "Production Designer II".

Background:

This classification study was conducted as required by the 1999-2000 Agreement between the City of Milwaukee and the Association of Law Enforcement Allied Services Personnel, Local #218. The department furnished updated job descriptions and the incumbents completed job analysis questionnaires. Interviews were conducted with the following:

John Hordyk (incumbent), Offset Press Operator II
William Bono (incumbent), Lead Offset Press Operator
Ray Oelke, Printing and Stores Supervisor (Police Department)
Lorelei Starck, Librarian V (Milwaukee Public Library)
Paul Wilant, Printer (Milwaukee Public Library)
Max Riemer, Printing Operations Supervisor (Department of Administration)

Duties and Responsibilities:

(A) Offset Press Operator II

Under the direction of the Printing and Stores Supervisor, the Offset Press Operator II prepares and prints department forms along with various other printing requests. The duties include the complete process of make-ready; ensuring jobs are performed in a timely and cost effective manner; ordering of supplies and managing printing files. Specific job duties as specified in the job description submitted by the department are as follows:

- 55% Prepare and print approximately 450 department forms along with various other brochures, newsletters, annual reports, and pamphlets for the Community Services Division. This includes the stripping of negatives, the mixing of ink, and the preparation of chemistry for offset printing.
- 30% Strip-up negatives, align color bars and make printing plates for 4 color process printing. Calibrate densitometer and set color values.
- 10% Operate, maintain and repair all equipment located in the Printing Section.
- 3% Perform desktop publishing duties in the absence of the Graphics Designer II or Lead Offset Press Operator.

(A) John Hordyk, Offset Press Operator II
(B) William Bono, Lead Offset Press Operator

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- 1% Perform the duties of Inventory Control Assistant when necessary.
- 1% Perform other duties as assigned by the Printing and Stores Supervisor.

Qualifications for this position include:

- High school diploma or a high school equivalency or GED preferable;
- Four color process experience and the ability to operate a two-color offset printing press and process color equipment;
- Above average math skills;
- Desktop publishing skills on a Macintosh computer platform;
- Good mechanical aptitude along with the ability to lift approximately 40lbs and the ability to stand for extended periods of time.

(B) Lead Offset Press Operator

Under the direction of the Printing and Stores Supervisor, the Lead Offset Press Operator creates, designs and produces forms, brochures, annuals and newsletters and is responsible for the day to day supervision of the Offset Press Operator II and Inventory Control Assistants. Specific job duties as specified in the job description submitted by the department are as follows:

- 80% Create, design, produce and format layout of camera ready artwork for all printed materials used by either police department personnel and/or the general public, including but not limited to; numbered forms, brochures, pamphlets, flyers, certificates, newsletters, bulletins, envelopes, cards, posters, and annual reports.
- 10% Coordinate production of printed materials with police department personnel, various city departments, outside agencies and outside vendors when necessary during the production process. Field and resolve questions/issues regarding supplies and services provided by the Printing and Stores Section from all levels of police department personnel, including all inquiries regarding printed materials and their usage within the police department.
- 7% Printing of forms, brochures, etc., in the absence of the Offset Press Operator II. Filling orders for supplies from the Stores Section in the absence of an Inventory Control Assistant.
- 3% Management of computer files and folders for over 700 printed documents produced by the Printing and Stores Section. Maintain and updated printing and stores catalog, which lists all department forms and supplies. Assign form numbers to newly created documents.

Qualifications for this position include:

(A) John Hordyk, Offset Press Operator II
(B) William Bono, Lead Offset Press Operator

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A two-year applied arts or desktop publishing degree.
Strong background in Macintosh computers and related graphics software applications.
Knowledge and ability in offset printing and procedures.
Effective verbal and written communication skills, accuracy and detail oriented and the ability to lift and carry a minimum of 50lbs.
Must maintain the confidentiality of department procedures, have the willingness to continue training and must maintain a valid Wisconsin driver's license.

Change in Duties and Responsibilities:

The Milwaukee Police Department maintains an in-house printing operation that encompasses aspects of both pre-press graphic design and traditional offset printing and duplicating. The output once consisted primarily of simple, straightforward forms and other documents of a generally less complicated nature. These documents were generally black and white or mono-color, but occasionally the two-color process was employed to produce color publications. Overall, that production process required less skill for satisfactory performance by the incumbents.

The change in function of the positions under study can be attributed to new and increasing demands from Police Department administrators for high end sophisticated publications which can only be accomplished by a four-color close register process. The shift to the four-color process requires a much higher level of skill to be demonstrated by the incumbents. To meet these challenges, it was necessary for the incumbents to complete college level Printing and Publishing courses and to become proficient in the use of the Macintosh computer, which is the required platform for the graphics software utilized.

The volume of demand for higher end publications required additional changes. To meet this demand, it became necessary to realign the Printing unit to operate more efficiently. This entailed assigning virtually all of the printing function to the Offset Press Operator II, who now has the sole technical responsibility for the typographical production of all materials printed by the Police Department. The Lead Offset Press Operator has become primarily engaged in the desktop publishing function as well as assumption of the day-to-day direction of the Offset Press Operator II and two Inventory Control Assistants.

From a classification perspective, both positions have been strengthened by the changes noted above. The Offset Press Operator II position now requires the application of a greater depth and breadth of knowledge by the incumbent to fulfill the rigors of the job. The Lead Offset Press Operator has assumed new duties of a significantly higher level incorporated in the desktop publishing and leadworker functions.

(A) John Hordyk, Offset Press Operator II
(B) William Bono, Lead Offset Press Operator

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Conclusion and Recommendations:

This report recommends the change in classification of Offset Press Operator II, Pay Range 335 to Printer, Pay Range 260. The analysis revealed this position is functioning on par with the existing Printer position in the Milwaukee Public Library and above the level of the Duplicating Technician (Pay Range 338) positions, in the Department of Administration.

Also recommended is the change in classification of the Lead Offset Press Operator, Pay Range 340, to the new title of Production Designer II, Pay Range 535. Although the department requested a reclassification to Graphic Designer II, the position under study has some characteristics uncommon to typical positions of the requested title. For example, the Lead Offset Press Operator is required to know and perform the printing function in the absence of the Offset Press Operator II, whereas none of the existing Graphic Designer II positions have this function. While the printing function is at a slightly lower level than that of the Graphic Designer II, that deficiency is counterbalanced by the higher level day-to-day leadworker function performed by the position under study. Therefore, while the position under study functions at the level of the Graphic Designer II, the printing and leadworker components warrant reclassification to a unique title.

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Jeffrey Hansen, Employee Relations Director