



Department of Employee Relations

April 3, 2006

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

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

Dear Committee Members: Re: Common Council File Number 051568

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on April 4, 2006. We recommend these classifications, subject to approval by the City Service Commission:

In the Health Department, three new positions are recommended for classification as Public Health Nurse, Pay Range 666; Health Services Assistant II, Pay Range 425; and Health Information Specialist, Pay Range 593.


In the Public Library, one position of Lead Bookbinder, Pay Range 360, held by Celestino Velasquez, is recommended for a reallocation to Pay Range 260

In the Department of Public Works - Administrative Services Division, one new position is recommended for classification as Telecommunications Analyst-Senior, Salary Grade 008.

In the Department of Public Works - Operations Division, ten positions of Automotive Mechanic Supervisor II, Salary Grade 005, are recommended for title changes to Fleet Repair Supervisor II, Salary Grade 005; and one position of Automotive Mechanic Supervisor I, Salary Grade 003 is recommended for a title change to Fleet Repair Supervisor I, Salary Grade 003.

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:pb

Attachments: 4 Job Evaluation Reports
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, Betty Schraith, Bevan Baker, Vivian Chen, Michelle Stein, Kate Huston, Judith Zemke, Bruce Gay, Sue Knorr, Jeffrey Mantes, Dan Thomas, Dorinda Floyd, Gerald Froh, James Purko, Venu Gupta, Fred Gunther, Dawn Crowbridge, Judy Thorsheim, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 4, 2006

This report recommends appropriate classifications and compensation levels for three new grant funded positions in the Milwaukee Health Department (MHD). These three positions will be involved with the Childhood Disparities in Immunizations grant from the Centers for Disease Control and Prevention. This is a three year grant to increase the overall rate of childhood immunizations and reduce the racial disparity in immunization rates.

Current	Request	Recommendation
New Position	Public Health Nurse PR 666 (\$43,182 - \$53,026)	Public Health Nurse PR 666 (\$43,182 - \$53,026)
New Position	Health Services Assistant II PR 425 (\$31,905 - \$35,296)	Health Services Assistant II PR 425 (\$31,905 - \$35,296)
New Position	Health Information Specialist PR 558 (\$43,910 - \$53,941)	Health Information Specialist* PR 593 (\$41,791 - \$50,589)

*We further recommend that recruitment be allowed up to the third step of the pay range.

Action Required

In the Salary Ordinance, under Pay Range 593, add the footnote designation 1/ to the title "Health Information Specialist" with the footnote to read as follows: "1/ Recruitment may be up to the third step of the pay range."

In the Positions Ordinance, under Health Department, Disease Control and Prevention Division, Childhood Immunization Disparities Grant (YY) delete one position of Public Health Educator II (X) (P) (YY) and add one position of Health Services Assistant II (X) (P) (YY). In footnote (YY), delete the title "Public Health Educator II" and substitute the title "Health Services Assistant II."

Public Health Nurse

The basic function of this position is to serve as a "Coordinator" and work as part of a team with two existing Immunization Public Health Nurses, who also serve as a "Coordinator", and oversee immunization services offered by MHD. This position will also serve as a community liaison, as designated, for all adult, child and public health emergency response immunization and mass clinic preparation issues. The specific duties and responsibilities are as follows:

30% Oversight and Planning

Assure that community and clinical immunization policy, procedures and protocols of the MHD Immunization Program are consistent with nursing standards of practice and ACIP recommendations; provide training to new PHNs in principles and practices of vaccine administration; and participate in the development of emergency and non-emergency mass clinic preparedness and response planning.

25% Community Intervention

Assist in the development and implementation of community and healthcare interventions to increase adult & childhood immunization coverage rates within the City of Milwaukee.

15% Community Outreach

Serve as a liaison between the immunization program and community groups, healthcare providers, schools, and other MHD programs to raise awareness about immunizations and remove barriers to adult and childhood immunizations; and coordinate community outreach activities around adult and childhood immunizations, including community training, media and marketing campaigns.

15% Communicable Disease Surveillance

Work closely with Public Health Nurses assigned to the Communicable Disease Program, Health Center supervisors and other designated Disease Control and Prevention (DCP) staff in the surveillance and management of vaccine preventable disease cases, clusters and outbreaks in the community and region; and participate in subcommittees, workgroups and task forces as designated and associated with public health emergency preparedness and response.

10% Data Management

Participate in data collection, program evaluation, and preparation of immunization reports pertinent to consolidated contract objectives or as assigned.

5% Other Duties

Perform other duties as assigned.

The requirements for this position include a Bachelor's Degree in Nursing. One year of experience in administering immunizations and/or working in an immunization clinic and one year of public health or relevant experience in disease management is preferred. Experience should include working on policy, practice and/or advocacy issues in internal committees or workgroups and/or with external community organizations.

The nature of the duties and responsibilities associated with this new position is consistent with those of the other two "Immunization Coordinator" Public Health Nurse positions that work with this program. It is therefore recommended that this new position be classified as Public Health Nurse in Pay Range 666. It is further recommended that this position also be designated as "Immunization Coordinator" and receive the additional pay associated with that designation under the Salary Ordinance. The footnote in the Salary Ordinance reads as follows:

"1/ The City shall pay a premium of \$45.00 biweekly for Public Health Nurses or Associate Public Health Nurses assigned on a full-time basis with full responsibilities to one of the following job assignments: Health Center Coordinator, Charge Nurse/STD Clinic, Charge Nurse/TB, Lead (Pb) Program Coordinator, Charge Nurse/Staff Development Unit, Charge Nurse/Family Health Clinic, Charge Nurse/WIC, Health Information Coordinator, Immunization Coordinator, and PHN Coordinator-HIV Women's Program. Effective Pay Period 25, 2003, Public Health Nurses assigned on a full time basis with full responsibilities to the job assignment of PHN Coordinator-Adolescent School Health (ASHP) shall also be eligible for the \$45 biweekly premium."

Health Services Assistant II

The basic function of this position is to assist Public Health Nurses in designated case-management activities, participate in collection of data for research projects, and conduct community education and outreach activities in connection with Immunization Program efforts. The duties and responsibilities are as follows:

35% Designated Case Management / Healthcare Provider Activities

Assist Public Health Nurses (PHN) and Epidemiologist in meeting the Immunization Program goals; locate clients by telephone, contact with healthcare provider, home visits, and initiate reminder / recall letters; conduct home visits to interview clients and collect data; provide education to clients regarding immunizations, health insurance, and available social services; assess family needs and make referrals to PHNs and community resources as appropriate; assist in the Assessment, Feedback, Incentive, and Exchange (AFIE) process, conduct Clinical Assessment Software Application (CASA) assessments, and chart audits at healthcare provider offices to determine immunization and missed opportunity rates; and assess clients' immunization status.

35% Administrative Duties

Create / open client records and maintain appropriate documentation in such records; conduct data entry into the Wisconsin Immunization Registry (WIR), WEDSS, and other databases for all activities with and for clients; assemble client folders and record packets and prepare client mailings; attend and participate in team meetings and educational sessions; provide administrative support to Epidemiologist and Medical Advisor; assist in maintaining immunization medical orders; and assist in obtaining Institutional Review Board (IRB) approval and submitting project reports to the Centers for Disease Control and Prevention (CDC).

20% Community Education and Outreach

Participate in special projects consistent with the Immunization Strategic Plan; conduct community needs assessment and canvassing as required by program priorities; participate in health fairs providing education; package supplies for offsite immunization clinics, and assist PHNs at clinics; assist PHNs and Public Health Educators in conducting educational sessions for healthcare providers and schools.

5% Research Activities

Participate in training activities associated with program and division functions; conduct in-home interviews and education, and gather data for research projects; obtain informed consent from participants; coordinate and conduct home visits, protocol activities and interventions with PHNs; and perform quality control of home visits and related research data prior to submitting to Epidemiologist.

5% Other Duties

Perform other related duties as assigned.

The requirements for this position include one year of relevant experience providing client services in a health, human service, or community outreach setting. Relevant experience includes conducting client needs assessments, determining client eligibility for benefits or services, ensuring client access to services, monitoring and maintaining case records on clients and reporting progress accordingly, working with professional care providers to help clients master everyday living skills, providing emotional support and helping clients become involved in their own well-being, in community recreations programs and in other activities.

The nature of the duties and responsibilities associated with this new position is consistent with those of other Health Services Assistant II positions in the Health Department. It is therefore recommended that this new position in the Immunization Program be classified as Health Services Assistant II in Pay Range 425.

Health Information Specialist

The basic function of this position is to be responsible for assuring that all required documentation and intervention tracking is fulfilled in accordance with established protocols. This is achieved through quality control of data entry and billing; provision of technical assistance; performing epidemiological analyses, assessments, and evaluations; developing and maintaining data management systems, and data entry protocols; and generating reports. This position will assist Communicable Disease and Immunization staff in developing interventions and conducting communicable disease surveillance using the Wisconsin Electronic Disease Surveillance System (WEDSS). The duties and responsibilities are as follows:

60% Data / Database Management and Reporting

Extract, manipulate, report and interpret customized information from the Wisconsin Immunization Registry (WIR), WEDSS, and other database for program strategic planning and evaluation, trend analysis, service delivery management, academic research support,

legislation support, public records requests, quarterly and annual statistics reporting, Quality Assurance/Quality Control functions, time-line analyses, and reports to funding agencies; coordinate with staff to identify, evaluate, plan and implement solutions for program data needs; maintain and report data from multiple databases; maintain operations of the immunization and communicable disease databases; review and monitor input performance to assure data quality; establish data input priorities and schedules; develop, maintain and monitor WEDSS/WIR quality control program; and analyze and solve problems with databases.

20% Surveillance

Monitor disease trends and immunization rates in the community; Identify factors that influence the rate of immunization and communicable diseases in the community; Communicate, coordinate and provide assistance to local public health agencies, the Wisconsin Department of Health and Family Services (DHFS), community agencies, health care providers, etc. , and act as a liaison with the Epidemiologist and/or Medical Advisor; represent the City of Milwaukee Health Department (MHD) on assigned community committees and task forces; assist with the development and implementation of communicable disease interventions; and assist in the development of materials / activities that promote communicable disease control and prevention, especially immunizations.

10% Training and Education

Provide training to staff and community on use of WIR and WEDSS; and work with program staff to raise community awareness of immunization and communicable disease issues.

10% Information Technology Management

Train staff in proper use of hardware and software; coordinate with MHD Information Technology (IT) staff to identify and resolve network interface problems, or other hardware or software problems; maintain existing hardware and software; troubleshoot and repair hardware and software problems; and install hardware and software applications.

The requirements for this position include a Bachelors Degree in Information Technology, Computer Science, Epidemiology or related field; and a minimum of three years of experience with and working knowledge of relational databases, personal computer hardware and software, data management and reporting. The position also requires a knowledge and ability to work with relational databases and personal computer hardware and software; a basic understanding of networks; experience with word processing, project management, data management, spreadsheets, and statistical and reporting software

The nature of the duties and responsibilities associated with this new position is consistent with another newly classified position of Health Information Specialist in Pay Range 593 (\$41,791 - \$50,589) that is part of the Milwaukee Comprehensive Home Visiting Program Grant (MCHVP) within the Milwaukee Health Department. Both of these positions spend a significant percentage of time (60%) on Data /Database Management and Reporting and are involved with training other staff on the computer software and hardware. The requested pay range of 558 (\$43,910 - \$53,941) is the pay range of Lead Program Information Specialist position which has some similar duties and responsibilities but appears stronger than the position under study. The scope of work is larger since the Lead Program has expanded greatly and has a variety of interventions. Further, the position must prioritize the multiple data requests from various managers in the Lead Program. A more similar position is the one under the MCHVP Grant. Due to the unique combination of duties in information technology and epidemiology the department has requested that recruitment be allowed up to the third step to provide flexibility in hiring. It is therefore recommended that this new position be classified as Health Information Specialist in Pay Range 593 with the following footnote "1/ Recruitment may be up to the third step of the pay range".

Three New Positions
Health Department/CDI Grant . . #5

April 4, 2006

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 4, 2006

Department: Milwaukee Public Library Incumbent-Lead Bookbinder: Celestino Velasquez

Present	Request
Title: Lead Bookbinder Salary: PR 360 (\$38,127-\$42,940) Current Rate: Celestino Velasquez Step 5, \$42,940	Title: Study of position AFSCME Labor Contract
Recommendations: Title: Lead Bookbinder Salary: PR 260 (\$39,408-\$44,336) New Rate: Step 5, \$44,336	
Rationale: The Lead Bookbinder has assumed new duties and responsibilities associated with the day-to-day oversight of the Library's bindery operations. Reallocation to a higher pay range is therefore appropriate.	

Action Required:

In the Salary Ordinance, under Pay Range 360, delete the title of "Lead Bookbinder" and under Pay Range 260, add the title of "Lead Bookbinder."

Background

The current labor contract between the City and AFSCME, District Council 48, AFL-CIO requires the City to conduct a classification study of the classifications of Lead Bookbinder and Bookbinder. The City currently employs one Lead Bookbinder and two Bookbinders, all of whom are employed by the Milwaukee Public Library in its bindery. Due to the fact that the classification and rate of pay associated with the Bookbinders are still under consideration, this report only pertains to the Lead Bookbinder.

In studying this position, the staff reviewed past and present job descriptions for this position as well as detailed information provided by the employee in a Job Analysis Questionnaire. The staff member assigned to study these positions also held discussions with the employee performing the job onsite at the bindery and observed the employee performing different bindery processes, learned how bindery equipment worked, and discussed the changes that had taken place in the employee's duties and responsibilities.

Discussions were also held with the employees' immediate supervisor, Susan Knorr, Management Librarian IV; Bruce Gay, Library Technical Services Manager; and Judith Zemke, Library Personnel Officer.

Library Bindery Operations

The Library employs two Bookbinders and one Lead Bookbinder. These employees perform what is termed library binding, which is characterized by hand work, as opposed to commercial binding, which concentrates on mass production of bound materials. The nature of work performed by these employees is very similar to the work of library bindery workers described in the U. S. Department of Labor's *Occupational Outlook Handbook*:

The process of combining printed sheets into finished products such as books, magazines, catalogs, folders, and directories is known as "binding." Binding involves cutting, folding, gathering, gluing, stapling, stitching, trimming, sewing, wrapping, and other finishing operations. Bindery workers set up, operate, and maintain the machines that perform these various tasks.

Job duties depend on the kind of material being bound. In libraries where repair work on rare books is needed, *bookbinders* sew, stitch, or glue the assembled printed sheets, shape the book bodies with presses and trimming machines, and reinforce them with glued fabric strips. Covers are created separately, and glued, pasted, or stitched onto the book bodies. The books then undergo a variety of finishing operations, often including wrapping in paper jackets. In establishments that print new books, this work is done mechanically.

The one notable difference between the work performed by the Library's bindery workers and the above description from the *Occupational Outlook Handbook* is that the Library's employees do not use stitching to bind or repair any materials. Because library materials come in such a wide variety of sizes and shapes, each book, set of periodicals, pamphlet, brochure, booklet, portfolio, directory, report, or other material or set of materials must be done primarily by hand, on a custom basis, as opposed to a mass production basis.

There are four major work areas in the Library's bindery, as described below. Both the Bookbinders and Lead Bookbinder perform all of the duties listed.

1. Processing new library materials. These duties include: covering books and materials with Mylar jacket covers; attaching barcodes and date due labels into materials; stamping or otherwise identifying the materials as belonging to the Library; and drilling holes for binder insertion as necessary.
2. Preparing materials for binding, called "forwarding." Work in this area includes cutting spines of books and trimming sides of text blocks; measuring and curing back strips for book spines; operating the Ehlermann Adhesive Fan binding machine.
3. Finishing. Duties in this area consist of gluing cloth to cover boards and spine back strips; imprinting identifying information on each material (title, author, and so forth); constructing portfolios, wing binders, specialized boxes, slip cases, and special envelopes.

4. Other services. Includes mounting maps and pictures on cloth or poster board; evaluating materials sent for treatment and repairs; operating the Ludlow Type Casting machine; assisting with routine maintenance and repair of bindery machinery, including Ludlow Type Casting Machine; and performing "soft binding" using the Fastback binding machine; and using the cutter for paper needed in Library promotional materials.

The equipment used by the Lead Bookbinder (and Bookbinders) at the Public Library includes the following:

- A Challenge paper cutter with programmability options, hydraulic cutting and clamping
- Milling machine
- Ludlow typecasting machine
- Paper drilling machine
- Large paper cutters operated by hand
- Stamping machines
- Ehlermann Fan binder
- Turning machine
- Glue machine
- Powis Parker Fastback binding machine
- Hand tools, including shears, and smoothers

Changes in Duties and Responsibilities

Beginning in 1998, all Bookbinders and the Lead Bookbinder began performing lower level work formerly performed by Bindery Workers whose positions had been eliminated. This work, referred to as "physical processing," is part of the work required to process a book or other materials so they can be placed into circulation. These duties include:

- Covering books and materials with Mylar jacket covers
- Attaching date due labels and barcodes into materials
- Stamping or otherwise identifying the materials as belonging to the Library
- Drilling holes for binder insertion as necessary

Prior to 2002, when the bindery staff was larger, a first-line supervisor managed all bindery operations and the work was organized in a different manner. At that time, bindery employees were assigned to specific areas of bindery operations. This changed when the former Bookbinder Supervisor retired in May of 2002. His position was eliminated in the 2003 budget and the three remaining employees whose jobs are the subject of this study began performing all the work associated with the binding process during a three-week rotation. This change was required enable the bindery employees to perform each other's jobs during vacations and other time off the job.

At the same time, Library management reduced some of the work performed by bindery employees. The Library greatly reduced original binding of materials from branch libraries; eliminated call number embossing on book spines; and eliminated paper collation during the bindery preparation process. During the same time period, the tremendous growth in electronic databases significantly reduced the need to store periodicals in print, which in turn reduced the need for binding services at all libraries.

The Lead Bookbinder has assumed the day-to-day onsite coordination of the bindery operations formerly performed by the Bookbinder Supervisor whose position was eliminated. In addition to performing all the work done by the Bookbinders, the Lead Bookbinder also:

- Acts as the on-site person in charge of the bindery. This requires him to be available to answer questions from Library staff, vendors, and others, and solve problems that arise.
- Obtains information needed for budget preparation.
- Coordinates the bindery's workflow and schedule. This requires changing priorities and directing work in progress.
- Oversees the work of Bookbinders and Library employees assigned to the bindery on a project and as-needed basis
- Orders materials, equipment, and supplies for the bindery.
- Investigates new products, processes, and vendors.
- Assumes primary responsibility for cleaning the Ludlow typecast machine as well as all other machinery.
- Trains other bindery employees.
- Coaches other employees on work performance.
- Enter employee's time off work into system.
- Attends Library meetings and holds bindery staff meetings.

Minimum requirements for the Lead Bookbinder include high school graduation and completion of five years of successful general binding experience or completion of the Bookbinder Trainee apprenticeship program. It should be noted that the current incumbent of the job, Mr. Velasquez, has completed the required apprenticeship. Competencies for successful job performance include a thorough knowledge of all bookbinding processes and equipment and the ability to oversee all bookbinding processes, and the ability to function as a lead worker.

Analysis

These additional duties, which consume at least 20% of the incumbent's time, indicate that the Lead Bookbinder has onsite day-to-day responsibility for bindery operations. The addition of these duties and responsibilities has increased the level of responsibility associated with this job.

Pay Considerations

In determining an appropriate rate of pay for the Lead Bookbinder, The nature of work performed by the Library's Bookbinders and Lead Bookbinder are part of the printing occupations, as characterized the U.S. Department of Labor's *Dictionary of Occupational Titles*. For that reason, we compared the Lead Bookbinder with Offset Press Operator and Printer, the only other job classifications in City government related to the printing occupations. Rates of pay for these job classifications are shown below.

Printing-Related Job Classifications and Rates of Pay in City Government
2006 Rates


Pay Range	Title	Minimum	Maximum
309	Offset Press Operator I	\$28,058	\$34,423
335	Offset Press Operator II	\$34,077	\$37,568
355	Bookbinder	\$37,221	\$41,715
360	Lead Bookbinder	\$38,127	\$42,940
260	Printer	\$39,408	\$44,336


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Considering the expansion of this job, it would be appropriate to recommend a pay increase for the Lead Bookbinder. The job classification of Printer is occupationally related to the Lead Bookbinder and, like the Lead Bookbinder is either a lead worker for a print shop, as at the Police Department, or runs a one-person shop at the Public Library.

Recommendation

Due to changes that have increased the responsibility of this position we therefore recommend that the Lead Bookbinder be reallocated to Pay Range 260.

Submitted by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 4, 2006

Department: Department of Public Works--Administrative Services Division

Present	Request
Title: New Position	Title: Systems Analyst-Senior
Salary: Not Applicable	Salary: Salary Grade 008 (\$54,814 - \$76,736)
Step: Not Applicable	Source: Department
Recommendation:	
Title:	Telecommunications Analyst-Senior
Salary:	Salary Grade 008 (\$54,814 - \$76,736)
Rationale:	
<p>In City government, the term "telecommunications" includes both voice transmission and data. Placement in the Telecommunications series is therefore appropriate. Salary information from the Bureau of Labor Statistics for the Milwaukee-Waukesha from November of 2004 area indicates that placement in Salary Grade 008 is appropriate for this position.</p>	

Action Required: (Effective Pay Period 1, 2006 – January 1, 2006)

In the Positions Ordinance, under Department of Public Works-Administrative Services Division, Technology Support Services delete one position of "Systems Analyst-Senior" and add one position of "Telecommunications Analyst-Senior."

Background:

On November 30, 2005, the Department of Public Works requested that this new position be studied for proper job title and salary grade. In studying this request the staff reviewed the job description created for this position by the Department and discussed the position's duties and responsibilities with Gerald Froh, the manager in charge of the information technology for the Department of Public Works.

Duties and Responsibilities:

Under the general supervision of the Telecommunications Analyst Project Leader, the employee filling this position will plan, design, and develop wireless local area networks (WLANs) for a variety of City government applications. Current projects include using wireless technology for parking operations and parking meters, WiFi installation, and traffic control operations. This

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wireless network specialist will oversee the installation, maintenance, support, and optimization of all WLAN hardware, software, and communication links.

Minimum Qualifications

Discussions with the Department and a comparison with other related network positions indicate that appropriate minimum qualifications for this job would be a bachelor's degree in computer science, management information systems or a closely related technical field, and a minimum of five years of successful work experience with computer networks and wireless systems, with an emphasis upon wireless applications. As indicated on the job description, appropriate certifications, such as Certified Network Engineer or Certified Network Administrator are desirable. Equivalent combinations of education and experience are also acceptable.

The employee filling this position must also have excellent customer service skills to work with managers in various City departments to assess their needs and implement best solutions. The individual must also have very good organizational and planning skills to perform the job successfully.

Analysis:

In City government, telecommunications work includes both voice and data communications. In the future, it may also transmit other modalities, such as video. Placement in the Telecommunications series therefore is appropriate. This series consists of:

Telecommunications Analyst-Assistant	Salary Grade 004
Telecommunications Analyst-Associate	Salary Grade 006
Telecommunications Analyst-Senior	Salary Grade 008
Telecommunications Analyst-Project Leader	Salary Grade 011

Salary information from the Department of Labor's Bureau of Labor Statistics from November of 2004 for the Milwaukee-Waukesha area indicates that the mean rate of pay for the job most closely matching the position under consideration, called Network Systems and Data Communications Analyst, was \$61,210. Considering changes in the labor market since November of 2004, this rate equates to approximately the fifth or sixth step of Salary Grade 008.

Recommendation:

We therefore recommend classifying this position as a Telecommunications Analyst-Senior, Salary Grade 008. The Department will have the option of underfilling this job at either the Assistant or Associate level.

Submitted by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 4, 2006

Department: Department of Public Works-Operations Division

Present	Request
Title: Automotive Mechanic Supervisor I Salary: SG 003 (\$39,848-\$55,783)	Title: Fleet Repair Supervisor I Salary: SG 003 (\$39,848-\$55,783)
Title: Automotive Mechanic Supervisor II Salary: SG 005 (\$45,280-\$63,396)	Title: Fleet Repair Supervisor II Salary: SG 005 (\$45,280-\$63,396)
Recommendations: <div style="margin-left: 40px;"> Title: Fleet Repair Supervisor I Salary: SG 003 (\$39,848-\$55,783) </div> <div style="margin-left: 40px;"> Title: Fleet Repair Supervisor II Salary: SG 005 (\$45,280-\$63,396) </div>	
Rationale: The recommended title is more descriptive of the work actually performed by these Supervisors. The term "Automotive" implies that these employees only oversee the repair of passenger cars. These Supervisors in fact have responsibility for the maintenance and repair of many different types of construction-related equipment used by the Department of Public Works, some of which are very large pieces of equipment. In addition, introduction of the term "Fleet Repair" will make these titles consistent with a newly created title of Fleet Repair Supervisor III, Salary Grade 007.	

Action Required:

In the Salary Ordinance, under Salary Grade 003, delete the title "Automotive Mechanic Supervisor I" and add the title "Fleet Repair Supervisor I". Under Salary Grade 005, delete the title "Automotive Mechanic Supervisor II 1/" and add the title of "Fleet Repair Supervisor II 1/".

In the Positions Ordinance, under the Department of Public Works – Operations Division, Fleet Services Section, delete seven positions of Automotive Mechanic Supervisor II and add seven positions of Fleet Repair Supervisor II. Under Auxiliary Positions, delete one position of Automotive Mechanic Supervisor I and three positions of Automotive Mechanic Supervisor II, and add one position of Fleet Repair Supervisor I and three positions of Fleet Repair Supervisor II.

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Background

A report creating the title of Fleet Repair Supervisor III in Salary Grade 007 was approved at the March 7, 2006 meeting of this Commission. This position is the highest level of the series consisting of:

Automotive Supervisor I	SG 003
Automotive Supervisor II	SG 005
Fleet Repair Supervisor III	SG 007

Discussions with Venu Gupta, Buildings & Fleet Superintendent, in the Department of Public Works-Operations Division indicated that it would be appropriate to have consistency in titles throughout the series and to more accurately reflect the scope of work performed by these supervisors.

The term "Automotive" implies that these employees only oversee the repair of passenger cars. These Supervisors in fact have responsibility for the maintenance and repair of many different types of construction-related equipment used by the Department of Public Works, some of which are very large pieces of equipment.

Recommendation

We therefore recommend retitling the positions of Automotive Mechanic Supervisor I and II to Fleet Repair Supervisor I and II.

Submitted by:



Laura Sutherland, Human Resources Representative

Reviewed by:



Maria Monteagudo, Employee Relations Director