



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

November 27, 2006

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

Dear Committee Members: Re: Common Council File Number 060851

The following classification and pay recommendations were approved by the City Service Commission on November 21, 2006:

In the Health Department, one vacant position of Chief Virologist, Salary Grade 012, was retitled to Chief Molecular Scientist, SG 012.

In the Election Commission, the title of Election Inspector was recreated in Pay Range 948.

In the Port of Milwaukee, one position of Port Operations Supervisor, Salary Grade 009, held by Joseph DiGiorgio, was reclassified to Port Operations Manager, Salary Grade 012.

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: 3 Job Evaluation Reports
Fiscal Note

c: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Susan Edman, Neil Albrecht, Bevan Baker, Vivian Chen, Michelle Stein, Victoria Robertson, Stephen Gradus, Eric Reinelt, Hattie Billingsley and Joseph DiGiorgio

JOB EVALUATION REPORT

City Service Commission Meeting Date: November 21, 2006

Department: Health Department

Incumbent: Vacant

Current	Request	Recommendation
Chief Virologist SG 012 (\$70,767-\$99,074)	Chief Molecular Scientist SG 012 (\$70,767-\$99,074)	Chief Molecular Scientist SG 012 (\$70,767-\$99,074)

Action Required

In the Salary Ordinance, under Salary Grade 012, delete the title "Chief Virologist" add the title "Chief Molecular Scientist."

In the Positions Ordinance, under Health Department, Laboratory Services Division, Virological Division, delete one position of "Chief Virologist (Y)" and add one position of "Chief Molecular Scientist (Y)."

Background

In a letter dated July 28, 2006, Bevan Baker, Commissioner of Health requested that the position of Chief Virologist in Salary Grade 012 be given a new title of Chief Molecular Scientist with no change in compensation level. The Health department provided a new job description for the position. Discussions on the position were held with Michelle Stein, Health Personnel Officer.

Duties, Responsibilities and Requirements

This position, under the supervision of the Public Health Laboratory Director, provides program development, technical direction, and management of molecular assays, virological testing, and chemistry testing. Duties, responsibilities, and requirements include:

20% Management and Administration

- Provide managerial oversight of staff for testing activities, quality assurance, and quality control activities to ensure the Health department laboratory meets Clinical laboratory Improvement Amendments regulations and operates in compliance with all applicable federal and state regulatory agencies.
- Assure the Center for Disease Control's Laboratory Response Network responsibilities and deliverables are met.
- Assure smooth operations within the laboratory by managing staff, work prioritization, supplies, maintenance of equipment and lab space, and specimen processing and reporting
- Assure accurate and timely records, maintenance of procedure manuals, and necessary reports

15% Supervision

- Provide supervisory oversight for the Lead program, Chemistry section, and molecular/virological testing section.
- Supervise testing quality assurance, quality control and safety activities.
- Coordinate hiring, training, personnel-related matters.

50% Technical Leadership

- Provide technological leadership in the evaluation of emerging analyses and methods for sexually transmitted diseases, virus testing, bioterrorism agents, and emerging infections of public health importance in environmental and clinical samples.
- Assure diagnostic tests for presence of emerging pathogens of public health importance, and those which can potentially be employed in acts of bioterrorism.
- Develop and document laboratory standard operation procedures.

15% Other Duties

- Assist epidemiological studies of communicable disease, food and waterborne outbreaks
- Serve as liaison between the Health department laboratory and other departmental and inter-agency collaborators as appropriate.

The position requires a Ph.D. in Microbiology with special training in molecular microbiology and minimum of one year of experience in a diagnostic microbiology laboratory with demonstrated experience in molecular biology, microbiology and virology, and related techniques.

Changes to the Position

The previous job description for the position of Chief Virologist required a Ph.D. in Microbiology or Immunology with special emphasis in clinical virological skills. This was appropriate given the activities of the Milwaukee Health department laboratory in the early 1980's. Technology has evolved however into molecular diagnostics. While clinical diagnostic skills are still needed, they are now a smaller proportion of the skills required.

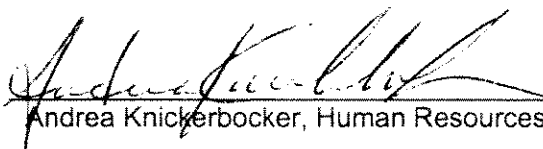
Certain testing methods in the laboratory are being phased out and are being replaced by newer technology that improves the efficiency of staff time and meets emerging public health needs. These revised methods include test development and application using state-of-the-art molecular detection and identification instrumentation. These changes require not only technical skills, but also highly specialized education in molecular microbiology.

While the technological methods have changed, the nature of work and level of responsibility associated with this position are still consistent with a Salary Grade 012.

Recommendation

Based on the above analysis we recommend retitling the position of Chief Virologist to the requested title of Chief Molecular Scientist in SG 012.

Prepared by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:


Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: November 21, 2006

Department: Election Commission

Request	Recommendation
<p>Title: Election Inspector*</p> <p>Pay Range: 948</p> <p>Rate: \$84.15 Daily</p> <p>*The Chief Inspector shall receive \$25.00 per day in addition to the rate specified above.</p>	<p>Title: Election Inspector*</p> <p>Pay Range: 948</p> <p>Rate: \$84.15 Daily</p> <p>*The Chief Inspector shall receive \$25.00 per day in addition to the rate specified above.</p>
<p>Rationale: This report recreates the title of Election Inspector in Pay Range 948. The daily rate is consistent with the rate paid to Election Inspectors from the Election Commission's Other Operating Services account.</p>	

Action Required (Effective September 12, 2006)

In the Salary Ordinance, add Pay Range 948 as follows:

Pay Range 948

Official Rate-Daily
\$84.15

Election Inspector 1/


1/ Election Inspectors to receive an additional \$10.00 for each voting machine meeting and instruction class attended by the Election Inspector prior to each election, provided that the Election Inspector subsequently serves at the election immediately following such voting machine meeting and instruction class. The Chief Inspector shall receive \$25.00 per day in addition to the rate specified above.

In the Positions Ordinance, under Election Commission, Election Service Division, add 20 positions of "Election Inspector."

Background

The City of Milwaukee Election Commission pays Election Inspectors and Chief Inspectors a daily rate to work elections. The 2003 budget increased the daily rates to \$85.14 for Election Inspector and \$109.15 for Chief Inspector. The Salary Ordinance however was not updated to reflect this increase.

This report recommends the recreation of the title of Election Inspector in Pay Range 948 (which includes a footnote for Chief Inspector) within the Salary Ordinance.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: November 21, 2006

Department: Port of Milwaukee

Incumbent: Joseph Di Giorgio

Present	Request
Title: Port Operations Supervisor	Title: Not Stated
Salary: SG 009 (\$58,448 – \$81,824)	Salary: Not stated
Step: 3 (\$62,135)	Source: Department
Recommendation:	
<p>Title: Port Operations Manager Salary: SG 012 (\$70,767 - \$99,074) New Rate: Step 1 (\$70,767)</p>	
<p>Rationale: The impact and accountability associated with this position, which has responsibility for the maintenance of all of the Port's facilities and equipment, coordination of shipping, security and safety, and tenant relations, has expanded significantly during the recent past. Areas of responsibility that have increased the impact of this position include security, revenue enhancement, tenant relations, and input into long-term strategic business development. From an organizational viewpoint and level of impact and accountability, the position is now comparable to a Management Civil Engineer-Senior at the Port of Milwaukee which is allocated to Salary Grade 012.</p>	

Action Required

In the Salary Ordinance, under Salary Grade 009, delete the title "Port Operations Supervisor." Under Salary Grade 012, add the title "Port Operations Manager."

In the Positions Ordinance, under Port of Milwaukee, Operations Division, delete one position of "Port Operations Supervisor (X)" and add one position of "Port Operations Manager (X)."

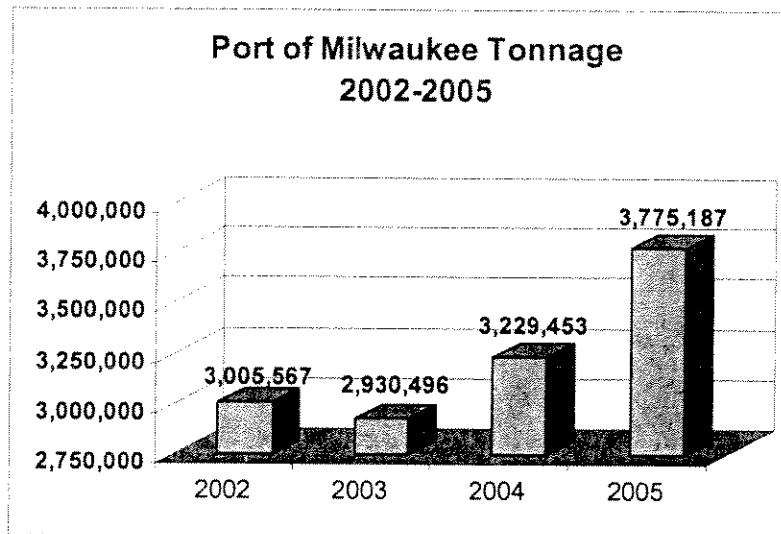
Background

In July of this year, the Municipal Port Director, Eric Reinelt, requested a review of the Port Operations Supervisor filled by Mr. Joseph Di Giorgio. In studying this request, we reviewed written documentation describing the duties and responsibilities of the Port Operations Supervisor in the form of a revised job description and a Job Analysis Questionnaire completed by Mr. Di Giorgio and reviewed by the Municipal Port Director. Discussion were also held with Mr. Di Giorgio at the Port of Milwaukee, during which time the staff person conducting the study toured the Port's facilities and

discussed the position's duties and responsibilities, including changes that had taken place, in detail with Mr. Di Giorgio. Follow-up discussions were then held with the Municipal Port Director.

The Port of Milwaukee

Handling in excess of 3 million tons of commerce annually, the Port of Milwaukee is a principal export site for heavy machinery, foodstuffs, appliances, leather, canned goods, and lumber. As indicated in the chart below, the Port's tonnage has increased significantly during the previous five years, with 3.8 million tons handled in 2005 setting an all-time record.



The Port of Milwaukee owns and maintains over 400 acres of land, including the lakefront festival grounds. Storage facilities include 200,000 square feet of warehouse space and 16 acres of open space that is used for storage and staging. At the present time, for example, WE Energies is using the Port's grounds to store and stage all equipment and materials, some of which is very large, needed to construct a new power plant in Oak Creek.

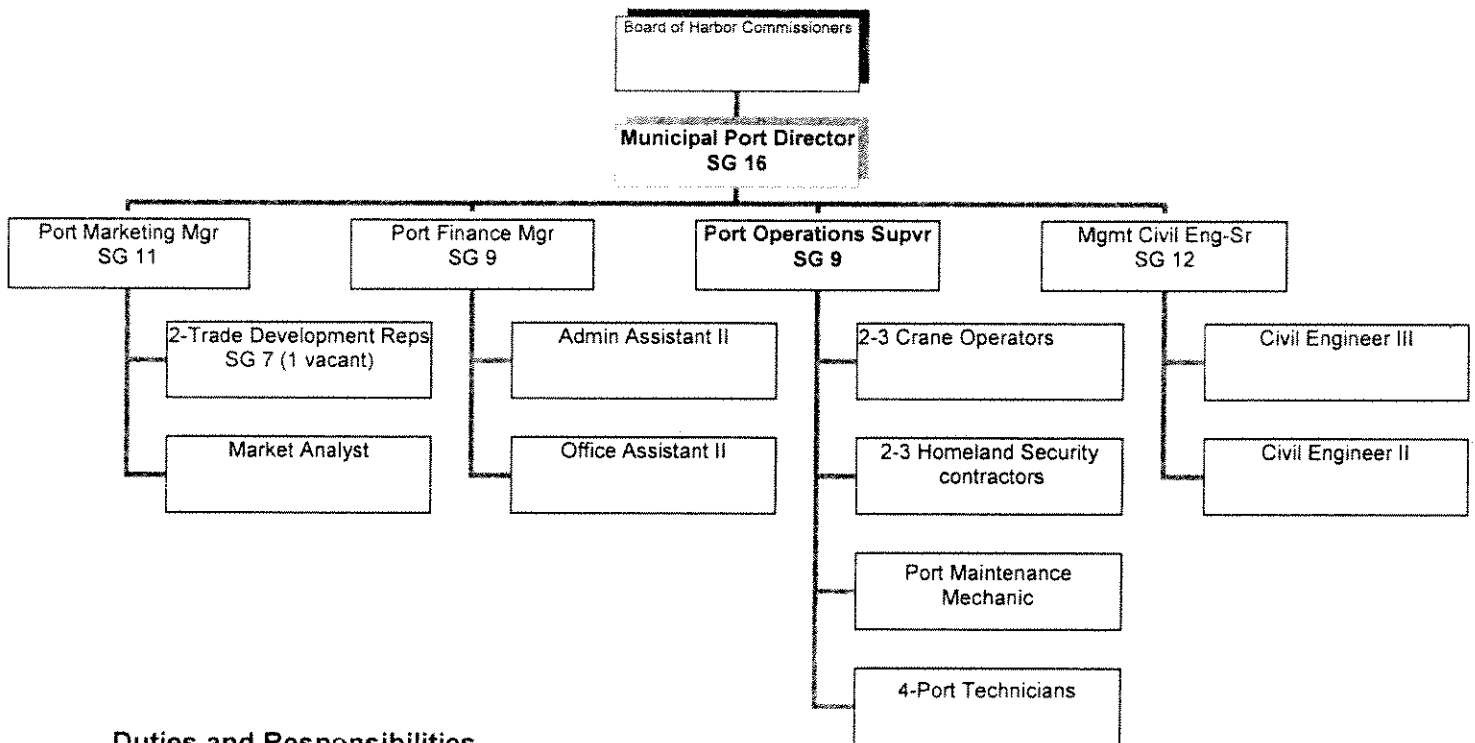
In addition, the Port owns 15 docks, 5 terminals, 5 mobile cranes, a 200-ton stiff leg crane, and 13 miles of railroad tracks used by two major railroads. At the present time some 26 companies and organizations are tenants of the Port of Milwaukee. They are as follows:

1. Ace World Wide (trucking company)
2. Cargill Salt, Incorporated
3. Charter Wire, Incorporated (Warehousing and distribution of manufactured products.)
4. CP Railway (Container yard operated by Milwaukee Intermodal Terminal)
5. Edward E. Gillen Company (Marine contracting)
6. Federal Marine Terminals, Incorporated (General cargo terminal operator)
7. International Longshoremen's Association (Union labor for international ships)
8. Jacobus Company (Liquid bulk handling terminal)
9. Lafarge Corporation (Cement terminal operator)
10. Milwaukee Bulk Terminals, Inc. (Bulk terminal operator for Kinder Morgan)
11. Lake Express (High-speed passenger and auto ferry service between Milwaukee, WI and Muskegon, MI.)
12. Milwaukee Intermodal Terminal, LLC (Complete intermodal cargo and container handling services.)
13. Milwaukee World Festivals (lakefront festival grounds)
14. North American Salt Co.
15. RSI Logistics, Inc. (rail to truck bulk transloading facility)
16. Specialty Restaurants Corporation (Pieces of Eight Restaurant -Downtown Milwaukee/lakefront)
17. St. Mary's Cement (Cement manufacturer and terminal operator.)

18. Support Terminal Services, Incorporated (Terminal operators handling bulk liquids)
19. U.S. Army
20. U.S. Coast Guard
21. U.S. Navy
22. Union Pacific Railroad Company
23. Wisconsin Lake Schooner (Owner/operators of the "Denis Sullivan" a 137' 3-masted replica of a Great Lakes schooner.
24. Payne and Dolan
25. Advanced Tank and Boiler
26. Lower Brothers (a tug boat company)

Reporting relationships are indicated in the chart below.

Port of Milwaukee Organization Chart



Duties and Responsibilities

The goals of the Port Operations Supervisor are to operate the Port as efficiently and safely as possible, enhance revenues, and assist the Municipal Port Director in developing and carrying out long-term strategic business development. The Port Operations Supervisor independently plans and manages all day-to-day operations for the Port of Milwaukee, including safety and security; the maintenance, repair, and renovation of railroad tracks, buildings, grounds, and marine facilities; administration of facilities, including contracts and relationships with tenants and vendors. To carry out these responsibilities, the Port Operations Supervisor has an operations budget in excess of \$800,000. In carrying out this work, the Port Operations Supervisor supervises the following people, some of whom are Port employees and some of whom are private contractors:

- 2-3 Crane Operators
- 2-3 Homeland Security contractors
- 1 Port Maintenance Mechanic
- 4 Port Technicians

In addition, beginning in 2007, the Port Operations Supervisor will supervise a new operations professional in response to the marked increase in Port operations that has occurred during the last five years. The most noteworthy duties and responsibilities of the Port Operations Supervisor are listed below.

Duties and Responsibilities

Port Operations

- Coordinates docking of ships.
- Plans, directs, and oversees required river cleaning, ice breaking, and placement of navigational markers, lights, dock walls, timbers, and dock wall fendering.
- Plans and schedules daily work assignments of City employees, contractors, and equipment required.
- Plans and carries out longer term repair and renovation projects.
- Coordinates railroad movements and the maintenance of 13 miles of track shared by the Union Pacific and Canadian Pacific Railroads.
- Coordinates the certification, inspection, and licensing of tracks and railroad equipment and cranes.
- Prepares and submits bills for the cost of labor and equipment to businesses using the Port's facilities and labor force.
- Oversees the work of contractors, ensuring that work is completed according to accepted standards.
- Trains City employees, contractors, and tenants in safe work practices.
- Disposes of facilities and equipment no longer needed.

Safety and Security

- Plans and oversees all safety and security policies, operations, and equipment for the Port.
- As harbor master with powers of arrest under Chapter 118-30 of the Milwaukee Code of Ordinances, enforces all applicable laws and Port policies and procedures.
- Works closely with the U.S. Coast Guard and Department of Homeland Security as designated Facility Security Officer.
- Controls and monitors all permits, including the mooring area of the South Shore Yacht Club.
- Controls and records all ship movements.
- Monitors marine radio emergency channel.

Revenue Enhancement

- Plans financial and other resources within a budgetary framework
- Oversees the Port's activities to ensure efficient and cost-effective service for clients and tenants
- Assists the Municipal Port director in strategic business development of the Port and its functions, including property development, estate management, allocation of resources and equipment, and the infrastructure supporting Port operations
- Analyzes contracts and negotiates leases with tenants to maximize financial returns.
- Computes best pricing packages for rental and leasing of Port equipment.
- Tracks all rentals to assure accuracy in reporting by tenants.

Tenant Relations

- Maintains relationships with business owners, tenants, vendors, regulatory agencies, City departments, unions, the public, and others.
- Troubleshoots problems and issues for 25 organizations and business who are tenants of Port facilities. This involves answering questions, responding to requests, and solving conflicts.

Knowledge, Skills, Abilities(KSAs) and Competencies Required for Successful Job Performance

The following list includes the most noteworthy KSAs and competencies needed for successful job performance, not necessarily the minimum requirements for the job.

- Knowledge of the infrastructure of commercial marine facilities.
- Knowledge of track maintenance.
- Knowledge of the laws, ordinances, rules and regulations required to maintain a safe and secure harbor and related facilities.
- Ability to establish productive business relationships with tenants, vendors, business owners, representatives of regulatory agencies, elected officials, unions, members of the public, and others.
- Knowledge of shipping and on-land logistics.
- Ability to plan, direct, and supervise long and short-term marine infrastructure projects.
- Ability to lead, supervise, motivate, and develop employees.
- Ability to assist in the development of long-term business strategies for the Port including property development, real estate management, allocation of resources and equipment, and the infrastructure supporting Port operations.

Considering the changes that have taken place in the level of responsibility and corresponding level of education, work experience, and personal competencies required for this job, a new employee filling the position could reasonably be expected to have a degree in an area such as civil engineering, logistics, business administration, and five or more years of relevant work experience.

Changes in Duties and Responsibilities

As harbor master with powers of arrest, the Port Operations Supervisor has always been responsible for the Port's security. The employee filling this position must be available on a 24/7 basis to respond to calls from tenants and the Police regarding all security issues involving the Port facilities.

The advent of the Department of Homeland Security, however, ushered in new era of security at all U.S. ports. The Port's management team was required to create new security and crisis plans and the Port Operations Supervisor took a number of measures to enhance the Port's security, such as overseeing the installation of a new surveillance system. In addition, the Port Operations Supervisor was designated as the Port's Facility Security Officer by the U.S. Coast Guard. Among other things, this means that Mr. Di Gigorgio must assist the Coast Guard in a number of ways, including the coordination of mandatory drills and exercises, and providing the Coast Guard with a 96-hour notice if he travels outside of a 50-mile radius of the Port.

The second change that has taken place in this position is a requirement to enhance revenues wherever possible. The Port Operations Supervisor now assists the Municipal Port Director in developing strategic business plans that consider property development, facilities management, allocation of resources and equipment, and the infrastructure supporting the Port's operations. Day-to-day duties that enhance revenue include negotiating contracts with tenants, checking the accuracy of bills submitted, challenging vendors regarding pricing, and renegotiating rates as warranted to reduce costs.

The third area of change relates to increased use of Port facilities and equipment and the addition of new services associated. As previously indicated, the Port's activity has increased sharply during the last five years, to the point that a new professional position will be added under the supervision of the Port Operations Supervisor in 2007. In addition there has been a significant increase in the

number of cruise ships using the Port of Milwaukee and in 2003 the Lake Express began operating. Considered as a whole, this increase in Port activities and added services have significantly increased the scope of responsibility associated with the job.

Analysis

In analyzing an appropriate job classification, salary grade, and rate of pay for this position we considered the following:

- Management positions at the Port of Milwaukee
- Other management positions in City government having responsibility for facilities, and
- Salary survey information from the American Association of Port Authorities.

Management Positions at the Port of Milwaukee

Job Title	Current Salary	Salary Grade	Min	Mid	Max
Municipal Port Director	\$ 103,502	17	\$ 97,360	\$ 116,834	\$ 136,308
Management Civil Engineer-Sr.	\$ 99,074	12	\$ 70,767	\$ 84,921	\$ 99,074
Port Finance Officer	\$ 70,219	9	\$ 58,448	\$ 70,136	\$ 81,824
Port Marketing Manager	\$ 66,407	11	\$ 66,407	\$ 79,686	\$ 92,966
► Port Operations Supervisor	\$ 62,135	9	\$ 58,448	\$ 70,136	\$ 81,824

As may be seen in the above table, the Port Operations Supervisor is the lowest paid management position at the Port.

Comparison with Management Positions Having Responsibility for Facilities within City Government

The positions in the following chart were chosen for comparison because, with one exception, they all have significant responsibility for facilities, whether for design, renovation, repair, maintenance, security, or mechanical systems. Some positions, such as the Police Buildings & Fleet Manager, Buildings & Fleet Superintendent, also have significant responsibility for fleet operations. Many of these positions, notably the Facilities Manager, Architectural Project Manager, Management Civil Engineer-Senior, and Mechanical Engineer IV require high-level technical expertise in engineering or architecture. The one position that is not directly involved in "construction" is the Neighborhood Services Operations Manager. This position is included because of the technical knowledge of building codes required and its function as the second-in-command of the Department of Neighborhood Services. The Municipal Port Director is also included to provide a basis of comparison.

Selected Management Positions with Responsibility for Facilities

Job Title	Dept	Current Salary	Salary Grade	Min	Mid	Max
Buildings and Fleet Superintendent	DPW	\$127,883	16	\$91,340	\$109,611	\$127,883
Facilities Manager	DPW	\$112,571	14	\$80,405	\$ 96,488	\$112,571
Municipal Port Director	Port	\$103,502	17	\$97,360	\$116,834	\$136,308
Management Civil Engineer-Sr.	Port	\$ 99,074	12	\$70,767	\$ 84,921	\$ 99,074
Architectural Project Manager	DPW	\$ 99,074	12	\$70,767	\$ 84,921	\$ 99,074
Mechanical Engineer IV	DPW	\$ 93,188	12	\$70,767	\$ 84,921	\$ 99,074
Neighborhood Svcs Operations Mgr	DNS	\$ 93,424	13	\$75,421	\$ 90,509	\$105,598
Operations & Maintenance Manager	DPW	\$ 82,023	10	\$62,288	\$ 74,747	\$ 87,205
Police Buildings & Fleet Manager	Police	\$ 79,553	10	\$62,288	\$ 74,747	\$ 87,205
► Port Operations Supervisor	Port	\$ 62,135	9	\$58,448	\$ 70,136	\$ 81,824
Building Maintenance Manager	Library	Vacant	7	\$51,441	\$ 61,727	\$ 72,013

Salary Information from Other Ports

Information from the American Association of Port Authorities indicates that, in 2005, port operations managers in five Great Lakes cities surveyed were compensated from \$67,482 to \$82,990 annually. More detailed information regarding these salaries cannot unfortunately be provided because the data are considered proprietary.

Conclusion and Recommendation

All of the above data indicates that the job classification and rate of pay for the Port Operations Supervisor should be elevated. In constructing a recommendation for this job, we thought it was equally important to consider both today's circumstances and tomorrow's recruitment needs. If the Port were to recruit a new Port Operations Supervisor with at minimum of seven years of experience in port operations and a related degree, it is likely that such a well qualified candidate could expect a salary of \$72,000 to \$85,000 annually.

Considering all of these factors, including the scope and impact of the position's responsibilities, comparative salary information from several sources, and anticipated salary needs for future recruitment, it is recommended that the position of Port Operations Supervisor be reclassified to Port Operations Manager in Salary Grade 12. The minimum and maximum for Salary Grade 12, in 2006 rates, is \$70,767 to \$99,074. Classification of the Port Operations in this salary grade should provide an adequate basis of recruitment and excellent salary growth potential for the employee hired into the position.

Using the factors of impact and accountability, knowledge and skill, relationships responsibility, and working conditions, the job analysis indicates that the Port Operations Supervisor should be rated at the following levels and corresponding points.

Current and New Job Evaluation Levels and Points

	Current		New	
	Level	Points	Level	Points
Impact and Accountability	10	158	13	241
Knowledge and Skill	8	111	10	154
Relationships Responsibility	7	46	11	97
Working Conditions	3	11	3	11
Total Points		326		503

503 points = SG 12
Point range for SG 12 is 466
to 534.

It is therefore recommended that one position of Port Operations Supervisor, Salary Grade 9, be reclassified to Port Operations Manager, Salary Grade 12.

Prepared by: *Laura E. Sutherland*
Laura E. Sutherland, Human Resources Representative

Reviewed by: *Maria Montegudo*
Maria Montegudo, Employee Relations Director