



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

March 24, 2015 (revised)

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

Dear Committee Members: Re: Common Council File Number **141735**

The following classification and pay recommendations will be submitted to the City Service Commission on **March 24, 2015**. We recommend these changes subject to approval by the City Service Commission.

In the Department of Administration, one new position is recommended for classification to Community Outreach Coordinator, Pay Range 2HX.

In the Department of City Development, one new position is recommended for classification to Program Assistant II, PR 5FN; one RACM position is recommended for classification to Administrative Services Assistant, PR 6KN; one RACM position is recommended for Real Estate Coordinator II, PR 2DN; and one RACM position is recommended for classification to Real Estate Specialist, PR 2GX.

In the Health Department, one new position is recommended for classification to Clinic Assistant, PR 5BN; one new position is recommended for classification to Community Education Assistant, PR 5BN and one vacant position of Public Health Research and Policy Director, PR 1MX is recommended for reclassification to Public Health Planning and Policy Director, PR 1JX.

In the Department of Neighborhood Services, one new position is recommended for classification to Electrical Inspector II, PR 3QN with an underfill title of Electrical Inspector, PR 3ON.

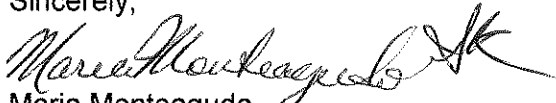
In DPW-Infrastructure Services, one vacant position of Engineering Drafting Technician II, PR 3FN is recommended for reclassification to Land Surveyor, PR 2IN with a recruitment footnote.



In DPW-Water Works, two positions and one new position of Management Civil Engineer-Senior, PR 11X is recommended for reclassification to Management Engineer, PR 11X; Two new positions are recommended for classification to Civil Engineer III, PR 21N; Five new positions are recommended for classification to Engineering Technician IV, PR 3NN and one new position is recommended for classification to Engineering Drafting Technician IV, PR 3NN.

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

Sincerely,



Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 4 Job Evaluation Reports
Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, John Ledvina, Deborah Ford, Nicole Fleck, Sharon Robinson, Bevan Baker, Joe'Mar Hooper, Yvette Rowe, Barbara Henry, Carrie Lewis, Laura Daniels, Ghassan Korban, Preston Cole, Dan Thomas, Arvis Williams, Dawn Crowbridge, Jeffrey Polenske, Marcia Cornell, Robert Viktora, Jerrel Kruschke, Mayor Tom Barrett, Patrick Curley, Aaron Szopinski, Richard Marcoux, Martha Brown, Judith Allen, Scott Stange, Arthur Dahlberg, Thomas Mishefske, Lynne Steffen, Marcia Borzynski, Yves LaPierre, Rhonda Szallai, Boyd McCamish, Kenneth Wischer, Daniel Panowitz, Calvin Lee, Penni Secore (DC 48), Maurice Lyles (TEAM)

Job Evaluation Report

City Service Commission Meeting: March 24, 2015

Department of Administration

Current	Request	Recommendation
New Position	Public Information Officer PR 1FX (\$62,338 - \$87,270)	Community Outreach Coordinator PR 2HX (\$54,865 - \$76,806)

Health Department

Current	Request	Recommended
New Position	Clinic Assistant PR 5BN (\$30,530 - \$37,456)	Clinic Assistant PR 5BN (\$30,530 - \$37,456)
New Position	Community Education Assistant PR 5BN (\$30,530 - \$37,456)	Community Education Assistant PR 5BN (\$30,530 - \$37,456)
Public Health Research and Policy Director PR 1MX (\$97,420 - \$136,395) Vacant Position	Director of Public Health Planning and Policy PR 1JX (\$80,442 - \$112,627)	Public Health Planning and Policy Director PR 1JX (\$80,442 - \$112,627)

DPW – Water Works

Current	Request	Recommended
Management Civil Engineer- Senior PR 1IX (\$75,478 - \$105,669) 2 positions 1 new position	Management Engineer PR 1IX (\$75,478 - \$105,669) 3 positions	Management Engineer PR 1IX (\$75,478 - \$105,669) 3 positions
2 New Positions	Civil Engineer III PR 2IN (\$66,324 - \$81,844) 2 positions	Civil Engineer III PR 2IN (\$66,324 - \$81,844) 2 positions
5 New Positions	Engineering Technician IV PR 3NN (\$45,185 - \$61,296) 5 positions	Engineering Technician IV PR 3NN (\$45,185 - \$61,296) 5 positions
New Position	Engineering Drafting Technician IV PR 3NN (\$44,949 - \$61,296)	Engineering Drafting Technician IV PR 3NN (\$44,949 - \$61,296)

Action Required

Effective Pay Period 1, 2015 (December 21, 2014)

In the Salary Ordinance, under Pay Range 1IX, add the title "Management Engineer" and under Pay Range 2HX, add the title "Community Outreach Coordinator".

In the Positions Ordinance, under the Department of Administration, Office of the Director, delete one position of "Public Information Officer" and add one position of "Community Outreach Coordinator". Under Department of Public Works-Water Works, Engineering Organization, Engineering Design, delete three positions of Management Civil Engineer-Sr (X)(Y) and add three positions of "Management Engineer (X)(Y)".

Effective Pay Period 8, 2015 (March 29, 2015)

In the Salary Ordinance, under Pay Range 1JX, add the title “Public Health Planning and Policy Director” and under Pay Range 1MX, delete the title “Public Health Research and Policy Director”.

In the Positions Ordinance, under the Health Department, delete one position of “Public Health Research and Policy Director (X)(Y)(M)(NN)” and add one position of “Public Health Planning and Policy Director (X)(Y)(M)(NN)”.

Department of Administration

Current:	New Position	
Request:	Public Information Officer	1FX
Recommendation:	Community Outreach Coordinator	2HX

On February 27, 2015, Sharon Robinson, Director of Administration has requested the classification of a “Public Information Officer” created as a part of the 2015 budget. This position has been created with the purpose of providing targeting public education and information on issues that impact the City of Milwaukee as a whole. The department provided a job description for this new position.

The basic function of this position is to work to improve the quality of life of Milwaukee residents by improving safety and city-wide problems through targeted public education and information efforts. The focus of these efforts will be on reducing demand for drugs, improving educational achievement, increasing school attendance rates, and other topics that affect the health of the city. Duties, responsibilities and requirements include:

- 35% Raise awareness about issues that impact the city as a whole through public education and information, working in collaboration with community stakeholders.
- 25% Mobilize diverse community stakeholders in addressing citywide problems
- 15% Develop educational methods and materials appropriate for specific problems, and target specific populations
- 25% Evaluate existing policies and programs relevant to specific problems and make recommendation for improvement to the Common Council; advocate for change working in concert with community stakeholders.

Minimum requirements include a Bachelor’s degree in public health, public policy, education, public relations or a related area and two years of related experience. Experience coordinating public or community programs as well as program planning, development, implementation and evaluation is preferred.

Other positions within the City of Milwaukee with the same nature of work and level of responsibility include those listed in the chart below.

Dept.	Title	PR	Min	Max
Health	Lead Hazard Prevention Manager	1DX	\$54,865	\$76,806
Health	MCHVP Program Manager	1DX	\$54,865	\$76,806
Health	Men’s Health Manager	1DX	\$54,865	\$76,806
Health	Public Health Emergency Response Planning Coordinator	1DX	\$54,865	\$76,806
Health	Public Health Nurse Supervisor	1DX	\$54,865	\$76,806

Health	Nursing Practice Manager	1DX	\$54,865	\$76,806
Health	Well Women's Program Manager	1DX	\$54,865	\$76,806
Health	WIC Program Manager	1DX	\$54,865	\$76,806
Health	Communicable Disease and Immunizations Supervisor	1DX	\$54,865	\$76,806
Health	Communicable and infectious Disease Program Coordinator	1DX	\$54,865	\$76,806
Health	Consumer Environmental Health Supervisor	1DX	\$54,865	\$76,806
Health	Family and Community Wellness Manager	1DX	\$54,865	\$76,806

This new position will establish and maintain effective collaborative relationships with educational, health and other community entities that focus on improving public safety, health, and the quality of life of Milwaukee residents. This may include but is not limited to establishing relationships with:

- Milwaukee Black Male Achievement Advisory Council/My Brother's Keeper
- City of Milwaukee Common Council Public Safety Committee
- City of Milwaukee Health Department
- Milwaukee Public Schools
- Milwaukee County Substance Abuse Prevention Coalition
- Milwaukee Fatherhood Initiative
- Housing Authority of the City of Milwaukee
- Community organizing groups
- Community based organizations.

Based upon the duties and responsibilities the title of Community Outreach Coordinator is recommended for this new position. As the position does not include supervisor functions we recommend the professional level Pay Range 2HX (\$54,865-\$76,806).

Health Department

Current: **New Position**
Request: **Clinic Assistant PR 5BN**
Recommendation: **Clinic Assistant PR 5BN**

This position will provide services to clients in the Women, Infants, and Children's Nutrition Program (WIC). Duties will include setting up screening rooms, performing screening tests and procedures, notifying nutritionist of possible child abuse/negligence, performing client intake and registration activities, answering telephones, providing information to residents, scheduling clients, and performing general office duties. The job description for this position indicates that its duties and responsibilities conform to the established job classification of Clinic Assistant, Pay Range 5BN. We therefore recommend reclassification as such.

Current: **New Position**
Request: **Community Education Assistant PR 5BN**
Recommendation: **Community Education Assistant PR 5BN**

This position will work with clients in the Wisconsin Well Woman/WISEWOMAN program that promotes cardiovascular risk reduction. Duties will include community outreach to promote the program and enroll women in its services, educate individuals and families about women's health issues including breast and cervical cancer screening and cardiovascular disease prevention, provide patient-centered risk reduction counseling and referrals to clients, and assist a Public Health Nurse. The employee performing this job will also be responsible for helping

clients to navigate from the Well Woman Program to health insurance plans. The job description submitted for this position indicates that its duties and responsibilities conform to the established job classification of Community Education Assistant, Pay Range 5BN. We therefore recommend that it be classified as such.

Current:	Public Health Research and Policy Director	PR 1MX
Request:	Director of Public Health Planning and Policy	PR 1JX
Recommendation:	Public Health Planning and Policy Director	PR 1JX

Health Commissioner Bevan Baker has requested a reclassification of the vacant position of Public Health Research and Policy Director. Employee Relations has received a new job description and discussions have been held with Commissioner Baker and Dr. Jeffery Swain, who serves as Associate Medical Director.

This position carries a high level of policy decision-making and assures coordination across the MHD divisions in developing and implementing the department's strategic plan. The basic function of the position is to lead key department initiatives. The position oversees development of Milwaukee's Community Health Assessment, Community Health Improvement Plan, MHD's public policy positions, MHD's legislative agenda, and existing and proposed state and local policies. The position also serves as a key link between MHD and the UW-Milwaukee School of Public Health. Duties, responsibilities, and requirements include:

- 20% Develop MHD public policy positions, MHD's legislative agenda, and analyze existing and proposed state/local policies. This involves making policy recommendations to the commissioner of Public Health, serving as liaison to the City of Milwaukee Intergovernmental Relations Division, delivering policy-related testimony and representing the Commissioner of Health at policy level meetings.
- 20% Oversee development, implementation and evaluation of Milwaukee's Community Health Assessment, Community Health Improvement Plan, and department strategic plan. This includes serving as liaison to community stakeholder's (Milwaukee Healthcare Partnerships, Wisconsin Division of Public Health). Work with the Commissioner, Division Director and others on the department's strategic plans and assure that departmental priorities are integrated with the department's budget.
- 20% Research and recommend funding opportunities to promote existing and new public health programs from federal, state, local and private foundations. Write grant proposals in collaboration with department managers and external partners.
- 20% Sustain the link between the MHD and the UW-Milwaukee Zilber School of Public Health. This includes developing linkage between academics and the department managers and staff, coordinating research projects, teaching collaborations, and learner experiences at MHD.
- 20% Develop and maintain strategic community partnerships and other related duties.

The position is a component of the Health Departments Executive Leadership Team and works in close collaboration with these team members that include the Health Operations Administrator, the Division Directors, Medical Director, Compliance Officer, and Budget Operations Manager.

Minimum requirements include a Master's degree in public health or related field and five years of progressively responsible, broad-based public health practice experience. The

successful candidate must have strong communication, collaboration, grant-writing, policy development, and planning skills.

Commissioner Baker has requested a downward reclassification of this vacant position given a shift in the scope of responsibility from when the position was originally created in 2008. At that time it was anticipated that this position would be significantly involved in research and data management, in addition to policy development and implementation.

Given the scope of responsibility in 2008, an advanced doctoral degree and seven years of executive level public health "policy analysis, research or teaching" experience were required at time of appointment. While the new position description includes policy-related work, direct research activities are no longer a part of this position (other than general support and coordination of such activities as performed by others in the Department, for example our two academically-trained epidemiologists).

The emphasis going forward focuses on the established collaboration between the Health Department and the School of Public Health, and much more of a planning (as opposed to research) function, including most importantly overseeing the development of the following:

- Community Health Assessment
- Community Health Improvement Plan
- MHD Strategic Plan.

As background, according to the National Association of County and City Health Officials (NACCHO) and others, community health assessments (CHAs) provide a process by which the community, in partnership with the local health department, identifies its priority public health issues. Using information from the CHA, a community health improvement plan (CHIP) is then developed, which includes community-wide strategies for action to ensure measurable health improvement on the CHA-identified priorities.

Because the community health improvement plan (CHIP) focuses on community-wide action, it's also crucial to develop and maintain an internal departmental strategic plan which outlines the specific contributions expected from the local health department (LHD) towards addressing the CHA-identified priorities, as well as the ways in which the LHD will collaborate with other community partners to address those priorities.

Public Health Accreditation requires LHDs to have updated CHAs, CHIPs, and Strategic Plans. In Wisconsin, LHDs are also required by statute to update their CHA and CHIP at a minimum of every 5 years; the City of Milwaukee Health Department typically uses a more frequent, more ongoing process in collaboration with our local hospital and healthcare partners, many of whom provide the research infrastructure for the acquisition of data required to inform these assessments and plans.

Therefore, while data are necessary to inform these plans, the functions of overseeing the development of the CHA, the CHIP, and the Departmental Strategic Plan are primarily planning functions, not research functions. Because the requirements to have the ability to perform research, manage data and databases, etc., have been removed from the position, recruitment will focus on a Master's Degree instead of a Doctorate Degree and 5 years (rather than 7 years) of progressively responsible broad based public health experience.

These responsibilities will require the position to coordinate action and response across all MHD Divisions and to function as a key liaison between MHD and Wisconsin Academic institutions, including the School of Public Health. The requested level, Pay Range 1JX, is comparable to

the Disease Control and Environmental Health Services Director and the Public Health Deputy Lab Director within the Health Department. The requested level is also in pay range below the Health Operations Administrator position that functions as the Deputy and reports directly to the Commissioner.

Given the shift in emphasis and the need to realign this position's responsibilities with the current needs of the Health Department we agree with the request from the Health Commissioner and recommend that the position be reclassified to Public Health Planning and Policy Director in Pay Range 1JX.

DPW-Water Works

Current:	Management Civil Engineer-Senior	PR 1IX
Request:	Management Engineer	PR 1IX
Recommendation:	Management Engineer	PR 1IX

(2 current positions, 1 new position)

The Water Works has requested that one new and two current management positions in its engineering section be reclassified, with no change in pay level, to broaden the pool of qualified applicants from within the City service. At the present time, these positions, as well as other management engineers, are tied to an engineering specialization such as civil engineering, electrical engineering, or mechanical engineering. The Water Works has stated that management skills, administrative skills, and project leadership are the primary competencies required of the job and a well-qualified individual may possess a bachelor's degree in several different fields of engineering.

Keeping in mind that the Staffing Division will determine the minimum qualifications for this job, we recommend creating a new, more generic Management Engineer classification to broaden promotional opportunities for engineers in City government. For that reason, it is recommended that these positions of Management Civil Engineer-Senior in Pay Range 1IX be reclassified to Management Engineer in Pay Range 1IX.

Current:	New Position	
Request:	Civil Engineer III	2IN
Recommendation:	Civil Engineer III	2IN

(2 new positions)

These positions in the Water Works will prepare construction plans and technical specifications for Water Works' capital improvement projects such as water main replacement and extension, water plant and pumping station infrastructure repair or replacement and the construction of new infrastructure. A review of the job description for these positions indicates that the duties and responsibilities as well as requirements conform to the presently existing job classification of Civil Engineer III. We therefore recommend that these positions be classified as a Civil Engineer III in Pay Range 2IN.

Current:	New Position	
Request:	Engineering Technician IV	PR 3NN
Recommendation:	Engineering Technician IV	PR 3NN

(5 new positions)


These positions will perform a variety of duties and responsibilities in the field to support the repair, maintenance, and construction of the Water Works' infrastructure. Duties will include inspecting materials used in construction, inspecting construction processes, consulting with


engineering staff regarding changes, conducting fire flow testing and hydrostatic tests to measure, record and verify the water pressures and flow within the water distributions system, perform field investigations to troubleshoot issues and problems, and communicating with customers regarding construction projects. A review of the job description submitted for these positions indicates that it conforms to the existing job classification of Engineering Technician IV. We therefore recommend that these five new positions be classified as such.

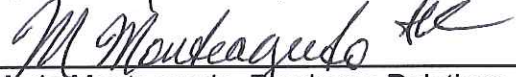
Current:	New Position	
Request:	Engineering Drafting Technician IV	PR 3NN
Recommendation:	Engineering Drafting Technician IV	PR 3NN

This position will prepare and update plans and system maps for the Milwaukee Water Works' water distribution systems, water treatment plants, pumping stations, booster stations, pressure-reducing facilities, and water storage systems. A review of the description for the position indicates that the duties and responsibilities and requirements conform to the established classification of Engineering Drafting technician IV. We therefore recommend that it be classified as such.

Prepared by: 
Sarah Trotter, Human Resources Representative

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

- 10% Maintain records regarding property maintenance and repair activity in DCD's real estate data base; and prepare reports regarding property management activities and expenditures as requested by the Mayor's Office and the Common Council.
- 50% Contact City contractors to address property concerns registered by property management staff and tenants including inadequate heat, malfunctioning plumbing, and security concerns; prepare work orders; follow-up with tenants and contractors to ensure that necessary work has been completed; maintain files and records relating to contractor work orders; approve invoices for contractor work; and track spending for repairs and management activities on a per-property basis.
- 10% Monitor rent delinquency reports and initiate collection and eviction actions when warranted.

Minimum requirements include a Bachelor's Degree in Real Estate, Business Administration, or related field; or four years of experience in residential property management.

The requested classification of Program Assistant II generally performs a variety of duties and responsibilities to support a program or area of operations in a City Department. This level of Program Assistant analyzes information, as opposed to just gathering or compiling information, and includes drawing conclusions and making recommendations from information presented. The duties and responsibilities of this new position are consistent with these specifications as it will need to analyze information to resolve issues with tenants and to contact and follow-up with contractors regarding disputes.

It is therefore recommended that this new position be classified as Program Assistant II in Pay Range 5FN (\$42,539 - \$48,248).

Department of Neighborhood Services

Current:	New Position	
Recommended:	Electrical Inspector II	PR 3QN

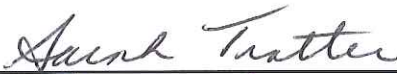
The basic function of this position is to conduct electrical systems inspections in commercial, industrial and residential building to ensure compliance with applicable code. Duties and responsibilities include the following:

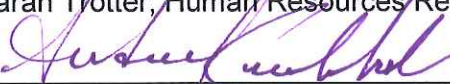
- Inspect all electrical service installations, and electrical installations located outside and inside buildings.
- Investigate complaints, aldermanic service inquiries, and occupancies; and write work orders, if necessary, to correct conditions.
- Keep accurate records of inspections and make detailed reports on complaints and rejections.
- Advise journey level and master electricians of code requirements to make an installation compliant with existing regulations; consult with contractors, builders, architects and other inspectors on electrical installations; and explain electrical rules and regulations to building owners when requested.


Minimum requirements include registration as a State of Wisconsin Master Electrician or certification as a Commercial Electrical Inspector.

This new position will have duties and responsibilities that are the same as other Electrical Inspector II positions and we recommend the same classification.

It is therefore recommended that this new position be classified as Electrical Inspector II in Pay Range 3QN (\$60,147 - \$68,048) with the underfill title of Electrical Inspector I in Pay Range 3ON (\$52,750 - \$63,810).

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 Date: March 24, 2015

This report recommends appropriate classifications and compensation levels for positions in the Department of City Development (DCD). These three positions are part of the Department's long-term budget strategy to eliminate certain RACM (Redevelopment Authority for the City of Milwaukee) positions that perform work related to or in support of real estate, redevelopment, and economic development activities on behalf of the City and recreate them in DCD. Recommended appointment rates that will maintain current rates of pay for the individuals moving over from RACM are included in the Salary Ordinance changes under "Action Required".

In reviewing these positions, staff analyzed new job descriptions and discussions were held with Judith Allen, Human Resources Officer.

DEPARTMENT OF CITY DEVELOPMENT

Request	Recommendation
Administrative Services Assistant PR 6KN (\$40,501 - \$45,391)	Administrative Services Assistant PR 6KN (\$40,501 - \$45,391)
Real Estate Analyst PR 2EX (\$45,306 - \$63,426)	Real Estate Coordinator II PR 2DN (\$46,347 - \$59,498)
Real Estate Specialist PR 2GX (\$51,469 - \$72,063)	Real Estate Specialist PR 2GX (\$51,469 - \$72,063)

Action Required – Effective Pay Period 6, 2015 (March 1, 2015)

In the Salary Ordinance, under Pay Range 2DN, add designation "(28)" to the title "Real Estate Coordinator II" with the footnote to read: "(28) Yves LaPierre is authorized at the rate of \$2,189.51 biweekly"; under Pay Range 2GX, add designation "(4)" to the title "Real Estate Specialist" with the footnote to read: "(4) Rhonda Szallai is authorized at the rate of \$2,547.45 biweekly"; and under Pay Range 6KN, add designation "(3)" to the title "Administrative Services Assistant" with the footnote to read: "(3) Marcia Borzynski is authorized at the rate of \$1,813.88 biweekly."

In the Positions Ordinance, under the Department of City Development, General Management and Policy Development Decision Unit, Real Estate and Development, delete one position of "Real Estate Analyst (X)(Y)" and add one position of "Real Estate Coordinator II (X)(Y)".

Requested: Administrative Services Assistant PR 6KN
Recommended: Administrative Services Assistant PR 6KN

This position provides confidential administrative office support to the Deputy Commissioner-City Development, Commissioner's Office management staff, and Neighborhood and Business Development Section staff; coordinates and schedules executive meetings; handles various administrative functions for the Department; processes incoming and outgoing mail; and assists and provides back-up support to the Administrative Services Coordinator assigned to the Commissioner's Office. Duties and responsibilities include the following:

- 45% Provide administrative office support to the Deputy Commissioner and back-up administrative office support to the Commissioner; coordinate and schedule confidential and general meetings and prepare materials; and screen calls, greet visitors, handle inquiries, and resolve and/or refer complaints to appropriate staff.
- 50% Provide administrative office support to the Commissioner's Office management staff and Neighborhood and Business Development Section staff; provide customer service, screen calls, greet visitors and handle inquiries; collect and compile articles from DCD staff for the biweekly eNews newsletter and publish the newsletter using the City's Titan content management system; process DCD employee building maintenance requests; assist the Administrative Services Supervisor with Open Records requests and DCD's records management and retention system; perform general research regarding departmental issues and projects; order supplies and manage the office supply room; process requisitions and invoice payments; sort and process all incoming and outgoing mail; coordinate and reconcile travel arrangements; and maintain the Department's central file system.
- 5% Collect and review City Time entries and paper timecards for all Commissioner's Office staff and DCD senior managers; collect and distribute mail to Commissioner's Office staff and perform other duties as assigned.

Requirements include four years of administrative office support experience and proficiency in Microsoft Office Programs, Financial Management Information Systems (FMIS), and 4Gov accounting software.

To study this position, comparisons were made to other positions including the following:

Classification	Pay Range	Pay Rate
Administrative Assistant II	6HN	\$37,830 - \$41,863
Administrative Services Assistant	6KN	\$40,501 - \$45,391
Administrative Assistant III	5FN	\$42,539 - \$48,248

The Administrative Assistant job series includes positions that perform secretarial duties directly supporting the work of one or more managers or high-level professionals. As this position is working directly for the Deputy Commissioner and provides administrative support to staff in the Commissioner's Office and another Section the duties and responsibilities are stronger than those of an Administrative Assistant II in Pay Range 6HN which performs more standard secretarial and administrative duties for a Division or Section Head. The Administrative Assistant III classification in Pay Range 5FN, however, is stronger than the position under study as these positions perform more advanced and diversified secretarial and administrative duties and may provide these services for a formal board or commission.

The requested classification of Administrative Services Assistant in Pay Range 6KN is appropriate for this new position. This classification was originally created for a position that performed secretarial and administrative duties but also had other areas of responsibility such as budgeting support. The position under study also has responsibility for specific administrative functions. For example, this new position has responsibility for maintaining departmental supplies, overseeing building maintenance requests, assisting with organizing and then publishing the Department newsletter, and maintaining the central file system.

We therefore recommend this position be classified as Administrative Services Assistant in Pay Range 6KN (\$40,501 - \$45,391).

Requested:	Real Estate Analyst	PR 2EX
Recommended:	Real Estate Coordinator II	PR 2DX

This position is primarily responsible for the disposition and redevelopment of property, coordinating requests for proposals, and assisting with the RACM Board and legislative committee presentations; responsible for the disposition of City-owned vacant lots and the redevelopment program; conducts planning reviews of all City-owned vacant lots, and prepares marketing strategies including listing materials and requests for proposals; presents sales and development proposals to the Common Council for approval; evaluates Offers to Purchase and handles a variety of other general real estate duties including easement requests and dedication of public right-of-way. Duties and responsibilities include the following:

- 30% Evaluate property inventory, in consultation with Planning staff, and identify properties suitable for single family home construction, additional green space, and commercial development sites.
- 25% Evaluate Offers to Purchase and development proposals in terms of price and consistency with adopted plans, design guidelines, and City policies.
- 15% Develop and implement marketing strategies for vacant lots.
- 10% Review market data and establish sale prices for property and other conditions of sale.
- 10% Perform other general real estate functions including responding to public information requests; preparing Common Council resolutions and reports; appearing before legislative committees and other regulatory boards and commissions; assisting with the development, implementation and maintenance of real estate database; preparing inventory and sales reports, and general business correspondence; and assisting with general real estate matters for other City departments.
- 10% Develop programs for house designing development and certification; and perform other general real estate, departmental and administrative duties as assigned.

Requirements include a Bachelor's Degree in Marketing, Real Estate, Business Administration, or closely related field and two years of professional experience acquiring and/or disposing of property. Equivalent combinations of education and experience may be considered.

The requested classification of Real Estate Analyst and Real Estate Analyst – Senior was previously used by the City. In 2005 the classification was changed to Real Estate Specialist I and II. In 2013 the classification was changed again to Real Estate Coordinator I and II. The duties and responsibilities of this position are comparable to a current classification of Real Estate Coordinator II which has responsibility to inventory and dispose of tax foreclosed property and handle a variety of other general real estate duties.

We therefore recommend that this position be classified as Real Estate Coordinator II in Pay Range 2DN (\$46,347 - \$59,498).

Requested: **Real Estate Specialist** **PR 2GX**
Recommended: **Real Estate Specialist** **PR 2GX**

This position is primarily responsible for the administration of all aspects of relocation work dictated by the City's condemnation (eminent domain) activity; and provides a variety of essential real estate support services to internal customers. Duties and responsibilities include the following:

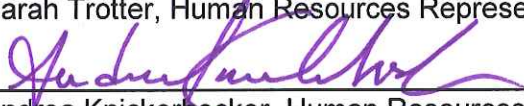
- Prepare relocation plans in accordance with all applicable federal and state laws.
- Establish eligibility, provide technical advice, and compute financial benefits for residents and businesses displaced by actions of the City in the furtherance of blight elimination and revitalization objectives.
- Assist with the negotiations for the purchase of real estate to be acquired under eminent domain proceedings and make compensation recommendations to RACM.
- Manage professional service and trade contracts required to accomplish the relocation of displaced persons and businesses and the appraisal of real estate.
- Appraise residential nominal value real estate to be acquired by the City.
- Assist City departments with real estate functions such as obtaining street/alley dedications, easement executions, and site selection.

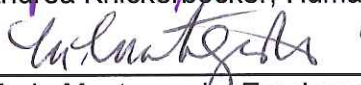
Requirements include a Bachelor's Degree in Real Estate, Business Administration, or related field, four years of experience in real estate appraisal and sales, and a Real Estate Broker's License issued by the State of Wisconsin.

There currently is one position of Real Estate Specialist in the Department of City Development that is performing these duties. As this position will have the same level of duties and responsibilities we recommend that it be in the same classification.

We therefore recommend that this position be classified as Real Estate Specialist in Pay Range 2GX (\$51,469 - \$72,063).

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: March 24, 2015

Department of Public Works – Infrastructure Services

Current	Request	Recommendation
Engineering Drafting Technician II PR 3FN (\$38,508 - \$47,171) (Vacant Position)	Land Surveyor Pay Range to be Studied	Land Surveyor PR 2IN (\$58,462 - \$81,844) Recruitment is at \$66,324 and may be up to \$74,620 with approval of DER and Chair of Finance and Personnel Committee

Action Required

In the Salary Ordinance, under Pay Range 2IN, add the title “Land Surveyor (3)”.

In the Positions Ordinance, under Department of Public Works - Infrastructure Services Division, Administration and Central Services Decision Unit, Administration and Transportation Section, Central Drafting and Records, delete one position of Engineering Drafting Technician II and add one position of Land Surveyor.

Background

The Department of Public Works has requested a repurposing of one vacant position of Engineering Drafting Technician II in Pay Range 3FN to a professional land surveyor. The Department indicated that there is a need for a full time professional land surveyor on staff to review various surveying work products and to provide training and quality control for existing surveying crews. The Department submitted a new job description and discussions were held with Marcia Cornell, Infrastructure Administration Manager.

Duties and Responsibilities

The position would spend approximately half of the time in Central Drafting and Records, under the supervision of the Central Drafting and Records Manager, reviewing surveying work products and preparing mapping products that require knowledge of surveying practices. The other half of the time would be spent in Field and Design Engineering, under the supervision of the Civil Engineer V, gathering field information using surveying practices, and providing training and quality control for the work product.

When assigned to Central Drafting and Records, the duties and responsibilities include the following:

- 30% Review certified survey maps and subdivision plats submitted to the City for compliance with State Statute and City Ordinances.
- 30% Prepare right-of-way projects including openings, right-of-way vacations and easements.
- 20% Draft small to large complex projects using computer aided design software, manual computations, tables, and charts while in compliance with state and city regulations.

- 10% Maintain official maps, quarter sections, and plat pages.
- 10% Search legal records, survey records, and land titles to obtain information about property boundaries; and write descriptions of property boundary surveys for use in deeds or other legal documents.

When assigned to Field and Design Engineering, the duties and responsibilities include the following:

- 30% Train staff to ensure that proper surveying methods and procedures are used.
- 30% Prepare and maintain sketches, maps, reports, and legal descriptions of surveys to describe, certify, and assume responsibility for work performed.
- 30% Oversee Engineering Technicians in the preparation of all data, charts, plots, maps, records, and documents related to surveys.
- 10% Draft small to large complex projects using computer aided design software, manual computations, tables, and charts while in compliance with state and city regulations.

Requirements include a bachelor's degree in Land Surveying or Civil Engineering and two years of related experience; or an Associate's Degree in Land Surveying or Civil Engineering and four years of related experience; and being registered as a Professional Land Surveyor in the state of Wisconsin. Other requirements include knowledge of surveying principles; and an ability to operate surveying equipment, communicate effectively, keep accurate and complete field notes, and incorporate notes and survey data into computer based drafting software. Please note that these requirements have not yet been assessed by the Staffing Division.

Analysis and Recommendation

The Department indicated that as Milwaukee is the only City of the first class in Wisconsin, it is allowed to review Certified Survey Maps (CSM) and subdivision plats for compliance with State Statute and City Ordinances. Other communities must send these surveying documents to the State of Wisconsin in Madison to be reviewed by a professional land surveyor. The city has some stricter criteria per the code of ordinances that takes precedence over the State Statute so our review considers both the State Statute and City ordinances, while the Department of Transportation (DOT) would only review compliance to the State Statute. The City currently has an experienced Engineering Drafting Technician V performing these duties but there are limits as this individual is not registered as a Professional Land Surveyor.

The Department indicated they would like to have a position that is registered as a Professional Land Surveyor to review surveying type work products and also provide more oversight of other surveying work being done by City staff. They indicated that the position would spend approximately half of the time in Central Drafting and Records reviewing surveying work products and preparing mapping products that require knowledge of surveying practices. The other half of the time would be spent in Field and Design Engineering gathering field information using surveying practices, and providing training and quality control for the work product.

This position would lead and provide oversight to the work of several positions at the levels of Engineering Technician II, IV and V.

To determine the level we reviewed positions in the following classifications:

Classification	Pay Range	Rates
Central Drafting and Records Manager (Management Civil Engineer-Senior)	1IX	\$75,478 - \$105,669
Civil Engineer IV	2KX	\$75,408 - \$93,010
Civil Engineer III	2IN	\$66,324 - \$81,844
Engineering Technician VI	2IN	\$66,324 - \$81,844
Engineering Technician V	3RN	\$53,597 - \$69,618
Engineering Drafting Technician V	3QN	\$52,893 - \$68,048
Engineering Technician IV	3NN	\$45,185 - \$61,296
Engineering Drafting Technician IV	3NN	\$44,949 - \$61,296

The level of Pay Range 2KX (\$75,408 - \$93,010) is the same level as Civil Engineer IV. A Civil Engineer IV works as a project manager and has had the requirement of a Bachelor's Degree in Engineering, five years of experience and registration as a Professional Engineer in the State of Wisconsin. In contrast, the position under study requires a Bachelor's Degree in Land Surveying or Engineering, two years of experience, and registration as a Professional Land Surveyor in the State of Wisconsin.

The requirements for registration as a Professional Engineer are stronger as it requires a four-year degree in Engineering plus four years of experience, or a two-year degree in Engineering and six years of experience, while the Professional Land Surveyor requires a four-year degree in Land Surveying or related field and two years of experience, or a two-year degree in Land Surveying or related field and four years of experience, or ten years of experience.


The level of Pay Range 2IN (\$66,324 - \$81,844) is the same level as Civil Engineer III. A Civil Engineer III typically has responsibility for a broad scope of activities and significant leadworker duties of a complete unit or assisting with leadworker duties of a larger unit. Requirements include a Bachelor's Degree in Engineering and two years of experience. Registration as a Professional Engineer is desired but not required.

This level is more comparable to the position under study. It is also recommended that this position have the same footnote as the Civil Engineer III which provides a recruitment rate of \$66,324 and allows up to \$74,620 with the approval of the Chair of the Finance and Personnel Committee and the Department of Employee Relations.

It is therefore recommended that the position of Engineering Technician II in Pay Range 3FN be reclassified to Land Surveyor in Pay Range 2IN with recruitment at \$66,324 and up to \$74,620 with the approval of the Chair of the Finance and Personnel Committee and the Department of Employee Relations.

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