



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

May 9, 2008

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

Dear Committee Members:

Re: Common Council File Number 071625

The following classification and pay recommendations were approved by the City Service Commission on April 8, 2008 and May 6, 2008:

In the Fire & Police Commission, two new positions were classified as Fire & Police Commission Investigator/Auditor, SG 07.

One new position was classified as Research and Policy Analyst, SG 05.

One position of Administrative Assistant III, PR 530 held by Renee Keinert was recommended for reclassification to Program Assistant III, PR 550.

In the Library, one new position was recommended as Security Manager, SG 06.

In the Comptroller's Office, one position of Accounting Program Assistant II, PR 460 held by Wendy Nash was recommended for reclassification to Accounting Program Assistant III, PR 475.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 2 Job Evaluation Reports
2 Fiscal Notes

C: Mark Nicolini, Renee Joos, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Betty Schraith, Michael G. Tobin, Renee Keiner, Paula Kiely, Judith Zemke, Susan Knorr, W. Martin Morics, Michael Daun, John Egan, Beverly LaFlex, Wendy Nash, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, Calvin Lee and James Fields (DC 48).

JOB EVALUATION REPORT

City Service Commission Meeting: April 8, 2008

This report recommends appropriate classifications and compensation levels for five positions created or changed in conjunction with the implementation of the 2008 City of Milwaukee budget. This report contains recommendations for positions in the Fire & Police Commission and the Milwaukee Public Library.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

FIRE & POLICE COMMISSION

Current	Request	Recommendation
2 New Positions	Investigator/Auditor-2 positions PR TBD	Fire & Police Commission Investigator/Auditor-2 positions SG 07 \$53,519 - \$74,922
New Position	Research and Policy Specialist SG 06 \$50,206 - \$70,295	Research and Policy Analyst SG 05 \$47,109 - \$65,957
Administrative Assistant III PR 530 \$39,094-\$44,257* Incumbent: Renee Keinert Step 5, \$44,257	Administrative Assistant IV PR 550 \$43,910 - \$50,242*	Program Assistant III PR 550 \$43,910 - \$50,242* Step 2, \$45,348

*2006 Rates

MILWAUKEE PUBLIC LIBRARY

Current	Request	Recommendation
New Position	Library Security Manager SG 06 \$50,206 - \$70,295	Security Manager SG 06 \$50,206 - \$70,295

Action Required

Effective December 30, 2007, Pay Period 1, 2008

In the Salary Ordinance,
 Under Salary Grade 007, add the title "Fire & Police Commission Investigator/Auditor."
 Under Salary Grade 006, add the title "Security Manager."
 Under Salary Grade 005, add the title "Research and Policy Analyst."

In the Positions Ordinance, under Fire and Police Commission, delete one position of "Auditing Specialist", two positions of "Research & Policy Specialist", one position of "Administrative Assistant III", add two positions of "Fire & Police Commission Investigator/Auditor", one position of "Research Assistant and one position of "Program Assistant III."

FIRE AND POLICE COMMISSION

The Fire and Police Commission has made a number of changes in an effort to strengthen their function of overseeing general policy in the Fire and Police Departments and to make improvements in other areas such as the citizen complaint process and oversight of public safety initiatives. These changes have included a reorganization of some duties and responsibilities and the addition of staff. The following includes classification of three new positions and the reclassification of one position of Administrative Assistant III.

Request: Investigator/Auditor –2 positions **SG TBD**
Recommendation: Fire & Police Commission Investigator/Auditor-2 positions **SG 07**

The basic function of these positions is to investigate complaints filed against members of the Police and Fire Departments arising from misconduct, including violation of Department rules, policies, and procedures. The duties and responsibilities include the following:

- 40% Investigate complaints of misconduct by obtaining and reviewing documents; interviewing witnesses; and collecting, evaluating, and analyzing information from various sources.
- 10% Prepare investigative reports, maintain records, and testify in Fire and Police Commission proceedings.
- 10% Assist complainants in filing a complaint.
- 15% Audit investigations conducted by Police and Fire Departments, recommend additional investigative work to be conducted, and recommend dispositions.
- 15% Maintain, analyze, and review statistics of citizen complaints; and identify trends and necessary corrective action.
- 5% Perform other duties and special projects as assigned by the Executive Director.
- 5% Perform general office functions as assigned.

Requirements for these positions include a Bachelor's Degree in Criminal Justice, Police Administration, or related field; and five years of experience in investigating local, state, or federal criminal/military offenses, insurance claims, administrative rule violations, police misconduct or related complex civil or criminal violations. Equivalent combinations of education and experience may be considered.

These positions will not only investigate complaints brought by citizens to the Fire and Police Commission but will also audit complaint investigations handled by the Police Department. This may result in additional investigative work for some cases and possibly different outcomes. They will work to ensure that all investigations are thorough, objective, fair and impartial. They will also monitor investigation workload, identify systemic investigatory problems with internal investigations, identify department-wide policy and procedural issues, and recommend appropriate courses of action to the Fire and Police Commission. The nature of the work is sensitive and confidential and requires excellent analytical skills and persistence. Comparisons were made to other positions in the City Service including the following:

Diversity Specialist in Salary Grade 05 (\$47,109 - \$65,957)

The basic function of this position is to intake, process, and investigate complaints from employees and citizens; report on findings and make recommendations; resolve actual and potential complaint situations whenever possible; act as a resource person to advise, assist and/or counsel employees, managers, and others regarding diversity/EEO issues in the

workplace; update and disseminate diversity/EEO related policies and procedures; and participate in special projects.

Health Personnel Officer in Salary Grade 007 (\$53,519 - \$74,922)

The basic function of this position is to, under the general direction of the Commissioner of Public Health, manage the human resources function for the Milwaukee Health Department including staffing and recruitment, training and organizational development, labor management relations and contract administration, job analysis and documentation, payroll and leave administration policies, worker's compensation and safety, performance evaluations, grievance administration, and disciplinary actions. Many of these responsibilities require detailed investigations and reports. In addition to education and experience qualifications the position's requirements include an ability to build and maintain good working relationships with a multi-cultural and multi-discipline staff, other agencies and the public; excellent analytical, organizational, persuasion, negotiation and mediation skills; and an ability to maintain confidentiality and a high degree of integrity.

These new positions are stronger than the Diversity Specialist in Salary Grade 005 for in addition to conducting complaint investigations they will also be auditing other complaint investigations conducted by the Fire and Police Departments, analyzing information, and making recommendations to the Fire and Police Commission regarding the complaint investigative process and other policy and procedural issues. A better match is the Health Personnel Officer in Salary Grade 07 which also must do extensive investigations and analyze and review the actions and investigations performed by others.

Due to the unique nature of these positions we wish to distinguish them by title and to emphasize that they conduct investigations and audits on behalf of the Fire and Police Commission. We therefore recommend that these two positions be classified as Fire and Police Commission Investigator/Auditor in Salary Grade 07.

Request: Research and Policy Specialist SG 06
Recommendation: Research and Policy Analyst SG 05

The basic function of this position is to conduct extensive and in-depth research and analysis of various public safety issues; and provide guidance and advice to the Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations. The duties and responsibilities include the following:

- 50% Conduct extensive and in-depth research and analysis of various public safety issues such as crime data, fire suppression, personnel deployment and budget and resource allocation. Review and analyze rules, regulations, policies, and procedures of the Milwaukee Fire and Police Departments and of other Public Safety Departments in the country. Recognize and identify trends in public safety operations. Provide guidance and advice to the Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations. Provide guidance to Fire and Police Department personnel regarding data gathering and analysis.
- 10% Prepare analysis, summaries, and reports on short notice in response to critical events and issues and provide information for periodic reports such as the annual City of Milwaukee Public Safety Report and the Fire and Police Commission Annual Report.
- 25% Review and analyze public safety data, including Fire Department monthly activity statistics, Police Department Uniform Crime Reports, quarterly staffing statistics

- and annual discipline and complaint statistics, and report conclusions to the Executive Director, the Board of Fire and Police Commissioners, the Police and Fire Departments and the public.
- 10% Maintain and provide data for the Fire and Police Commission web site in coordination with the City web master; maintain contact with professional organizations related to research and safety; and perform general office duties as needed.
- 5% Respond to telephone, written, or email requests for information from other City Departments, external agencies, and the general public; and when appropriate, prepare written responses for signature by the Executive Director.

The requirements of this position include a Master's Degree in Public Administration, Urban Studies, Library Science, Policy or Statistical Analysis or related area or a Bachelor's Degree in one of the above areas and three years of related experience. Equivalent combinations of education and experience may also be considered.

This new position was compared to several other positions in the City including the following:

Emerging Business Analyst-Senior in Salary Grade 04 (\$44,194 - \$61,871)

The basic function of this position is to be responsible for the implementation of practices and procedures to ensure that there are maximum opportunities for emerging businesses to participate fully in City of Milwaukee procurement and contracts in accordance with the Emerging Business Enterprise Program. This includes Contract Monitoring and Reporting (30%); Technical and Financial Business Assistance (30%); Certification and Application Review Processing (20%); Database Management (10%); and Community Outreach (10%). In addition to education and experience requirements this position requires an ability to analyze numerical data and draw conclusions, and recognize trends or changes; excellent consultative, communication and presentation skills; and strong judgment and management skills.

Legislative Research Analyst-Senior in Salary Grade 06 (\$50,206 - \$70,295)

Under general supervision of the Legislative Research Supervisor provide legislative research, bill drafting, and other services for the City of Milwaukee Common Council and City agencies. This includes performing in-depth research on municipal government functions, operations, and organization; design and conduct inter-city surveys, prepare analysis, and perform multi-source data gathering in the preparation, interpretation and analysis of reports; draft ordinances and resolutions; provide technical assistance to task forces and ad hoc committees established by the Common Council; and advise and assist City Department personnel in the preparation of reports, documents and other matters requiring Council action.

The position under study is stronger than the Emerging Business Analyst-Senior in Salary Grade 04 since in addition to doing more extensive and comprehensive research and analysis the position under study also has more emphasis on providing guidance and advice on findings and recommendations, and on monitoring and making improvements in policy and procedures for the Fire and Police Departments.

The classification of Legislative Research Analyst-Senior in Salary Grade 006 is stronger and broader in scope than the new position under study. These positions perform a number of different functions and do research on a broader area of topics related to City government. The title of Policy and Research Analyst is descriptive of the work. We therefore recommend this position be classified as Policy and Research Analyst in Salary Grade 05.

Current: Administrative Assistant III PR 530
Request: Administrative Assistant IV PR 550
Recommendation: Program Assistant III PR 550

The basic function of this position is to serve as the confidential secretary to the Fire and Police Commission Executive Director and the Board of Fire and Police Commissioners (FPC); prepare for review and approval the annual department operating budget; oversee department accounts and records; direct and ensure the monitoring of Police and Fire Departments payrolls and personnel activities; and oversee the general operations of the FPC office. The duties and responsibilities include the following:

- 10% Staff Assistance to Executive Director
Function as a personal and confidential assistant to the Executive Director and initiate and compose general and confidential correspondence, reports, and special projects.
- 25% Staff Assistance to Fire and Police Commissioners
Prepare for Commission meetings by performing tasks such as drafting agendas, and organizing and distributing meeting materials; handle meeting logistics; attend meetings and function as recording secretary; conduct post-meeting procedures including follow-up correspondence, meeting minutes, and informing staff of Commission business matters; maintain official meeting records of the Board; and function as confidential staff assistant to Commission and perform information searches.
- 25% Budget Preparation/Finance
Prepare all budget documents, required reports and supporting documentation; monitor expenditures; administer all department accounts, requisitions, purchase orders, payments, and petty cash; maintain all accounts payable records; function as payroll clerk and notarize payroll certifications for DER.
- 25% Monitor Public Safety Departments
Monitor personnel transactions; serve as the source person for Fire and Police Departments regarding issues affecting position authority, personnel policies, and Commission procedures; liaison with other City Departments regarding Commission business; and develop performance review schedule for Chiefs.
- 15% Oversee Office Functions
Provide research and recommendations to Director regarding office and Commission matters; oversee office resources by ordering supplies, meeting with vendors, and maintaining inventory; oversee Department records by creating and maintaining financial, budgetary, personnel and court case filing systems, and record retention schedules and procedures; provide training to staff on Department policies and procedures, HRMS, and the time entry system; order supplies for Employee Relations; and serve as a back-up for some of the functions of the Paralegal and Research Assistant positions.

Requirements for this position include good analytical, planning and organizational skills; an ability to provide good customer service, conduct research, work with budgets; and to take minutes; knowledge of filing techniques and word processing, database, and spreadsheet software; and ability to work independently.

As indicated above the Office of the Fire and Police Commission has gone through a number of changes over the past few years that have affected the duties and responsibilities of the position under study. A position of Office Supervisor II in Salary Grade 002 was eliminated in 2006 and

some of the duties such as budget preparation and finance, monitoring personnel transactions from the public safety departments, serving as the source person for Department managers and personnel regarding issues affecting position authority, personnel policies, and Commission procedures; ensuring compliance with City regulations and procedures; and overseeing office functions have been absorbed by this position. In the role of providing staff assistance to the Executive Director this position now also composes correspondence for the Executive Director's approval. This position no longer performs, however, a number of functions related to the Citizen Complaint Process, the Disciplinary Appeal Process, or responses to Open Records Requests such as maintaining files, typing reports and composing responses. These functions are now performed by the Paralegal position that was created in 2007.

Comparisons were made to a number of other positions in the City. For example, the Administrative Assistant series includes all office support positions performing secretarial duties directly supporting the work of one or more managers or high level professionals. One of the distinctions of the Administrative Assistant III classification is that they typically provide administrative and secretarial services to a formal board or commission and the head of a major organizational function. The specification for the requested classification of Administrative Assistant IV in Pay Range 550 (\$43,910 - \$50,242), however, indicates that it is reserved for those positions that serve as a secretary to the head of a large department such as the Police Department, Department of City Development or the Health Department.

As the position is now only spending 35% of the time on traditional secretarial duties for the Executive Director and the Fire and Police Commission, a more general title and classification is appropriate. The addition of the budget and finance duties are new to the position and some but not all of the functions may be performed by Accounting Assistants or Program Assistants which are classified at levels equal to or lower than the current classification. The position functions more independently and prepares responses for the Executive Director's review and signature, researches the Commission rules and past cases to advise how to proceed on some issues, and serves as a liaison with Department managers regarding position authority, personnel policies, and Commission procedures. This position also trains and provides an orientation for new employees, and establishes office procedures.

The Program Assistant III classification in Pay Range 550 (\$43,910 - \$50,242) is intended for positions that perform a variety of duties and responsibilities to support a significantly complex program or area of operations within a City Department. In addition to requiring the equivalent knowledge and skill obtained with a bachelor's degree, these positions require in-depth knowledge of technical and/or administrative processes.

Based on our analysis we recommend classifying the position as Program Assistant III in Pay Range 550. This more generic title still encompasses the Administrative Assistant type duties being performed by the position but also recognizes the additional higher level administrative and coordinating duties for the Office of the Fire and Police Commission that arose as a result of the reorganization.

We therefore recommend that this position be reclassified from Administrative Assistant III in Pay Range 530 to Program Assistant III in Pay Range 550.

MILWAUKEE PUBLIC LIBRARY

Request: Library Security Manager SG 06
Recommendation: Security Manager SG 06

On February 25, 2008, the Milwaukee Public Library submitted a request to study a new position of security manager in the City's 2008 budget. The Library requested that this position be allocated to Salary Grade 06, with the title of Library Security Manager.

In studying this position, the job description created by the Library was reviewed and discussions were held with Susan Knorr, Librarian V in charge of all lending services for the Library System, and Judy Zemke, the human resources representative for the Library.

Like other employers, the City has upgraded its security systems and procedures and hired additional employees to carry out security programs in recent years. The City now employs a Homeland Security Director, SG 12, and also has a position of Security Manager, SG 06, responsible for security operations for the City Hall complex, and a Water Systems Security Manager, SG 07, in the Department of Public Works. In addition, the Port Operations Supervisor at the Port of Milwaukee has significant responsibilities for Port security.

Reporting to a Librarian V, SG 09, in charge of all lending operations for the Library, the security manager will be responsible for the safety and security of the public, staff, facilities, and materials of the Milwaukee Public Library System. This includes managing security and anti-theft systems, including a video surveillance system; developing security policies and procedures; overseeing private security guards; supervising a Library Investigator and Office Assistant II; and chairing the Disaster Preparedness Committee. Minimum requirements for the position include degree in security, criminal justice or related field and two years of professional security management experience. Equivalent combinations of education and experience may be considered.

Considering other security job classifications in the City, as noted above, and the fact that this position will report to a Librarian V in Salary Grade 09, the Library's request to place this position in Salary Grade 06 appears reasonable. We do, however, recommend using the title of Security Manager, which is already in existence in Salary Grade 06, instead of the unique title of Library Security Manager.

We therefore recommend classifying this new position as a Security Manager in Salary Grade 06.

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

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

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

JOB EVALUATION REPORT

City Service Commission Meeting Date: May 6, 2008

Department: Comptroller's Office

Current	Request	Recommendation
Accounting Program Assistant II Pay Range 460 (\$37,221 - \$41,715)* Step 5: \$41,715 Incumbent: Wendy Nash	Accounting Program Asst III Pay Range 475 (\$38,241 - \$45,901)*	Accounting Program Assistant III Pay Range 475 (\$38,241 - \$45,901)* New Rate: \$42,979
<p>Rationale: The Comptroller's Office wishes to reorganize the workflow related to voucher approval and the issuing of accounts payable checks. The duties of this position will include providing advice and direction to personnel at all levels throughout the City regarding accounts payable vouchers and performing fund and budgetary account analysis. These duties are consistent with the level of Accounting Program Assistant III in Pay Range 475.</p>		

***2006 Rates**

Action Required

In the Position's Ordinance, under Comptroller, General Accounting Division, delete one position of "Accounting Program Assistant II" and add one position of "Accounting Program Assistant III".

Background

In a letter dated July 3, 2007, W. Martin Morics, Comptroller, requested that one position of Accounting Program Assistant II held by Wendy Nash be reclassified to Accounting Program Assistant III. The Department indicated that with the current workflow there was a need for another position performing work at the level of an Accounting Program Assistant III. This would allow the department to improve the workflow related to voucher approval and the issuing of accounts payable checks. It would also help to improve the review of financial data on a continuous basis since additional fund and budgetary account analysis could be assigned to this position. Discussions were held with John Egan, Accounts Director.

Duties and Responsibilities

The basic function of this position is to review and approve City of Milwaukee accounts payable vouchers prior to check issuance to ensure compliance with accounting standards; adherence to City budgetary laws, regulations, city policies, and contract terms; sufficient appropriation authority; and proper authorization as defined by established internal controls. This position will also maintain an accurate and complete inventory of properties acquired through tax foreclosure and related costs; and perform other account analysis as required. Specific duties, responsibilities and requirements include the following:

100% Financial and Accounting Controls

Analyze, review and approve accounts payable vouchers submitted by all departments to ensure compliance with accounting standards; adherence to City budgetary laws, regulations, policies, and contract terms; sufficient appropriation authority; and proper authorization as defined by established internal controls. Advise and direct all City personnel (from support staff to department heads) on proper policies for submission of accounts payable documents, appropriate supporting documentation, account distributions, travel expense and ordinance policies.

Maintain an accurate and complete inventory of properties acquired through tax foreclosure and their related costs. This includes, but is not limited to, periodic reconciliation of individual property costs to general ledger/worksheet control sheet and assessor records; preparation of sales versus cost analyses and monthly cost details to be liquidated on properties sold; and maintenance of all necessary supporting information relating to this material city asset.

Assist Accountants as needed in queries, retrieval of documents, preparing spreadsheets as instructed, accounts payable reconciliations, and various fund and budgetary account analysis as assigned.

Provide assistance in the design, testing, and implementation of the accounts payable modules upgrades and software modifications; and assist in researching and processing system corrections.

Requirements include one year of experience at the Accounting Program Assistant II level; word processing, spreadsheet, calculator, math, and analytical skills; and an ability to communicate well verbally and in writing.

Analysis

The Comptroller's Office currently has one Accounting Program Assistant I position, four Accounting Program Assistant II positions and three Accounting Program Assistant III positions in their General Accounting Division. With the current workload there is too high a volume of "III level" work for the current positions. Therefore the Department would like to reclassify one position of Accounting Program Assistant II to Accounting Program Assistant III. The general duties of the Accounting Program Assistant series include the following:

Accounting Program Assistant I in Pay Range 440

Performs reoccurring support/accounting tasks in general accounting, accounts payable, accounts receivable, or a related accounting or financial area; posts journal entries, enters data into automated data bases, processes payments and purchasing documents, verifies information, and may assist in preparing accounting reports; uses microcomputer software and mainframe applications; may contact outside agencies to resolve problems; and may assist with basic payroll-related work, maintenance of personnel records, and benefits processing.

Accounting Program Assistant II in Pay Range 460

Performs more complex support and accounting functions in accordance with standard procedures in such areas as balancing general or subsidiary ledgers, processing payments, purchasing supplies, materials, and services, and compiling monthly closings,

annual reports, and other financial statements; contacts other departments and/or outside agencies to resolve problems; responds to questions from other employees, vendors, and customers on a regular basis; prepares accounting documents and related correspondence; uses regular and advanced features of microcomputer software and mainframe applications; and may have authority to sign or countersign checks or payment certifications and perform the Personnel Payroll Assistant functions. This position works independently. The consequence of error in this work is higher and may involve larger sums of money than at the Accounting Program Assistant I level.

Accounting Program Assistant III in Pay Range 475


Performs the most complex and responsible accounting related work in City government that does not require a college degree or equivalent. The work associated with this level carries a degree of responsibility and associated knowledge and skill significantly and demonstrably above that of the Accounting Program Assistant II level. The defining characteristic is that this level serves as a group leader for three or more employees or provides guidance and assistance to Accounting Assistants II regarding accounting practices and procedures throughout City government.


As indicated in the duties listed above this position will be reviewing and approving all accounts payable vouchers prior to check issuance. This will include advising and directing personnel at all levels on proper policies for submission of accounts payable documents, appropriate supporting documentation, account distributions, travel expenses, and ordinance policies. This position will also be performing accounting related work for properties acquired through tax foreclosure. These duties are consistent with those for the Accounting Program Assistant III classification. The department has indicated that the incumbent, Wendy Nash, is best suited for this work based on a review of the current work assignments of the Accounting Program Assistant II positions. Her work related to tax foreclosed property has demonstrated her ability to perform additional account analysis and review; and approve accounts payable vouchers.

Recommendation

Based on the above analysis we recommend one position of Accounting Program Assistant II in Pay Range 460, held by Wendy Nash, be reclassified to Accounting Program Assistant III in Pay Range 475.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montegudo, Employee Relations Director