



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

Troy Hamblin
Labor Negotiator

June 8, 2006

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

Dear Committee Members: Re: Common Council File Number 060133

The following classification and pay recommendations were approved by the City Service Commission on June 6, 2006:


In the Department of Administration—Information and Technology Management Division, one new position was classified as GIS Analyst, Pay Range 598.

In the Health Department, one new position was classified as Dietetic Technician, Pay Range 503.

In the Department of Public Works—Infrastructure Services Division, one position of Engineering Drafting Technician IV, Pay Range 604, held by David Schlabowske, was retitled to Bicycle and Pedestrian Coordinator, Pay Range 604.

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, Erick Shambarger, Marianne Walsh, Troy Hamblin, Betty Schraith, Sharon Robinson, Raldolf Gschwind, Gary Langhoff, Nancy Olson, Bevan Baker, Vivian Chen, Michelle Stein, Victoria Robertson, Nancy Castro, Jeffrey Mantes, Dan Thomas, Jeffrey Polenske, Clark Wantoch, Michael Loughran, Dawn Crowbridge, David Schlabowske, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 6, 2006

Department: Department of Administration-Information and Technology Management Division

Incumbent: New Position

| Present | Request |
|--|-------------------|
| Title: New Position | Study of Position |
| Recommendation: Title: GIS Analyst Salary: PR 598 (\$52,170-\$63,366) | |
| Rationale: This new position of Geographic Information Systems (GIS) Analyst will have responsibility for completing mapping services and maintenance for the Milwaukee County Automated Land Information System (MCAMLIS) and will be funded through Milwaukee County. This position will complete the work of the project as opposed to the higher-level design and development work that would be indicative of a GIS Developer-Senior in Salary Grade 008. The level of GIS Analyst in Pay Range 598 is therefore recommended. | |

Action Required (Effective Pay Period 9, 2006 – April 23, 2006)

In the Salary Ordinance, under Pay Range 598, add the title "GIS Analyst."

In the Positions Ordinance, under Department of Administration – Information and Technology Division, Citywide Information Systems, delete one position of "GIS Developer (A)" and add one position of "GIS Analyst (A)."

Background

On April 18, 2006, the Department of Administration-Information Technology and Management Division (DOA-ITMD) requested classification of a new position of GIS Analyst. The department provided a new job description for the position and discussions were held with Nancy Olson, Enterprise Information Manager and Gary Langhoff, Policy and Administration Manager.

Duties & Responsibilities

The basic function of this position of GIS Analyst is to analyze and maintain the parcel base map for the City of Milwaukee. Duties, responsibilities and requirements include:

- Develop and implement, with Milwaukee County, a shared parcel, street and address base
- Using the GIS system, create and maintain computer graphic files necessary for parcel maintenance activities such as processing land combinations and land divisions, tax key assignments, and other elements found on the cadastral files
- Using the GIS system, create and maintain computer graphic files necessary for street and address maintenance activities such as processing changes and additions
- Utilize and interpret source data from the Assessor's Office and the Department of Public Works-Infrastructure Division for the accurate maintenance of base maps using the GIS system.

- Run queries and process requests for data
- Provide output data in various different forms for records requests.
- Interact with public and internal customers and determine their geographic information needs.
- Participate in the Milwaukee County Automated Land Information System (MCAMLIS) meetings
- Act as lead worker in the maintenance and support of the parcel geo-database.

The position requires a Bachelors degree with coursework in cartography, geography, land engineering, automated mapping or GIS OR an Associate's degree with two years experience working in related fields. Knowledge of automated mapping/GIS principles and practices, geographic information system theory and application is necessary. The ability to write complex algorithms and to perform a variety of difficult mapping/data assignments is necessary.

Analysis

On March 23, 2006 the Common Council approved a resolution authorizing DOA-ITMD to enter into an agreement with the steering committee of MCAMLIS. The agreement commits DOA-ITMD to provide mapping services and maintenance to MCAMLIS on a "fee for service" basis.

The resolution authorizing this agreement also approved creation of a new position within ITMD. This position will work under the direction of the Enterprise Information Manager in the Citywide Information Systems Section and will have primary responsibility for completing the agreed upon mapping and maintenance services for MCAMLIS. ITMD has requested the classification of GIS Analyst in Pay Range 598 for this new position.

In comparing the job description to other positions in ITMD, there are two positions of GIS Developer-Senior in Salary Grade 008. The basic function of these positions is to provide advanced-level GIS systems analysis, to serve as consultants, to provide design and development of GIS services, and to assist with defining and managing customer engagements.

The division has asked that this new position be created at the lower level of GIS Analyst in Pay Range 598. This position will complete mapping services and maintenance for the MCAMLIS project, but the scope of the project will be defined for them by a higher-level GIS developer. This position will carry out and complete the work of the project as opposed to the higher-level work of designing and developing the project.

Based upon the level of duties and responsibilities provided in the job description and discussions with Division representatives, the requested level of GIS Analyst appears appropriate.


Recommendation

We therefore recommend that this new position be classified as GIS Analyst in Pay Range 598.

Prepared by:


Andrea Knickerbocker, Human Resources Manager

Reviewed by:


Maria Monteagudo Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 6, 2006

This report recommends an appropriate classification and compensation level for a new position in the Milwaukee Health Department (MHD). This position is located in the Maternal and Child Health Division and will work closely with many clients whose primary language is Spanish. The position is funded at 0.8 FTE by the Women, Infants, and Children's Nutrition Program (WIC) grant.

| Current | Request | Recommendation |
|--------------|---|---|
| New Position | Dietetic Technician – Bilingual PR 503 (\$31,309 - \$37,393) | Dietetic Technician PR 503 (\$31,309 - \$37,393) |

Action Required - No action necessary

Note: This position was added to the Positions Ordinance by Common Council action on December 13, 2005 (effective Pay Period 1, 2006 – January 1, 2006), following passage and publication of Ordinance File Number 050751.

Duties and Responsibilities

The basic function of this position is to provide nutritional assessments and make final determinations of eligibility for the WIC Program. This position is also responsible for providing client services in both English and Spanish. The specific duties, responsibilities, and requirements include the following:

- 55% Complete WIC certification process which includes performing intake and registration, anthropometric measurement, hemoglobin test, nutrition assessment and counseling, breast feeding counseling and promotion, and draft insurance.
- 15% Screen clients by using WIC nutrition criteria to identify high-risk and at-risk clients, and make appropriate referrals to registered dietician and/or public health nurse.
- 10% Analyze nutrient composition and intake for clients being monitored.
- 10% Conduct group and individual secondary nutrition education; assist nutritionists with WIC outreach activities; assist nutritionists with training students and health department staff; participate in WIC clinic team meetings to assist in quality assurance initiatives; assess immunization records and conduct immunization counseling; and perform data entry to update immunization records.
- 10% Assist nutritionists in the development of nutrition education classes and programs; serve as a back-up to Clinic Assistants and Office Assistants as needed; and perform other duties as assigned.

June 6, 2006

The requirements for this position include an American Dietetic Association (ADA) approved Dietetic Technician Degree (Clinical Specialty only) or a Bachelor's Degree in Nutritional Sciences, Dietetics, or related field; successfully passing the ADA registration examination within six months of hire; and an ability to read, write, and speak effectively in both English and Spanish languages.

The duties and responsibilities of this new position are consistent with those of other Dietetic Technician positions in the Health Department except that this position also requires an ability to read, write, and speak in English and Spanish. Similar to other positions in the City Service such as Office Assistant II we recommend that the official title be Dietetic Technician and that the term Bilingual be used in recruitment for this particular position.

It is therefore recommended that this new position be classified as Dietetic Technician in Pay Range 503.

Prepared by:



Sarah Trotter, Human Resources Representative

Reviewed by:



Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 6, 2006

Incumbent: David Schlabowske

Department: Public Works-Infrastructure Services

| Present | Request |
|---|---|
| Title Engineering Drafting Technician IV | Title: Bicycle and Pedestrian Coordinator |
| Salary PR 604 (\$41,308 – 48,610*) <i>*With additional M-steps up to a maximum of \$55,313.</i> | Salary: Same |
| Step: \$41,308 | Source: Department |
| Recommendation: Title: Bicycle and Pedestrian Coordinator Salary: Pay Range 604 (\$41,308 – 48,610*) <i>*With additional M-steps up to a maximum of \$55,313.</i> New Rate: No Change | |
| Rationale: The nature of work performed by this position does not conform to the work performed by Engineering Drafting Technicians. Creation of a unique job title will lend additional credence to the City's environmental goals, which include improving opportunities for bicyclists and pedestrians. | |

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

In the Salary Ordinance, under Pay Range 604, add the title "Bicycle and Pedestrian Coordinator."

Background:

In 2005 the Department of Public Works used the position authority of a vacant Engineering Drafting Technician IV to recruit and hire the City's first Bicycle and Pedestrian Coordinator. Late in 2005, the Department of Public Works requested that the title of this position be changed to Bicycle and Pedestrian Coordinator. In studying this request discussions were held with Clark Wantoch, Administration and Transportation Design Manager; and Michael Loughran, Civil Engineer V, the manager in charge of Development, Planning, Research, and PMS in the Administration and Transportation Section.

Duties, Responsibilities and Requirements:

The purpose of this position is to coordinate the City's bicycle and pedestrian plan. Specific are to:

- Oversee the design of bicycle and pedestrian routes and facilities
- Serve as staff to the City's Bicycle and Pedestrian Task Force

- Coordinate and promote bicycle and pedestrian related activities with regional agencies
- Analyze reports, studies, bicycle/pedestrian plans and make recommendations to improve the accessibility and safety of bicycle and pedestrian routes and facilities
- Promote bicycling as a form of transportation
- Review major projects to ensure compliance with City plans regarding bicycle transportation and pedestrians
- Coordinate and expand the City's bicycle rack and locker program
- Create content for the City's bicycle web page

The minimum requirements for the "bicycle and pedestrian coordinator," as stated on the job posting of June 2005, are two years of experience in planning and designing bicycle and pedestrian facilities or two years of experience at the level of an Engineering Drafting Technician II for current City employees, and a valid driver's license.

The most prominent knowledge, skills, abilities, and competencies required for successful performance of this job are:

- Knowledge of issues related to bicycle transportation, recreational bicycle use, and pedestrians needs in an urban environment
- Knowledge of the contemporary principles and practices related to planning and designing bicycle and pedestrian facilities
- Ability to coordinate work successfully with different community and business groups
- Ability to coordinate work between different sections of City government and other governmental agencies to accomplish goals and objectives
- Ability to make presentations to community groups
- Ability to write content for a web site and maintain the site
- Ability to plan and organize public education and promotion programs
- Ability to use office hardware and software for data management and analysis, document production, and the design and drafting of bicycle and pedestrian facilities
- Ability to prepare clear and concise written reports, correspondence, and other materials, and maintain accurate records

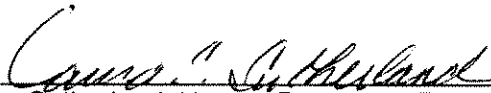
Analysis:


Engineering Drafting Technicians perform a combination of semiprofessional engineering and drafting work. There is a distinct career ladder associated with this job classification, which has five levels with increasingly higher levels of pay and required work experience and knowledge/skills. Engineering Drafting Technicians typically prepare plans related to paving, underground conduits, traffic signals, street lighting, pavement markings, structures, engineering ¼ sections, or right-of-way. In addition, Engineering Drafting Technicians at the IV level may oversee the work of other Technicians, as a lead worker. At the IV level, which is the level under consideration, Technicians are required to have a high school diploma and a minimum of five years of work experience.

Although the "bicycle and pedestrian coordinator" oversees the work of individuals performing drafting work and also performs some design and drafting work, it is not the central focus of the job. If this had been a request to study a vacant position, this study would have included an analysis of appropriate pay series and pay range. However, there is currently an individual filling the position who works as the City's bicycle and pedestrian coordinator whose official job title is Engineering Drafting Technician.

Recommendation:

This report recommends changing the job title of this position to Bicycle and Pedestrian Coordinator in Pay Range 604 as requested. However, we also recommend that a footnote be placed in the Salary Ordinance that specifies that the position be studied for proper job classification when it is vacated.

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director