



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

March 11, 2013

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

Dear Committee Members: Re: Common Council File Number 121390

The following classification and pay recommendations will be submitted to the City Service Commission on **March 12, 2013**. We recommend these changes subject to approval by the City Service Commission.

In the Department of Public Works - Operations Division - Fleet Services, numerous positions were recommended for reclassification.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, James Carroll, Deborah Ford, Nicole Fleck, Victoria Robertson, Ghassan Korban, Preston Cole, Dan Thomas, Jeffrey Tews, Michael O'Donnell, Paul Klajbor, Dawn Crowbridge, Richard Abelson, Kenneth Wischer, Daniel Panowitz, Calvin Lee, and Penni Secore (DC 48)



JOB EVALUATION REPORT

City Service Commission Meeting Date: March 12, 2013

This report recommends creating a classification and pay redesign in the Fleet Services Section of the Department of Public Works–Operations Division that allows movement through pay ranges based on knowledge, skill, expertise, and work efficiency. Similar to what was created in the Department of Neighborhood Services this proposed pay redesign will help to create a more flexible, responsive and efficient workforce. Lower costs are expected within two to three years due to improved productivity, increased morale, and reduced turnover. Below is an abbreviated summary table. More details with rates and requirements are in Appendix A.

**Summary Table of Current and Proposed Classifications and Pay Rates
DPW – Operations – Fleet Services**

Job Title	Pos. Auth	PR								
Fleet Equipment Service Writer	1	7EN	\$39,643	\$45,922						
NEW Fleet Equipment Service Writer	1	7EN	\$39,643	\$45,922						
Vehicle Services Technician	18 + 5 aux	7EN	\$39,643	\$42,115	\$43,138	\$45,922	\$46,790	\$48,427		
Fleet Equipment Inspector	1	7FN	\$41,828	\$47,663						
Vehicle Services Technician – Heavy	33 + 5 aux	7FN	\$41,828	\$42,853	\$47,633	\$47,947	\$49,625			
Automotive Mechanic Lead Worker	1 + 2 aux	7GN	\$43,105	\$49,406						
Field Service Mechanic	4 + 4 aux	7HN	\$44,125	\$50,772	\$51,259					
NEW Vehicle Services Technician I (Underfill Title)	Position authority at II level	7EN	\$39,643	\$40,477	\$41,328	\$42,197	\$43,084	\$43,990	\$52,332	
NEW Vehicle Services Technician II	57 + 16 aux	7HN	\$46,190	\$47,161	\$48,153	\$49,165	\$50,199	\$51,255	\$52,332	
Automotive Electrician	1	7FN	\$41,828	\$47,663	\$47,947	\$49,625				
NEW Automotive Electrician	1	7HN	\$46,190	\$47,161	\$48,153	\$49,165	\$50,199	\$51,255	\$52,332	
Automotive Maintenance Mechanic	5 + 1 aux	7FN	\$41,828	\$47,663	\$47,947	\$49,625				
NEW Fleet Services Welder	5 + 1 aux	7HN	\$41,828	\$43,002	\$44,209	\$45,450	\$46,726	\$48,038	\$49,386	\$50,772
Fluid Power Systems Technician	1	7FN	\$42,336	\$47,663	\$48,564	\$50,257				
NEW Fluid Power Systems Technician	1	7HN	\$46,190	\$47,161	\$48,153	\$49,165	\$50,199	\$51,255	\$52,332	\$53,433
Automotive Body Repair/Painting Technician	3	7GN	\$43,368	\$49,406	\$50,343					
NEW Automotive Body Repair/Painting Technician	3	7HN	\$46,190	\$47,161	\$48,153	\$49,165	\$50,199	\$51,255	\$52,332	

Major features of this reorganization include the following:

- Combining the functions of the “Vehicle Services Technician” and “Vehicle Services Technician – Heavy” classifications so that all positions can be assigned to work on either automobiles or trucks depending on workload demands.

- Creating a new classification of Vehicle Services Technician II with the underfill title of Vehicle Services Technician I. The maximum rate of pay of the Vehicle Services Technician II would be comparable to the classification of Fire Equipment Mechanic. Minimum requirements for the classification of Vehicle Services Technician II include one year of experience as a Vehicle Services Technician I, at least one related ASE (National Institute for Automotive Service Excellence) Master Certification, and demonstrated job efficiency based on job standards. Moving through the pay range will require additional certifications and continued demonstrated efficiency.
- Reducing the number of titles. The titles of Fleet Equipment Inspector, Automotive Mechanic-Lead Worker, and Field Service Mechanic will be eliminated. Instead these positions will be authorized as a Vehicle Services Technician II and there will be a footnote for a task rate when an employee is assigned to these functions.
- Providing recruitment rates based upon a candidate's credentials. Currently, an employee may be appointed at a higher rate, equivalent to what was step three, but this proposal would allow an appointment rate throughout most of the range of Vehicle Services Technician I.
- Creating customized job standards which can be compared to an employee's work and used to determine efficiency. These job standards will be created by a team of supervisors and mechanics using published time guides, the Fleet Division's historical data of task codes and labor times, and consideration of age and condition of the vehicle or equipment.
- Employees will move into the ranges at their current rate of pay or to an increment associated with an employee's credentials. Movement will be based upon attained (and maintained) credentials and demonstrated work efficiency. No one will have their pay reduced because of this report although the current practice of reducing pay when an employee allows their certification(s) to lapse will continue. There are 68 regular positions and 17 auxiliary positions affected by the recommendations of this report. Of this number it is expected that nine employees would move to a higher rate of pay with the implementation of these recommendations. Additional employees will receive a higher rate of pay as they obtain credentials.

This report also recommends changes to the classifications of Fleet Repair Supervisor I, II, and III. As shown in the next chart this report recommends deleting the classification of Fleet Repair Supervisor I in Pay Range 2DN; changing the title of Fleet Repair Supervisor II in Pay Range 1BX to Fleet Repair Supervisor in Pay Range 1BX; and changing the title of Fleet Repair Supervisor III in Pay Range 1DX to Fleet Repair Supervisor – Senior in Pay Range 1DX. Due to pay compression this report also recommends the minimum rate for Fleet Repair Supervisor be changed from \$47,109 to \$53,433. This new rate is equivalent to the maximum of the highest paid position that reports to this classification, Fluid Power Systems Technician. This recommended recruitment rate practice is similar to the recruitment rate practice for Sanitation Supervisor and Equipment Operations Supervisor in PR 1AX where employees would otherwise make more than their supervisors.

No. of Positions	Current Title and Pay Range	New Title and Pay Range
1 Aux	Fleet Repair Supervisor I PR 2DN (\$41,458 - \$58,037)	Delete this title – change auxiliary authority to Fleet Repair Supervisor PR 1BX
3 + 3 Aux	Fleet Repair Supervisor II PR 1BX (\$47,109 - \$65,957)	Fleet Repair Supervisor PR 1BX (\$47,109 - \$65,957) Add footnote for recruitment rate of \$53,433
3 + 1 Aux	Fleet Repair Supervisor III PR 1DX (\$53,519 - \$74,922)	Fleet Repair Supervisor - Senior PR 1DX (\$53,519 - \$74,922)

Background

The Department of Public Works (DPW) initially made a request to study the classifications of Vehicle Services Technician, Vehicle Services Technician – Heavy, Fluid Power Systems Technician, and Automotive Electrician. The request indicated concerns related to a shortage of technicians; extensive advances in technology that have resulted in the work being more complex and the need for technicians to be able to repair electrical, mechanical and hydraulic systems using diagnostic computers; a need for technicians to have related certifications; and a need to have more flexibility in assigning work to technicians to respond to workload demands.

More recently, the Department has indicated that they need the ability to recruit and retain technicians with certifications and expertise. The Fleet Services Section has experienced a loss of employees to other organizations and other City departments requiring frequent recruitment and on-the-job training of new employees. The current pay system allows the Department to pay a new employee up to \$43,138 based upon credentials. To receive additional pay for certifications an employee has to be at the maximum of the range for one year. With frozen rates a new or recent employee has no avenue to progress through the range to the maximum to eventually become eligible for additional pay. Under this proposed pay redesign an employee will receive financial recognition for the knowledge and skills associated with credentials. Within the next year, as job standards are developed, an employee’s pay will be considered for increase based upon current credentials and job efficiency.

To study these positions comparisons were made to other positions in the City and positions with other employers. Discussions were held with Ghassan Korban, Commissioner of Public Works; Preston Cole, Operations Division Director; Jeffrey Tews, Fleet Operations Manager; Michael O'Donnell, Quality Assurance Coordinator; Paul Klajbor, Administrative Services Manager; Dan Thomas, Public Works Personnel and Compliance Manager; and Dawn Crowbridge, Business Operations Manager. Meetings were also held with groups of affected employees to explain the proposed pay redesign and to receive feedback.

Development of the new Pay System

The Department initially requested a classification study of Vehicle Services Technician, Vehicle Services Technician – Heavy, Fluid Power Systems Technician, and Automotive Electrician. Later, the classifications of Fleet Equipment Services Writer, Automotive Maintenance Mechanic, Fleet Equipment Inspector, Automotive Mechanic Lead Worker, Automotive Body Repair/Painting Technician and Field Service Mechanic were added to the study.

With changes in technology the Department indicated they no longer wish to distinguish classifications by the type of vehicle worked on but rather by the type of credentials, expertise and efficiency. A review of other classifications in the Fleet Services Section indicated that a number of classifications could be eliminated, with the function reclassified to a Vehicle Services Technician, and a footnote added to provide a task rate for the function when needed.

As part of the pay redesign, benchmark rates were determined and tied to credentials and demonstrated efficiency based on job standards. Employees would advance through the pay range upon meeting the requirements. One of the organizations that would be a primary source of credentials is the National Institute for Automotive Service Excellence (ASE). This institute is a non-profit, independent organization that was established in 1972 to improve vehicle repair through testing and certification of technicians. The website is www.ase.com. Over 350,000 technicians hold ASE certifications which are recognized as the industry standard. The organization has over 40 different examinations, and testing sites are located throughout the country, with the closest to Milwaukee located in Brookfield. Another possible source for credentials is the Milwaukee Area Technical College (MATC). More information is provided in Appendix B.

Currently, some of the classifications under study allow an employee to receive an additional step if they obtain a certain number of ASE certifications after reaching the maximum of the pay range. However, this is not currently possible as rates are frozen. Under this proposed pay redesign a greater emphasis would be placed on an employee attaining and maintaining ASE certifications as they move through the pay range. Both the employees and the city as an employer benefit from the additional knowledge and expertise an employee gains through the process of receiving these certifications. While some recently hired employees have received a higher appointment rate based on certifications and/or credentials, that rate was limited to step three of the pay range. Under the proposed pay redesign a new employee could be recruited into the title of Vehicle Service Technician I at a rate commensurate with credentials held.

To advance through a pay range an employee would need to obtain and maintain additional credentials and demonstrate ongoing job efficiency based on job standards. To determine efficiency, job standards will be created by a team of supervisors and technicians using established published materials such as manuals by Mitchell1, Motors, and Chilton; the Fleet Division's historical data of task codes and labor times; and consideration of age and condition of the vehicle. Another factor that would be considered when determining efficiency is the number of "comebacks" an employee receives. A "comeback" describes a vehicle returned to the shop because the initial repair did not resolve the problem.

The recommended new rates for these classifications will show an increase at the maximum that will be more competitive with other employers. The Department has lost a number of employees to other City departments and other local employers. Internally, a number of employees have transferred to the Fire Department to work as a Fire Equipment Mechanic. A review of the job description indicates that the proposed classification of Vehicle Services Technician II is comparable to that of Fire Equipment Mechanic. The recommended maximum rate of \$52,332 is equivalent to the rate for a Fire Equipment Mechanic who has obtained an Emergency Vehicle Technician (EVT) Master Level III certification.

Our specific recommendations for each classification are as follows. A detailed summary of current and proposed classifications, pay rates, and requirements are shown in Appendix A. Descriptions of various credentials are shown in Appendix B.

Current:	Fleet Equipment Service Writer	PR 7EN	\$39,643 - \$45,922
Proposed:	Fleet Equipment Service Writer	PR 7EN	\$39,643 - \$45,922
	Footnote allowing 1% increase for related ASE Certification C1		

This position coordinates the repair of all vehicles and equipment by talking with customers, assigning jobs to mechanics and other personnel, and following through to ensure customer satisfaction; maintains all records related to vehicle repair, including payroll records related to snow and ice control, overtime, and time spent on repairs; calls in vehicles for preventive maintenance according to an established schedule; and coordinates the set-up of new vehicles.

The title and pay range for this position would stay the same but a footnote would be added to allow for a 1% increase for attaining and maintaining ASE Certification C1 and demonstrating efficiency on the job.

Current:	Fleet Equipment Inspector	PR 7FN	\$41,828 - \$47,663
	Vehicle Services Technician	PR 7EN	\$39,643 - \$48,427
	Automotive Mechanic Lead Worker	PR 7GN	\$43,105 - \$49,406
	Field Service Mechanic	PR 7HN	\$44,125 - \$51,259
	Vehicle Services Technician-Heavy	PR 7FN	\$41,828 - \$49,625

Proposed	Vehicle Services Technician I	PR 7EN	\$39,643 - \$52,332
	Vehicle Services Technician II	PR 7HN	\$46,190 - \$52,332
	Footnotes in both titles that allow 3% task rates for the assignments of Fleet Equipment Inspector, Automotive Mechanic Lead Worker and Field Service Mechanic.		

These positions maintain, repair, and overhaul all types of city-owned automotive and special equipment such as cars, light pickup and dump trucks, vans, refuse packers, sweepers, cranes, tractors, aerial lifts, and other miscellaneous heavy duty and light duty equipment to keep them in serviceable condition; work in any of the areas of automotive repair including the repair of engines, transmissions, axles, and hydraulic components; and mount, service and repair snow removal equipment; and perform preventive maintenance on all City equipment.

The title and pay range for these positions would change to Vehicle Services Technician II in Pay Range 7HN with an underfill title of Vehicle Services Technician I in Pay Range 7EN. Pay rates would be footnoted within these pay ranges. Footnotes would be added to allow for 3% task rates for the assignments of Fleet Equipment Inspector, Automotive Mechanic Lead Worker, and Field Service Mechanic. These current titles would be eliminated and position authority added to Vehicle Service Technician II.

The duties of a Fleet Equipment Inspector assignment include:
Inspect, test and evaluate all equipment maintained by the Fleet Services Section according to established criteria; generate reports that are used to create a replacement schedule; and repair equipment.

The duties of an Automotive Mechanic Lead Worker assignment include:
Fill in for the supervisor on second shift by assisting with decisions regarding whether a vehicle or piece of equipment should be repaired or not given its condition, age and cost of the repair; creating work orders; assigning work; and ensuring the smooth and safe operation of the shop in the supervisor's absence. The title of Automotive Mechanic-

Lead Worker previously paid less than the title of Vehicle Services Technician-Heavy which is was required to oversee.

The duties of a Field Service Mechanic assignment include:
Troubleshoot and diagnose mechanical, electrical and hydraulic failures in all City vehicles and equipment in the field; determine if a fast temporary repair will work or if the vehicle/equipment should be towed to the garage for permanent repair; and maintain and do preventative maintenance in the field as directed.

Movement through the benchmark steps of Vehicle Services Technician I and II would be accomplished by attaining and maintaining credentials including a specific number of additional ASE Certifications, Specialist Certifications, or Masters Certifications; and demonstrated efficiency based on job standards. The specific details of movement through the ranges are shown in Appendix A.

New employees either from outside the city or from another city department would be recruited into the title of Vehicle Services Technician I. The recruitment rate would be tied to the new employee's credentials. Specific details are provided in Appendix A.

New employees appointed to the title of Vehicle Services Technician I would serve a one year probationary period. An employee could be promoted to Vehicle Services Technician II after at least one year of successful experience at the "I" level and possession of a Master's Truck or Master's Automobile Certification. The maximum rate for Vehicle Services Technician I will be set at the same rate as Vehicle Services Technician II to allow all current employees to retain their current rate of pay regardless of their credentials.

Current:	Automotive Electrician	PR 7FN	\$41,828 - \$49,625
Proposed:	Automotive Electrician	PR 7HN	\$46,190 - \$52,332

This position services, diagnoses, and repairs all standard and special electrical and electronic circuits, equipment, and devices on city vehicles and equipment; and maintains all electronic diagnostic equipment used for servicing city vehicles including scanners, computers, cables, adaptors, and any other miscellaneous hardware.

The title for this position would stay the same and the pay range would change to 7HN. The pay rates would be footnoted within this range. Movement through the benchmark steps of Automotive Electrician would be accomplished by attaining and maintaining credentials including a specific number of additional ASE Certifications; Specialist Certifications; electrician-related certifications; or a certificate in basic electronics from MATC; and demonstrated efficiency based on job standards. The specific details of movement through the range are shown in Appendix A.

An employee could be promoted to Automotive Electrician after at least one year of successful experience as a Vehicle Services Technician I and possession of a Master's Truck or Master's Automobile Certification. An employee could also transfer into this title from Vehicle Services Technician II.

Current:	Automotive Maintenance Mechanic	PR 7FN	\$41,828 - \$49,625
Proposed:	Fleet Services Welder	PR 7HN	\$41,828 - \$50,772

These positions perform all types of welding, brazing, soldering and cutting to all types of metal to effect repairs to automotive and heavy equipment components, frames, drawbars, chains, and miscellaneous towed and hand-operated maintenance equipment; maintain shop equipment and tools; and fabricate special tools, brackets, special tool boxes, and necessary attachments for new equipment set-up and/or special equipment modifications.

The title for these positions would change to Fleet Services Welder and the Pay Range to 7HN. The maximum rate of pay of the Fleet Services Welder would be comparable to the classification of Electrical Services Welder in the Department of Public Works-Infrastructure Services. The pay rates would be footnoted within this range. Movement through the benchmark steps of Fleet Services Welder would be accomplished by attaining and maintaining credentials including a one year Welding Technical Diploma from MATC or comparable program, or a two year Associate's Degree in Welding Technology from MATC or comparable program; and demonstrated efficiency based on job standards. The specific details of movement through the range are shown in Appendix A.

The recruitment rate would be tied to new employee's credentials and experience. Specific details are provided in Appendix A.

Current:	Fluid Power Systems Technician PR 7FN	\$42,336 - \$50,257
Proposed:	Fluid Power Systems Technician PR 7HN	\$46,190 - \$53,433

This position maintains and repairs all hydraulic components; tests hydraulic components in the shop or in the field; fabricates all types and sizes of hydraulic hoses and lines; subject to supervisory approval, identifies and orders all necessary parts for repair; and performs machining services and parts manufacturing as needed.

The title for this position would stay the same and the pay range would change to 7HN. The pay rates would be footnoted within this range. Movement through the benchmark steps of Fluid Power Systems Technician would be accomplished by attaining and maintaining credentials including a specific number of additional ASE Certifications or Specialist Certifications; and demonstrated efficiency based on job standards. The specific details of movement through the range are shown in Appendix A.

An employee could be promoted to Fluid Power Systems Technician after at least one year of successful experience as a Vehicle Services Technician I and possession of a Master's Truck or Master's Automobile Certification. An employee could also transfer into this title from Vehicle Services Technician II.

Current:	Automotive Body Repair/Painting Technician PR 7GN	\$43,368 - \$50,343
Proposed:	Automotive Body Repair/Painting Technician PR 7HN	\$46,190 - \$52,332

These positions perform automotive and truck body repairs; fabricate cab and body panels, steps and running boards, and rust preventive panels; perform all types of welding; paint, and repaint due to accidents, deterioration, and normal wear and tear; and perform snowplow repairs.

These positions would also perform the work of Vehicle Services Technicians as assigned and maintain, repair, and overhaul all types of city-owned automotive and special equipment such as cars, light pickup and dump trucks, vans refuse packers, sweepers, cranes, tractors, aerial lifts, and other miscellaneous heavy duty and light duty equipment to keep them in serviceable

condition; work in any of the areas of automotive repair including the repair of engines, transmissions, axles, and hydraulic components; and mount, service and repair snow removal equipment; and perform preventive maintenance on all City equipment.

The title for these positions would stay the same and the pay range would change to 7HN. Movement through the benchmark steps of Automotive Body Repair/Painting Technician would be accomplished by attaining and maintaining credentials including a specific number of additional ASE Certifications, Specialist Certifications, Masters Certifications, a Technical Diploma in Auto Collision Repair and Finish from MATC or comparable program, or an Associate's Degree in Automotive Technology from MATC or comparable program; and demonstrated efficiency based on job standards.

An employee could be promoted to Automotive Body Repair/Painting Technician after at least one year of successful experience as a Vehicle Services Technician I and possession of a Master's Truck or Master's Automobile Certification. An employee could also transfer into this title from Vehicle Services Technician II.

Current:	Fleet Repair Supervisor I	PR 2DN	\$41,458 - \$58,037
	Fleet Repair Supervisor II	PR 1BX	\$47,109 - \$65,957
	Fleet Repair Supervisor III	PR 1DX	\$53,519 - \$74,922
Proposed	Fleet Repair Supervisor	PR 1BX	\$47,109 - \$65,957*
	*Minimum Recruitment at \$53,433		
	Fleet Repair Supervisor–Senior	PR 1DX	\$53,519 - \$74,922

Fleet Repair Supervisors supervise personnel engaged in vehicle and equipment maintenance and repairs of light and heavy equipment in the Fleet Services Section; work with outside vendors to procure needed parts and services; diagnose equipment malfunctions; and schedule and implement the preventive maintenance program.

Fleet Repair Supervisors – Senior have a broad range of supervisory duties that include the work of employees in light repairs, heavy repairs or support shops on first or second shift and may include operations at outlying repair locations. They independently determine work priorities, monitor expenditures, approve emergency purchasing requests, and implement work efficiencies where possible, work with employee relations matters, work with other DPW managers, and closely supervise the preventive maintenance program.

The classification of Fleet Repair Supervisor I in Pay Range 2DN is an underfill title for Fleet Supervisor II but has not been utilized for that purpose for some time. This report recommends eliminating the title. With the reduction in titles this report recommends changing the title of Fleet Repair Supervisor II in Pay Range 1BX to Fleet Repair Supervisor in Pay Range 1BX and the title of Fleet Repair Supervisor III in Pay Range 1DX to Fleet Repair Supervisor – Senior in Pay Range 1DX. Due to pay compression between direct reports and supervisors, this report recommends a minimum recruitment rate of \$53,433 for Fleet Repair Supervisor. This rate corresponds to the maximum of the highest paid position supervised by this classification, Fluid Power Systems Technician.

Implementation and Conclusion

To implement this pay redesign employees would move into the redesigned pay ranges at their current rate or to a higher rate that correlates with the employee's current credentials. During

the initial grace period through pay period 26, 2013, employees would be able to advance through the redesigned pay ranges as they attain more credentials. Tuition reimbursement is available for the cost of successfully passing the certification examinations.

An employee promoted into one of these Technician title will receive the pay increment in the new pay range that is higher than the employee's current rate. The employee must achieve all required credentials up to and including the new increment within one year. If the required credentials are not demonstrated, the employee will be demoted to the previous title and rate of pay.

Efficiency measures in the form of job standards and other measures such as "comebacks" would be created during the first year of implementation. A system of assigning work would be designed that ensures distribution of standardized jobs among mechanics on an ongoing basis. As these standards are developed and tracked, employees will have access to their work times and statistics on an ongoing basis. In the second year, after job standards have been created, employee pay may increase based upon credentials and documented ongoing work efficiency.

An employee promoted into one of these Technician title will receive the pay increment in the new pay range that is higher than the employee's current rate. The employee must achieve all required credentials up to and including the new increment within one year. If the required credentials are not demonstrated, the employee will be demoted to the previous title and rate of pay. This proposal is comparable to the promotional practice for the Career Track positions in the Department of Neighborhood Services.

A Fleet Services Committee would be created during the first three months of implementation to oversee the creation of job standards and other efficiency measures and to review applicable credentials. The Committee would include Fleet Services Supervisors and a representative from Employee Relations.

A team of supervisors and technicians would create the customized job standards that will measure work efficiency using published time guides, Fleet Services historical data of task codes and labor times, and consideration of age and condition of the vehicle or equipment.

By implementing the above recommendations Technicians in the Fleet Services Section of the DPW – Operations Division would be able to move through pay ranges based on documented knowledge, skill, expertise, and work efficiency. This recommended pay redesign will create a more flexible, responsive and efficient workforce.

Action Required

In the Salary Ordinance,

Under Pay Range 1BX, delete the title "Fleet Repair Supervisor II (1)" and add the title "Fleet Repair Supervisor (1)(3)" with footnote 3 to read as follows: "(3) Recruitment is at \$2,055.12 (\$53,433.12)".

Under Pay Range 1DX, delete the title "Fleet Repair Supervisor III (2)" and add the title "Fleet Repair Supervisor – Senior (2)"

Under Pay Range 2DN, delete the title "Fleet Repair Supervisor I".

Under Pay Range 7EN, delete the title "Vehicle Services Technician" and footnotes 2, 3, 4, and 5 in their entirety, add the title "Vehicle Services Technician I (2)(3)(4)(5)" and footnotes 2, 3, 4, and 5 to read as follows:

(2) Minimum recruitment is at \$1,524.73 and may be up to \$1,691.93 based upon credentials with the approval of the Department of Employee Relations. Employees will advance to the next rate in the following range upon certification by the Commissioner of Public Works of having attained and maintained at all times the required credentials and demonstrated job performance: \$1,524.73, \$1,556.79, \$1,589.53, \$1,622.95, \$1,657.08, \$1,691.93, \$2,012.78.

(3) An employee transferred into this title will be placed in the increment that corresponds with demonstrated credentials with the approval of DER. If the employee's prior rate is higher than the appropriate increment, the employee will retain their previous rate. During the grace period ending pay period 26, 2013, an employee will move to the next higher increment when they have demonstrated the required credentials.

(4) An employee promoted into this title will receive the pay increment in the new pay range that is higher than the employee's current rate. The employee must achieve all required credentials up to and including the new increment within the probationary period.

(5) An employee assigned to Field Service Mechanic, Fleet Equipment Inspector, or Automotive Mechanic Lead Worker responsibilities will receive an additional 3% hourly when performing that work.;

Add footnote "10" to the titles "Fleet Equipment Service Writer" with footnote "10" to read as follows: "(10) Employees will advance 1% biweekly upon certification by the Commissioner of Public Works of having attained and maintained the required credentials and demonstrated job performance."

Under Pay Range 7FN, delete the title "Automotive Electrician", "Automotive Maintenance Mechanic", "Fleet Equipment Inspector", "Fluid Power Systems Technician", "Vehicle Service Technician- Heavy" and footnotes 2, 3, 4, 7, 8, 9, and 10, in their entirety.

Under Pay Range 7GN, delete the title "Automotive Body Repair/Painting Technician", and "Automotive Mechanic Lead Worker" and footnotes 1, 5, and 6 in their entirety.

Under Pay Range 7HN, delete the title "Field Service Mechanic", and footnotes 1, 6 in their entirety; add the titles "Automotive Body Repair/Painting Technician (1)(6)(10)", "Automotive Electrician (1)(6)(10)", "Fleet Services Welder (1)(6)(11)", "Fluid Power Systems Technician (1)(6)(12)", "Vehicle Services Technician II (1)(6)(9)(10)", and footnotes 1, 6, 9, 10, 11, and 12 to read as follows:

(1) An employee transferred into this title will be placed in the increment that corresponds with demonstrated credentials with the approval of DER. If the employee's prior rate is higher than the appropriate increment, the employee will retain their previous rate. During the grace period ending pay period 26, 2013, an employee will move to the next higher increment when they have demonstrated the required credentials.

(6) An employee promoted into this title will receive the pay increment in the new pay range that is higher than the employee's current rate. The employee must achieve all required credentials up to and including the new increment within the probationary period.

(9) An employee assigned to Field Service Mechanic, Fleet Equipment Inspector, or Automotive Mechanic Lead Worker responsibilities will receive an additional 3% hourly when performing that work.

(10) Recruitment is at \$1,776.52. Employees will advance to the next rate in the following range upon certification by the Commissioner of Public Works of having attained and maintained at all times the required credentials and demonstrated job performance: \$1,776.52, \$1,813.88, \$1,852.02, \$1,890.96, \$1,930.73, \$1,971.33, \$2,012.78.

(11) Recruitment is at \$1,608.77 and may be up to \$1,700.35 based upon credentials with the approval of the Department of Employee Relations. Employees will advance to the next rate in the following range upon certification by the Commissioner of Public Works of having attained and maintained at all times the required credentials and demonstrated job performance: \$1,608.77, \$1,653.93, \$1,700.35, \$1,748.08, \$1,797.15, \$1,847.60, \$1,899.46, \$1,952.78.

(12) Recruitment is at \$1,776.52. Employees will advance to the next rate in the following range upon certification by the Commissioner of Public Works of having attained and maintained at all times the required credentials and demonstrated job performance: \$1,776.52, \$1,813.88, \$1,852.02, \$1,890.96, \$1,930.73, \$1,971.33, \$2,012.78, \$2,055.11.

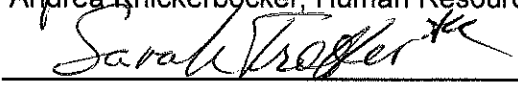
In the Positions Ordinance,

Under the Department of Public Works, Fleet Services Section, delete three positions of "Fleet Repair Supervisor III" and add three positions of "Fleet Repair Supervisor – Senior"; delete three positions of "Fleet Repair Supervisor II" and add three positions of "Fleet Repair Supervisor"; delete one position of "Automotive Mechanic Lead Worker, four positions of "Field Service Mechanic", one position of "Fleet Equipment Inspector", 33 positions of "Vehicle Service Technician-Heavy", 18 positions of "Vehicle Service Technician" and add 57 positions of "Vehicle Services Technician II"; delete five positions of "Automotive Maintenance Mechanic" and add five positions of "Fleet Services Welder"; under Auxiliary Positions, delete one position of "Auto. Maintenance Mechanic" and add one position of "Fleet Services Welder"; delete five positions of "Vehicle Service Technician", delete two positions of "Automotive Mechanic Lead Worker", delete four positions of "Field Service Mechanic", delete five positions of "Vehicle Service Technician – Heavy" and add 16 positions of "Vehicle Services Technician II"; delete one position of "Fleet Repair Supervisor I", delete three positions of "Fleet Repair Supervisor II" and add four positions of "Fleet Repair Supervisor"; delete one position of "Fleet Repair Supervisor III" and add one position of "Fleet Repair Supervisor – Senior".

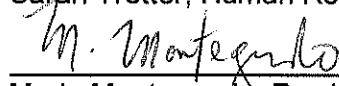
Prepared by:


Andrea Knickerbocker, Human Resources Manager

Prepared by:


Sarah Trotter, Human Resources Representative

Reviewed by:


Maria Monteagudo, Employee Relations Director

Field Service Mechanic	4 + 4 Aux	7HN	\$44,125	\$50,772	Specific rates from \$44,125 to \$50,254 when employee given a promotional emergency or temporary appointment to this position.	\$51,259 Rate if employee is appointed prior to June 1, 1989 or obtains and maintains the ASE Master Automobile Technician Certification and has 1 year of service at \$50,254 or obtains and maintains the ASE Master Medium/Heavy Truck Technician Certification and has 1 year of service at \$50,254 or obtains and maintains ASE certification in 4 Medium/Heavy Truck areas including Diesel Engines and Brakes and in 4 Automobile areas including Engine Performance and Brakes and has 1 year of service at \$50,254.			
NEW – Vehicle Services Technician I (Underfill Title)	Pos auth at II level	7EN	\$39,643	\$40,477 Rate if employee has 2 ASE Certifications or 1 year technical diploma in Automotive Maintenance; and demonstrates efficiency based on job standards	\$41,328 Rate if employee has 4 ASE Certifications or completed an approved Automotive Mechanic Apprenticeship Training Program; and demonstrates efficiency based on job standards	\$42,197 Rate if employee has 6 ASE Certifications or an Associate's Degree in Automotive Technology; and demonstrates efficiency based on job standards	\$43,084 Rate if employee has 8 ASE Certifications and demonstrates efficiency based on job standards	\$43,980 Rate if employee has 1 ASE Masters Certification and demonstrates efficiency based on job standards	\$52,332
New – Vehicle Services Technician II	57 + 16 Aux	7HN	\$46,190	\$47,161 Rate if employee attains and maintains 2 additional certifications towards a second ASE Master's Certification or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards.	\$48,153 Rate if employee attains and maintains 2 additional certifications toward a second ASE Master's Certification or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	\$49,165 Rate if employee attains and maintains 2 additional certifications toward a second ASE Master's Certification or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	\$50,199 Rate if employee attains and maintains 2 additional certifications toward a second ASE Master's Certification or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	\$51,255 Rate if employee attains and maintains 2 nd ASE Masters Certification and demonstrates efficiency based on job standards	\$52,332 Rate if employee attains additional certifications or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards
Automotive Electrician	1	7FN	\$41,828	\$47,663	Rate if employee has met certain criteria established by the Department such as ASE subjects, MATC courses, and welder's certifications and has completed 1 year of service at the \$47,663 level.	\$49,625 Rate if employee obtains and maintains 2 ASE Certifications of T-6 and A-6; and obtains and maintains an Electronic Technology Department Certificate in Basic Electronics from MATC or other accredited school approved by the City; and has 1 year of service at \$47,947.			

<p>NEW Automotive Electrician</p>	<p>1</p>	<p>7HIN</p>	<p>\$46,190 Rate if employee has 1 year at Vehicle Services Tech I level and has 1 ASE Masters Certification and demonstrates efficiency based on job standards.</p>	<p>\$47,161 Rate if employee attains and maintains additional credentials such as 1 ASE Specialist Certification, or 2 ASE Certifications towards a 2nd Masters ASE Electrician Certification, or 2 Related Certifications of A6, B5, E3, H6 and T6, or Electronic Technology Department Certificate in Basic Electronics; and demonstrates efficiency based on job standards</p>	<p>\$48,153 Rate if employee attains and maintains additional credentials such as 1 ASE Specialist ASE Certification; or 2 towards a 2nd Masters ASE Electrician Certification, or 2 Related Certifications of A6, B5, E3, H6 and T6, or Electronic Technology Department Certificate in Basic Electronics; and demonstrates efficiency based on job standards</p>	<p>\$49,165 Rate if employee attains and maintains additional credentials such as 1 ASE Specialist ASE Certification; or 2 towards a 2nd Masters ASE Electrician Certification, or 2 Related Certifications of A6, B5, E3, H6 and T6, or Electronic Technology Department Certificate in Basic Electronics; and demonstrates efficiency based on job standards</p>	<p>\$50,199 Rate if employee attains and maintains additional credentials such as 1 ASE Specialist Certifications or 2 ASE Certifications towards a 2nd Masters Electrician Related Certifications of A6, B5, E3, H6 and T6, or Electronic Technology Department Certificate in Basic Electronics; and demonstrates efficiency based on job standards</p>	<p>\$51,255 Rate if employee attains and maintains 2nd ASE Masters Certification or all 6 Electrician Related Certifications; and demonstrates efficiency based on job standards</p>	<p>\$52,332 Rate if employee attains and maintains additional credentials such as 1 ASE Specialist Certification, or 2 ASE Certifications towards a 2nd Masters Electrician Related Certifications of A6, B5, E3, H6 and T6, or Electronic Technology Department Certificate in Basic Electronics; and demonstrates efficiency based on job standards</p>
--	----------	-------------	--	--	---	---	--	---	--

Automotive Maintenance Mechanic	5 + 1 Aux	7FN	\$41,828	\$47,663	\$47,947 Rate if employee has met certain criteria established by the Department such as ASE subtests, MATC courses, and welder's certifications and has completed 1 year of service at the \$47,663 level.	\$49,625 Rate if employee attains and maintains the State of WI Structural Welding Certificate and has completed 1 year of service at the \$47,947 (special 6 th step) level.	\$46,726 Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or a 2 Year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards	\$48,038 Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or a 2 year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards	\$49,386 Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or a 2 year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards	\$50,772 Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or a 2 year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards
NEW Fleet Services Welder	5 + 1 Aux	7HN	\$41,828	\$43,002 Recruitment rate if employee has 2 years of experience and a 1 year Welding Technical Diploma. Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or 2 year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards	\$44,209 Recruitment rate if employee has 2 years of experience and an Associate's Degree in Welding Technology. Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or 2 year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards	\$45,450 Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or a 2 year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards	\$46,726 Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or a 2 Year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards	\$48,038 Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or a 2 year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards	\$49,386 Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or a 2 year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards	\$50,772 Rate if employee attains and maintains additional credentials such as a 1 year Welding Technical Diploma or a 2 year Associates Degree in Welding Technology (2 steps); and demonstrates efficiency based on job standards

Fluid Power Systems Technician	1	7FN	\$42,336	\$47,663	\$48,564	\$50,257 - rate if employee obtains and maintains a certificate in Fluid Power Maintenance or related field from an accredited school approved by the City; or has an Associate's Degree in Fluid Power Technology or related field from an accredited school approved by the City; and has 1 year of service at the \$48,564.	\$53,433			
					Rate if employee has met certain criteria established by the Department such as ASE subtests, MATC courses, and welder's certifications and has completed 1 year of service at the \$47,663 level					
Fluid Power Systems Technician	1	7HN	\$46,190	\$47,161	\$48,153	\$49,165	\$51,255	\$52,332	\$53,433	
					Rate if employee attains and maintains additional credentials such as 1 ASE Specialist Certification; or 2 ASE Certifications towards a 2 nd Masters Certification; and demonstrates efficiency based on job standards	Rate if employee attains and maintains additional credentials such as 1 ASE Specialist Certification; or 2 ASE Certifications towards a 2 nd Masters Certification; and demonstrates efficiency based on job standards	Rate if employee attains and maintains additional credentials such as 1 ASE Specialist Certification; or 2 ASE Certifications towards a 2 nd Masters Certification; and demonstrates efficiency based on job standards	Rate if employee attains and maintains additional credentials such as 1 ASE Specialist Certification; or 2 ASE Certifications towards a 2 nd Masters Certification; and demonstrates efficiency based on job standards	Rate if employee attains and maintains additional credentials such as 1 ASE Specialist Certification; or 2 ASE Certifications towards a 2 nd Masters Certification; and demonstrates efficiency based on job standards	Rate if employee attains and maintains additional credentials such as 1 ASE Specialist Certification; or 2 ASE Certifications towards a 2 nd Masters Certification; and demonstrates efficiency based on job standards

Automotive Body Repair/Painting Technician	3	7GN	\$43,368	\$49,406	\$50,343 – rate if employee attains and maintains 2 ASE Body Repair and Painting Certifications and completes 1 year of service at \$49,406	\$48,153 Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	\$49,165 Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	\$50,199 Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	\$51,255 Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	\$52,332 Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards
Automotive Body Repair/Painting Technician	3	7HN	\$46,190	\$47,161	Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	Rate if employee attains and maintains additional credentials such as 2 ASE Certifications including B2, B3, B4 or other ASE certifications towards a Masters Technical Diploma in Auto Collision Repair & Finish; an Associate Degree in Automotive Technology or related area; or 1 ASE Specialist Certification; and demonstrates efficiency based on job standards	

**Vehicle Services Technician Pay Redesign Report – Appendix B
Some Related Classes and Certifications – List is Subject to Change**

Note: Employees should have any comparable certification or class approved by the Department and Employee Relations to ensure it will qualify towards additional pay.

National Institute for Automotive Service Excellence (ASE)

Certification Number	Certification Title
A1 through A9	Automobile & Light Truck Certification Tests
A1	Engine Repair
A2	Automatic Transmission/Transaxle
A3	Manual Drive Train and Axles
A4	Suspension & Steering
A5	Brakes
A6	Electrical/Electronic Systems
A7	Heating & Air Conditioning
A8	Engine Performance
A9	Light Vehicle Diesel Engines
A1 through A8	Recognized as ASE Certified Master Automobile Technician
B2 – B5	Collision Repair & Refinish Certification Tests
B2	Painting and Refinishing
B3	Non-Structural Analysis & Damage Repair
B4	Structural Analysis & Damage Repair
B5	Mechanical & Electrical Components
B2 through B5	Recognized as ASE Certified Master Collision Repair Technicians
C1	Automobile Service Consultant Certification
E2	Electrical/Electronic Systems Installation & Repair (Truck Equipment)
E3	Auxiliary Power Systems Installation & Repair (Truck Equipment)
H6	Electrical/Electronic Systems (Transit Bus)
L1	Advanced Engine Performance Specialist
L2	Electronic Diesel Engine Diagnosis Specialist
T1 through T8	Medium-Heavy Truck Certification Tests
T1	Gasoline Engines
T2	Diesel Engines
T3	Drive Train
T4	Brakes
T5	Suspension & Steering
T6	Electrical/Electronic Systems
T7	Heating, Ventilating, & Air Conditioning (HVAC)
T8	Preventive Maintenance Inspection
T2 through T7	Recognized as ASE Certified Master Medium-Heavy Truck Technician

Milwaukee Area Technical College (MATC)

School/Department	Class/Certification Title
Technology & Applied Sciences	Auto Collision Repair and Finish Technical Diploma
Technology & Applied Sciences	Automotive Maintenance Technical Diploma
Technology & Applied Sciences	Automotive Technology Associate Degree
Electronic Technology	Basic Electronics (Core Curriculum) Certificate
Technology & Applied Sciences	Welding Technical Diploma
Technology & Applied Sciences	Welding Technology Associate Degree