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Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

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Labor Negotiator

Department of Employee Relations

REVISED 9/11/2023

Job Evaluation Report

City Service Commission Meeting: <u>September 12, 2023</u>

Milwaukee Public Library

Current	Recommended
New Position	Program Assistant III PR 5IN ($48,220 - $56,878) FN: Recruitment at $49,710 (One Position)

Note: Residents receive a rate that is 3% higher.

The Milwaukee Public Library has submitted a request to classify one new position.

This position will manage key business processes related to programming and grant-funded activities of the Milwaukee Public Library (MPL), specifically the considerable scope of programs funded by the Milwaukee Public Library Foundation and the American Rescue Plan Act (ARPA). The position will manage the creation, documentation, data reporting, and payment processes for multiple MPL awarded multi-year grants. The position will also work on program related procurements for Foundation, grant and ARPA- funded projects and financial reporting and accounting for related expenses. Duties and responsibilities include:

40%   Manage grant files, subaward agreements, compliance documentation, and procurement files and information related to MPL's grant, ARPA, and Foundation funded programs.
25%   Review and validate cost reports and payments for ARPA and Foundation funded programs managed by MPL, and compile and report data and financial information on MPL's use of ARPA and Foundation funding.
15%   Publish for MPL leadership, program managers, Foundation, and other City partners regular reports on MPL's ARPA and Foundation funded programs. Generate financial reporting information for non-City ARPA awards, and coordinate approval and delivery of ARPA financial reports.
10%   Compile, validate, and maintain MPL subaward documents with program partners.
5%   Process payment vouchers, account code creation, and other bookkeeping transactions for MPL's grant, ARPA, and Foundation projects.
5%   Other administrative duties for grant, ARPA, and Foundation funded work and programs, and other duties as assigned.

Minimum requirements include five years of experience in providing administrative support including handling sensitive information, creating and managing legal or compliance documents, or managing complex administrative processes.
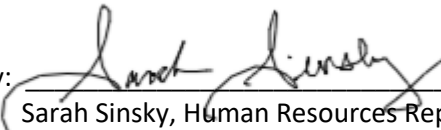
The responsibilities of this new position are comparable in nature of work and level of responsibility to other Program Assistant III positions in Pay Range 5IN ($48,220 - $56,878) with a recruitment rate of $49,710. Program Assistant III positions are the highest level of the Program Assistant job series. These positions perform a variety of office and administrative work in support of a distinct area of operations within a city department

and their work supports a significantly complex program or area of operation. In addition to requiring the equivalent knowledge and skill normally obtained with a bachelor's degree, these positions require an extensive knowledge of technical and/or administrative information.

We therefore recommend this new position be classified as a Program Assistant III in Pay Range 5IN ($48,220 - $56,878) with a recruitment rate of $49,710.

Action Required – Effective Pay Period 20, 2023 (September 17, 2023)

* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by: _____
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