



Department of Employee Relations

July 11, 2013

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

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

Dear Committee Members:                      Re: Common Council File Number **130346**

The following classification and pay recommendations will be submitted to the City Service Commission on **July 16, 2013**. We recommend these changes subject to approval by the City Service Commission.

In the Department of City Development, one new position of Real Estate Development Services Manager, PR 1HX is recommended for classification.

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

Sincerely,

  
for Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report  
Fiscal Note

C: Mark Nicolini, James Carroll, Deborah Ford, Nicole Fleck, Richard Marcoux, Martha Brown, and Judy Allen



**JOB EVALUATION REPORT**

City Service Commission Meeting Date: July 16, 2013

**DEPARTMENT OF CITY DEVELOPMENT**

Current	Request	Recommendation
New Position	Real Estate Development Services Manager PR 1HX (\$69,090 - \$96,722)	Real Estate Development Services Manager PR 1HX (\$69,090 - \$96,722)

**Action Required**

In the Salary Ordinance, under Pay Range 1HX, add the title "Real Estate Development Services Manager".

**Background**

The Department of City Development has requested the classification of a new position to be in charge of the Real Estate and Foreclosure Division. The functions of this new position are currently being performed by a position in RACM (Redevelopment Authority of the City of Milwaukee). A new job description was provided and discussions were held with Judy Allen, Resource and Administration Manager.

**Duties and Responsibilities**

The basic function of this senior management position is to be responsible for staff and programs related to the acquisition and disposition of property for redevelopment; and oversee the maintenance, marketing and preservation of tax-foreclosed residential and commercial property, surplus municipal property, and surplus Milwaukee Public Schools property. Duties and responsibilities include the following:

- 50% Direct staff responsible for the management, maintenance, disposition, pricing, and marketing of improved and vacant property owned by the City of Milwaukee, Redevelopment Authority of the City of Milwaukee (RACM), and Milwaukee Public Schools (MPS), including tax-foreclosed commercial and residential property, surplus municipal and MPS properties, and surplus public right of way; assist developers, both for-profit and nonprofit, to assemble and cluster City-owned and RACM-owned properties for the highest and best development use; implement the intent of Redevelopment plans through the acquisition and disposition of real estate; develop policies and procedures for City real estate transactions and monitor staff implementation of same; ensure compliance with federal regulation when federal funds are involved in the acquisition or management of property; monitor transactions for contract and performance compliance; coordinate the demolition of property with the Department of Neighborhood Services; coordinate the maintenance of vacant property with the Department of Public Works; and coordinate the procurement of contracts with private vendors for maintenance of improved City and RACM property.

- 20% Manage and direct staff by making and reviewing assignments, establishing work schedules, conducting regular staff meetings, devising process improvements, and conducting performance reviews; and establish and manage contract relationships as required to supplement staff capacity.
- 10% Negotiate purchases and leases of private property for municipal purposes.
- 10% Write resolutions and ordinances relating to municipal real estate policy and practice for the Milwaukee Common Council and for RACM; represent Real Estate Section in presentations to public bodies; and provide information and guidance to City and RACM policy makers regarding real estate matters.
- 10% Initiate and direct cooperative activities with other local government units needing assistance from professional real estate staff.

Requirements include a Master's Degree in Public Administration, Planning, Real Estate, Business Administration, or closely related field; five years of progressively responsible professional work experience in the valuation, management, marketing and sale of real estate; and demonstrated success in leading a large team. Equivalent combinations of education and experience may also be considered. These requirements have not yet been assessed for staffing purposes.

**Analysis**

Comparisons were made to several other positions in the City including the following classifications.

Title	Pay Range (Salary Grade)	Rates of Pay
Commercial and Residential Rehabilitation Mgr.	PR 1FX (09)	\$60,809 - \$85,129
Building Codes Enforcement Manager	PR 1GX (10)	\$64,805 - \$90,728
Building Codes Enforcement Mgr. - Commercial	PR 1HX (11)	\$69,090 - \$96,722
Port Marketing Manager	PR 1HX (11)	\$69,090 - \$96,722
Redevelopment and Special Projects Manager	PR 1IX (12)	\$73,627 - \$103,077

A review of these comparisons indicated that there was not a direct match. Four of these positions work with properties and oversee a large staff but one position focuses on rehabilitation of properties, and two focus on the enforcement of building codes. One of the positions, Port Marketing Manager, shares the responsibility for marketing. The most similar position is the Redevelopment and Special Projects Manager in Pay Range 1IX which is also a Division Head. This position is somewhat stronger than the position under study as it oversees 16 positions and has broader responsibility for formulating housing policy for the City and promoting and encouraging new development and redevelopment to create a diversity of housing choices in the City.

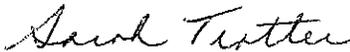
This new position will be in charge of the Real Estate and Foreclosure Division and will oversee the work of eleven positions. This will include the direct supervision of the following positions:

In-Rem Property Disposition Manager in PR 1EX (SG 08)  
Program Manager in PR 2GX (SG 06)  
Real Estate Specialists in PR 2GX (SG 06) (2 positions)  
Real Estate Analyst in PR 2EX (SG 04)  
Database Specialist in PR 5GN  
Office Assistant IV in PR 6HN

This position will be responsible for staff and programs related to the acquisition and disposition of property for redevelopment; and will oversee the maintenance, marketing and preservation of tax-foreclosed residential and commercial property, surplus municipal property, and surplus Milwaukee Public Schools property.

Based on our review we recommend the level of Pay Range 1HX which is just one level below the Pay Range for Redevelopment and Special Projects Manager and is the same Pay Range as the Port Marketing Manager. We agree with the requested title of "Real Estate Development Services Manager".

We therefore recommend this new position be classified as "Real Estate Development Services Manager" in Pay Range 1HX.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director