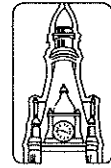


**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**



Maria Monteagudo  
 Department of Employee Relations  
 City of Milwaukee  
 200 E Wells St, Room 706

October 6, 2019

The Honorable  
 Finance and Personnel Committee  
 Common Council  
 City of Milwaukee

*Common Council File No. 190916 – Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action*

Dear Committee Members:

The following classifications and pay recommendations have been submitted for the City Service Commission meeting on October 8, 2019.

**Department of Administration – Purchasing Division**

| Current   | Recommendation  |
|---|---|
| Purchasing Agent – Senior<br>PR 2FX (\$48,670 - \$67,616)<br>FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER<br>(Four Positions) | Procurement Specialist<br>PR 2GX (\$51,469 - \$72,063)<br>FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER<br>(Four Positions)              |
| Purchasing Agent<br>PR 2CN (\$39,881 - \$55,825)<br>(Underfill Classification)  | Purchasing Agent – Senior<br>PR 2FX (\$48,670 - \$67,616)<br>FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER<br>(Underfill Classification) |
|   | Purchasing Agent<br>PR 2DN (\$42,500 - \$59,498)<br>FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER<br>(Underfill Classification)          |

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

**Department of Public Works**

| Current            | Recommended  |
|--------------------|--|
| New Classification | Temporary Winter Relief Driver Worker<br>PR 9JN (\$33.20 - \$38.22) (Hourly) |

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

**Department of Public Works-Operations Division-Fleet Services**

| Current   | Recommended  |
|---|--|
| Vehicle Services Technician<br>PR 7LN (\$49,921 - \$60,663)<br>FN: Range of \$48,261 - \$64,193<br>FN:3% incentive for inspection duties, 5% incentive for field or lead work, 7% incentive for machinist duties<br>FN: Recruitment flexibility based upon experience/credentials with DER approval<br>59 Positions | Vehicle Services Technician<br>PR 7ON (\$65,755 - \$65,839)<br>FN: Range of <b>\$51,137 - \$66,702</b><br>FN:3% incentive for inspection duties, 5% incentive for field or lead work, 7% incentive for machinist duties<br>FN: Recruitment flexibility based upon experience/credentials with DER approval<br>59 Positions |
| Automotive Body Repair/Painting Technician<br>PR 7JN (\$47,588 - \$57,877)<br>FN: Maximum of Range is \$56,900<br>Two Positions   | Automotive Body Repair/Painting Technician<br>PR 7ON (\$65,755 - \$65,839)<br>FN: Range of <b>\$51,137 - \$66,702</b><br>FN: Recruitment flexibility based upon experience/credentials with DER approval<br>Two Positions  |
| Fleet Services Welder<br>PR 7JN (\$47,588 - \$57,877)<br>FN: Maximum of Range is \$56,900<br>Six Positions  | Fleet Services Welder<br>PR 7ON (\$65,755 - \$65,839)<br>FN: Range of <b>\$51,137 - \$66,702</b><br>FN: Recruitment flexibility based upon experience/credentials with DER approval<br>Six Positions   |
| Tire Repair Worker III<br>PR 8LN (\$45,327 - \$51,517)<br>One Position  | Fleet Maintenance Technician<br>PR 7HN (\$41,774 - \$52,049)<br>FN: Range of <b>\$38,685 - \$55,347</b><br>FN: Recruitment flexibility based upon experience/credentials with DER approval<br>FN: 3% incentive for special assignments<br>FN: 5% incentive for leadwork<br>17 Positions                                    |
| Fleet Equipment Service Writer<br>PR 7EN (\$40,640 - \$47,077)<br>FN: 3% incentive for lead work<br>FN: 1% incentive credentials<br>Two Positions   |  |
| Tire Repair Worker II<br>PR 8GN (\$39,153 - \$44,399)<br>FN: Recruitment is at \$40,160<br>Two Positions  |  |
| Tire Repair Worker I<br>PR 8FN (\$38,350 - \$43,335)<br>Three Positions   |  |
| Garage Custodian<br>PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$39,220<br>Three Positions   |  |
| Heavy Equipment Lubricator<br>PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$38,785<br>Five Positions  |  |

|  |   |
|--|---|
| Special Fleet Services Laborer<br>PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$38,785<br>FN: Rates take into consideration tow truck duties<br>One Position |   |
| Fleet Systems Manager<br>PR 2IX (\$58,462 - \$81,844)<br>FN: 4.8% GIC  | Fleet Repairs Manager<br>PR 1HX (\$70,827 - \$99,154) |

Note: Residents receive a rate that is 3% higher

**Employees' Retirement System**

| Current      | Recommended  |
|--------------|--|
| New Position | ERS – Disability Deputy Director<br>PR 1JX (\$80,442 - \$112,627)<br>FN: Recruitment anywhere in the Range with approval<br>by DER and Finance and Personnel Committee Chair |

Note: Residents receive a rate that is 3% higher

**Health Department - Community Health Branch**

| Current  | Recommendation   |
|--|--|
| Health Project Supervisor - DADS<br>PR 1AX (\$48,670 – \$63,426)<br>(One Position) | Health Project Supervisor - DADS<br>PR 1DX (\$54,865 – \$76,806)<br>Recruitment Rate of \$62,000<br>(One Position) |

Note: Residents receive a rate that is 3% higher

Respectfully submitted,



Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Report  
Fiscal Impact Statement

**JOB EVALUATION REPORT**

City Service Commission Meeting: October 8, 2019

**Department of Administration – Purchasing Division**

| Current   | Recommendation  |
|---|---|
| Purchasing Agent – Senior<br>PR 2FX (\$48,670 - \$67,616)<br>FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER<br>(Four Positions) | Procurement Specialist<br>PR 2GX (\$51,469 - \$72,063)<br>FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER<br>(Four Positions)              |
| Purchasing Agent<br>PR 2CN (\$39,881 - \$55,825)<br>(Underfill Classification)  | Purchasing Agent – Senior<br>PR 2FX (\$48,670 - \$67,616)<br>FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER<br>(Underfill Classification) |
|   | Purchasing Agent<br>PR 2DN (\$42,500 - \$59,498)<br>FN: Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER<br>(Underfill Classification)          |

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

The Department of Administration - Purchasing Division has experienced significant turnover over the last several years. Reclassification changes implemented in January of 2019 created greater internal equity by aligning professional level procurement positions in the City with comparable finance, personnel, and budget professionals. To provide further flexibility for recruitment and retention efforts the Department is now requesting that the position authority for four positions of Purchasing Agent – Senior in Pay Range 2FX (\$48,670 - \$67,616) be changed to Procurement Specialist in Pay Range 2GX (\$51,469 – \$72,063).

The current classification and pay structure for positions in the procurement professionals job family is summarized below:

| Title  | Pay Range                    | Footnote   |
|--|------------------------------|--|
| Procurement Specialist<br>(One Position)       | PR 2GX (\$51,469 - \$72,063) | Recruitment above the minimum based on structured recruitment flexibility subject to approval by DER |
| Purchasing Agent – Senior<br>(Four Positions)  | PR 2FX (\$48,670 - \$67,616) |  |
| Purchasing Agent<br>(Underfill Classification) | PR 2DN (\$42,500 - \$59,498) |  |

Purchasing Agents manage the full procurement cycle for a large volume of a diverse group of goods and services ensuring that all procurements comply with specifications and City government ordinances, policies, procedures and ethical business practices. Employees are responsible for reviewing and processing procurement requests (requisitions) from City departments for goods and services, work with user departments to prepare bids and requests for proposal (RFPs), develop applicable specifications and scopes of service to solicit bids and/or

proposals, conduct market research to evaluate suppliers based on multiple factors, such as price, quality, and service, analyze bids, recommend awards and issue purchase orders, monitor compliance with contractual obligations and determine need for changes, monitor and follow applicable laws and regulations, and communicate with user departments and vendors regarding pending purchases.

The request from the City Purchasing Director stems from the need to create greater flexibility to respond to the recruitment and hiring needs of the office. By creating all professional positions at the Procurement Specialist level in Pay Range 2GX (\$51,469 - \$72,063) and maintaining two under-fill levels, the appointment of any current or future employee will be at a level commensurate with the individual's credentials and experience level. This proposal will allow individuals with no formal experience in procurement activities to be considered for the entry level Procurement Agent positions, while individuals with some professional level experience will be allowed to be considered for the journey level Purchasing Agent-Senior positions. For more seasoned professionals, the appointing authority may consider appointment at the Procurement Specialist level where the nature of the assignments require complete and solid understanding of procurement principles and practice, the nature of work is more complex, and direction and guidance is very limited as incumbents are expected to use independent judgment and creative analytical thinking.

At the Procurement Specialist level assignments will require the ability to make solid recommendations regarding cost saving opportunities with a clear analysis of risks and liabilities. At this level, incumbents will also be required to demonstrate strong negotiating skills and function in a lead capacity over a team of procurement professionals. Attached to this report you will find a draft matrix documenting key job evaluation factors at each level including: nature of assignment, supervision required, communication skills, problem solving skills, and analytical thinking skills.

The proposed classification structure is expected to support the Director's desire for greater recruitment flexibility and a work environment and culture that can support individual growth and development and ultimately impact employee retention rates. Given the challenges associated with recruiting for these critical positions and the need to create a structure to support the shifting needs of the Purchasing Division, we recommend changing the position authority of four positions of Purchasing Agent – Senior positions in Pay Range 2FX (\$48,670 – \$67,616) to Procurement Specialist in Pay Range 2GX (\$51,469 - \$72,063). We further recommend that the classifications of Purchasing Agent – Senior in Pay Range 2FX (\$48,670 – \$67,616) and Purchasing Agent in Pay Range 2DN (\$42,500 - \$59,498) be underfill classifications and that all three classifications continue to have the footnote that provides recruitment above the minimum based on structured recruitment flexibility subject to approval by DER.

**Action Required – Effective Pay Period 22, 2019 (October 20, 2019)**

In the Positions Ordinance, under the Department of Administration – Purchasing, Procurement Services,  
Delete four positions of Purchasing Agent – Senior  
Add four positions of Procurement Specialist

Prepared by:



Maria Montegudo, Employee Relations Director

**DOA-Purchasing Division – Knowledge Skills and Abilities by Various Position Type & Level**

|   | Purchasing Agent  | Purchasing Agent - Sr   | Procurement Specialist  |
|---|---|---|---|
| <b>Nature of Assignment</b>               | Entry level<br>Routine<br>Demonstrated ability to learn<br>City ordinances, policies, and<br>procedures | Complex and layered<br>Expected to understand most city<br>ordinances, policies and<br>procedures | Complex and Advanced<br>Solid understanding of all city<br>ordinances, procurement policies<br>and procedures   |
| <b>Supervision Required</b>               | Direct  | Direct<br>Some Independent Judgement  | Less Direction Needed<br>Regularly makes independent<br>decisions   |
| <b>Oral and Written<br/>Communication</b> | Brief and routine   | Lengthy and more volume   | Lengthy to include qualitative<br>and quantitative narrative<br>Ability to lead and facilitate<br>meetings with stakeholder<br>groups<br>Demonstrated ability to clearly<br>present information |
| <b>Problem Solving</b>                    | Some  | Regularly – consistently<br>Some strategic thinking   | Consistently - always<br>Consistent strategic thinking  |
| <b>Analytical Thinking</b>                | Minimal   | Regularly   | Demonstrates the ability to make<br>solid recommendations regarding<br>cost savings opportunities, and<br>assess risks and liabilities<br>Demonstrated negotiation skills                       |

---

| Leading others | None | Sometimes | Leads and positively influences team |
|----------------|------|-----------|--------------------------------------|
|                |      |           | Fosters collaboration and teamwork   |

---

## Job Evaluation Report

City Service Commission Meeting: October 8, 2019

## Department of Public Works

| Current            | Recommended  |
|--------------------|--|
| New Classification | Temporary Winter Relief Driver Worker<br>PR 9JN (\$33.20 - \$38.22) (Hourly) |

Note: Residents receive a rate that is 3% higher

The Department of Employee Relations has received a request from Laura Daniels, Director of Operations for the Department of Public Works (DPW) to create a new classification of Temporary Winter Relief Driver Worker. These positions would be part-time, non-benefitted and work an intermittent schedule. This classification will allow DPW to hire employees on a temporary basis to support snow and ice control operations.

DPW intends to augment its snow and ice workforce by hiring drivers who are able to share knowledge with newer drivers that perform snow and ice control duties. Temporary Winter Relief Driver Workers hired would include but not be limited to previous DPW employees who have left City employment. Employees hired as Temporary Winter Relief Driver Workers will supplement the complement of snow drivers during the 2019-2020 winter and beyond.

DPW has requested the ability to pay previous employees at one-and-one half times the maximum rate of pay of either an Operations Driver Worker or an Urban Forestry Specialist. These rates will compensate previous employees close to their previous rates for performing snow and ice removal duties. Temporary Winter Relief Driver Workers who were not previously a City employee would be paid at one-and-one-half times the minimum rate of pay. Duties and responsibilities will include driving a variety of snow and ice control equipment and serving as a mentor for new drivers during part of a shift.

This report therefore recommends creating the classification of Temporary Winter Relief Driver Worker in Pay Range 9JN (\$33.20 - \$38.22) (Hourly).

**Action Required - Effective Pay Period 21, 2019 (October 7, 2019)**In the Salary Ordinance

Under Pay Range 9JN (Official Rate Hourly)

Add the title "Temporary Winter Relief Driver Worker (1) (2) (3)".

Delete the current rates of pay and add the following rates of pay and footnotes.

|          |             |             |
|----------|-------------|-------------|
| Hourly   | \$33.20     | \$38.22     |
| Biweekly | \$2,656.00  | \$3,057.60  |
| Annual   | \$69,056.00 | \$79,497.60 |

- (1) Previous City of Milwaukee Employees who held the title of Operations Driver Worker to be hired at the hourly rate of \$38.22.
- (2) Previous City of Milwaukee Employees who held the title of Urban Forestry Specialist to be hired at the hourly rate of \$37.54.
- (3) Employees who have not previously held either of the above City of Milwaukee titles to be paid at the hourly rate of \$33.20.

Prepared By:

*Andrea Knickerbocker st*  
Andrea Knickerbocker, Human Resources Manager

Reviewed By:

*Nicole M Fleck*  
Nicole Fleck, Labor Negotiator

Reviewed By:

*Maria Monteagudo st*  
Maria Monteagudo, Employee Relations Director



JOB EVALUATION STUDY

City Service Commission Meeting: October 8, 2019

**Department of Public Works-Operations Division-Fleet Services**

| Current   | Recommended  |
|---|--|
| <p>Vehicle Services Technician<br/>PR 7LN (\$49,921 - \$60,663)<br/>FN: Range of \$48,261 - \$64,193<br/>FN:3% incentive for inspection duties, 5% incentive for field or lead work, 7% incentive for machinist duties<br/>FN: Recruitment flexibility based upon experience/credentials with DER approval<br/>59 Positions</p> | <p>Vehicle Services Technician<br/>PR 7ON (\$65,755 - \$65,839)<br/>FN: Range of <b>\$51,137 - \$66,702</b><br/>FN:3% incentive for inspection duties, 5% incentive for field or lead work, 7% incentive for machinist duties<br/>FN: Recruitment flexibility based upon experience/credentials with DER approval<br/>59 Positions</p> |
| <p>Automotive Body Repair/Painting Technician<br/>PR 7JN (\$47,588 - \$57,877)<br/>FN: Maximum of Range is \$56,900<br/>Two Positions</p>   | <p>Automotive Body Repair/Painting Technician<br/>PR 7ON (\$65,755 - \$65,839)<br/>FN: Range of <b>\$51,137 - \$66,702</b><br/>FN: Recruitment flexibility based upon experience/credentials with DER approval<br/>Two Positions</p>   |
| <p>Fleet Services Welder<br/>PR 7JN (\$47,588 - \$57,877)<br/>FN: Maximum of Range is \$56,900<br/>Six Positions</p>  | <p>Fleet Services Welder<br/>PR 7ON (\$65,755 - \$65,839)<br/>FN: Range of <b>\$51,137 - \$66,702</b><br/>FN: Recruitment flexibility based upon experience/credentials with DER approval<br/>Six Positions</p>  |
| <p>Tire Repair Worker III<br/>PR 8LN (\$45,327 - \$51,517)<br/>One Position</p>   | <p>Fleet Maintenance Technician<br/>PR 7HN (\$41,774 - \$52,049)<br/>FN: Range of <b>\$38,685 - \$55,347</b><br/>FN: Recruitment flexibility based upon experience/credentials with DER approval<br/>FN: 3% incentive for special assignments<br/>FN: 5% incentive for leadwork<br/>17 Positions</p>                                   |
| <p>Fleet Equipment Service Writer<br/>PR 7EN (\$40,640 - \$47,077)<br/>FN: 3% incentive for lead work<br/>FN: 1% incentive credentials<br/>Two Positions</p>  |  |
| <p>Tire Repair Worker II<br/>PR 8GN (\$39,153 - \$44,399)<br/>FN: Recruitment is at \$40,160<br/>Two Positions</p>  |  |
| <p>Tire Repair Worker I<br/>PR 8FN (\$38,350 - \$43,335)<br/>Three Positions</p>  |  |
| <p>Garage Custodian<br/>PR 8FN (\$38,350 - \$43,335)<br/>FN: Recruitment is at \$39,220<br/>Three Positions</p>   |  |
| <p>Heavy Equipment Lubricator<br/>PR 8FN (\$38,350 - \$43,335)<br/>FN: Recruitment is at \$38,785<br/>Five Positions</p>  |  |

|  |   |
|--|---|
| Special Fleet Services Laborer<br>PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$38,785<br>FN: Rates take into consideration tow truck duties<br>One Position |   |
| Fleet Systems Manager<br>PR 2IX (\$58,462 - \$81,844)<br>FN: 4.8% GIC  | Fleet Repairs Manager<br>PR 1HX (\$70,827 - \$99,154) |

Residents receive rates that are 3% higher

**Background**

The Department of Public Works has requested a study of the rates of pay for positions in the Operations Division-Fleet Services Repair Shop due to the difficulties in recruiting and retaining employees. These titles above constitute the repair team that provides the maintenance and upkeep requirements for the wide variety of automotive equipment used by the Department of Public Works-Operations Division. This report makes classification and pay recommendations for positions performing vehicle repair, welding, machining, and fleet maintenance. Because of the variety of vehicle maintenance and repair work performed, the recommendations of this report are similar to those of the Fire Department Support Services-Construction and Maintenance shop.

Current job descriptions were provided for these titles and discussions were held with Jeff Tews, Fleet Services Manager; and Patrick Powers and Justin Groeschel, Fleet Repair Supervisor – Senior and included input from shop employees... New rates of pay for these positions are based in part on an assessment of the cost of labor within southeastern Wisconsin as well as comparisons to comparable positions within city government. To assist the department in recruiting for these positions, this report recommends structured recruitment flexibility based upon experience and credentials with approval from the Department of Employee Relations.

The following table provides turnover data between 2015 and the present for the Department of Public Works-Operations-Fleet Services titles listed below.

| Title                                       | Positions | Entries   | Exits     | Vacant    |
|---|-----------|-----------|-----------|-----------|
| Vehicle Services Technician                 | 59        | 24        | 24        | 9         |
| Automotive Body Repair/Painting Technician  | 2         | 1         | 1         | 0         |
| Fleet Services Welder                       | 6         | 2         | 2         | 0         |
| Tire Repair Worker III                      | 1         | 0         | 0         | 0         |
| Fleet Service Writer                        | 2         | 0         | 0         | 0         |
| Tire Repair Worker II                       | 2         | 1         | 1         | 0         |
| Tire Repair Worker I                        | 3         | 7         | 7         | 0         |
| Garage Custodian                            | 3         | 0         | 0         | 0         |
| Heavy Equipment Lubricator                  | 5         | 4         | 5         | 1         |
| Special Fleet Services Laborer              | 1         | 0         | 0         | 0         |
| <b>DPW-Operations-Fleet Services Totals</b> | <b>84</b> | <b>39</b> | <b>40</b> | <b>10</b> |

Due to the division being short nine Vehicle Service Technicians, normal work must be contracted out to vendors. Fleet Services spent \$519,440 on outside labor last year with an average labor rate of \$113. The equivalent cost for these services had they been performed in-house would have been roughly \$330,904 with a total savings of about \$188,536.

The following table provides recruitment efforts held between 2015 and now for related positions:

| Title                                      | Sessions  | Applicants | Rejects    | No Shows  | Fails     | Eligible   | Withdrew | Struck   | Hired     |
|--|-----------|------------|------------|-----------|-----------|------------|----------|----------|-----------|
| Vehicle Service Technician                 | 11        | 297        | 157        | 51        | 6         | 70         | 4        | 8        | 36        |
| Automotive Body Repair/Painting Technician | 1         | 14         | 5          | 0         | 0         | 9          | 0        | 0        | 0         |
| Fleet Services Welder                      | 1         | 30         | 5          | 8         | 8         | 8          | 1        | 0        | 2         |
| Tire Repair Worker II                      | 1         | 10         | 0          | 0         | 0         | 6          | 0        | 0        | 1         |
| Tire Repair Worker I                       | 3         | 114        | 78         | 12        | 1         | 22         | 0        | 1        | 2         |
| <b>Totals</b>                              | <b>17</b> | <b>465</b> | <b>245</b> | <b>71</b> | <b>15</b> | <b>115</b> | <b>5</b> | <b>9</b> | <b>41</b> |

The Staffing Division of Employee Relations has found that recent recruitments for Vehicle Services Technicians have a lower number of qualified applicants as compared to past years (the experience and education of candidates are not as strong); continuous recruitments are necessary to meet Fleet Services staffing needs; and there are few certified candidates on each eligible list.

|             |                             |  |              |
|-------------|-----------------------------|--|--------------|
| Current     | Vehicle Services Technician | PR 7LN (\$49,921 - \$60,663)<br>FN: Range of \$48,261 - \$64,193<br>FN: 3% incentive for inspection duties, 5% incentive for field or lead work, 7% incentive for machinist duties<br>FN: Recruitment flexibility based upon experience/credentials with DER approval        | 59 Positions |
| Recommended | Vehicle Services Technician | PR 7ON (\$65,755 - \$65,839)<br>FN: Range of <b>\$51,137 - \$66,702</b><br>FN: 3% incentive for inspection duties, 5% incentive for field or lead work, 7% incentive for machinist duties<br>FN: Recruitment flexibility based upon experience/credentials with DER approval | 59 Positions |

These positions function as full journeyman automotive technicians. Duties and responsibilities are to maintain, repair, and overhaul all types of City-owned automotive and special equipment, such as, but not limited to, cars, light pickup trucks, vans, small and large dump trucks, refuse packers, sweepers, cranes, tractors, aerial lifts, and other miscellaneous light duty and heavy duty equipment, to keep them in serviceable condition.

- Function in any of the various areas of automotive repair, such as the repair of engines, transmissions, axles, electrical and electronic systems, hydraulic components, etc.
- Mount, service, and repair snow removal equipment.
- Perform preventative maintenance on all City equipment.

Minimum requirements include three years of experience in repairing and overhauling automotive equipment **OR** an associate's degree in automotive technology from an accredited two-year college or technical school and one year of experience in the maintenance and repair of automotive equipment **OR** a one-year certificate in automotive technology from an accredited college or technical school and two years of experience in the maintenance and repair of automotive equipment; and a valid Wisconsin driver's license. A Commercial Driver's License (CDL), minimum Class B with air brakes, must be obtained within six months of employment. Both must be maintained throughout employment and with a satisfactory driving record.

Market Data

To determine the appropriate level of pay for Vehicle Services Technicians this report considers cost of labor comparisons from the Economic Research Institute (ERI), a salary survey to which DER subscribes, the Bureau of Labor Statistics (BLS), and similar positions in surrounding jurisdictions...

Automotive Mechanic (Southeastern Wisconsin)

| Years' Experience | 10 <sup>th</sup> Percentile | 25 <sup>th</sup> Percentile | Survey Mean | 75 <sup>th</sup> Percentile | 90 <sup>th</sup> Percentile |
|-------------------|-----------------------------|-----------------------------|-------------|-----------------------------|-----------------------------|
| 7                 | 50,389                      | 54,515                      | 60,137      | 65,549                      | 71,142                      |
| 6                 | 48,834                      | 52,832                      | 58,248      | 63,460                      | 68,865                      |
| 5                 | 46,631                      | 50,475                      | 55,622      | 60,558                      | 65,700                      |
| 4                 | 44,318                      | 48,031                      | 52,923      | 57,566                      | 62,433                      |
| 3                 | 41,900                      | 45,502                      | 50,176      | 54,518                      | 59,096                      |
| 2                 | 39,401                      | 42,894                      | 47,397      | 51,460                      | 55,736                      |
| 1                 | 36,879                      | 40,232                      | 44,600      | 48,432                      | 52,411                      |

ERI, September 2019

*ERI defines an Automotive Mechanic as a position that repairs and overhauls automobiles, buses, trucks, and other automotive vehicles. Examines vehicle and discusses with customer, automobile repair service estimator, or inspector nature and extent of damage or malfunction. Creates plans of work procedure, using charts, technical manuals, and experience. Work is distinguished by a requirement for training and skill in computer diagnostics and electronics troubleshooting, which may require factory certification.*

Heavy Equipment Mechanic (Southeastern Wisconsin)

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7                   | 58,007          | 62,942          | 69,551      | 75,913          | 82,396          |
| 6                   | 56,124          | 60,887          | 67,283      | 73,429          | 79,707          |
| 5                   | 54,074          | 58,646          | 64,805      | 70,712          | 76,762          |
| 4                   | 51,877          | 56,238          | 62,138      | 67,785          | 73,587          |
| 3                   | 49,567          | 53,694          | 59,314      | 64,682          | 70,216          |
| 2                   | 47,183          | 51,064          | 56,382      | 61,453          | 66,704          |
| 1                   | 44,750          | 48,411          | 53,407      | 58,169          | 63,126          |

ERI, September 2019

*ERI defines a Heavy Equipment Mechanic as a position that repairs and assesses malfunctions, rebuilds, and performs maintenance on construction equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools.*

BLS provides the following wage information in the greater Milwaukee metropolitan area:

|   | 10 <sup>th</sup> percentile | 25 <sup>th</sup> percentile | Median wage | 75 <sup>th</sup> percentile | 90 <sup>th</sup> percentile |
|---|-----------------------------|-----------------------------|-------------|-----------------------------|-----------------------------|
| Milwaukee Waukesha-West Allis, WI                     |                             |                             |             |                             |                             |
| Mobile Heavy Equipment Mechanics, Except Engines      | \$35,525                    | \$43,682                    | \$56,877    | \$66,384                    | \$76,859                    |
| Bus and Truck Mechanics and Diesel Engine Specialists | \$35,628                    | \$43,651                    | \$54,281    | \$61,481                    | \$65,879                    |

May 2018 Aged 3%

*BLS defines Mobile Heavy Equipment Mechanics, Except Engines as positions that diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining.*

*BLS defines Bus and Truck Mechanics and Diesel Engine Specialists as positions that diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines.*

Staff also contacted the Cities of Greenfield, Waukesha, Wauwatosa, and West Allis to inquire about rates for like positions within those jurisdictions. The data below interprets those findings:

Rates of Pay for Neighboring City Government

| Organization       | Job Title               | Pay Range           |
|--------------------|-------------------------|---------------------|
| City of Greenfield | Fabricator/Mechanic     | \$59,301 - \$68,037 |
| City of Waukesha   | Mechanic                | \$48,893 - \$66,004 |
| City of Wauwatosa  | Mechanic                | \$52,083 - \$71,427 |
| City of West Allis | Equipment Mechanic      | \$46,093 - \$63,190 |
|                    | Lead Equipment Mechanic | \$54,434 - \$74,651 |

The current rates of pay for Vehicle Services Technicians are low in comparison to external market rates of pay from BLS, ERI and comparable positions in neighboring jurisdictions. This report recommends reallocation to Pay Range 7ON with unique minimum and maximum rates of \$51,137 and \$66,702.

|             |  |   |               |
|-------------|--|---|---------------|
| Current     | Automotive Body Repair/Painting Technician | PR 7JN (\$47,588 - \$57,877)<br>FN: Maximum of Range is \$56,900  | Two Positions |
| Recommended | Automotive Body Repair/Painting Technician | PR 7ON (\$65,755 - \$65,839)<br>FN: Range of \$51,137 - \$66,702<br>FN: Recruitment flexibility based upon experience/credentials with DER approval | Two Positions |

This position performs automotive and truck body repairs, painting and repainting. Duties and responsibilities are to:

- Make automobile and truck repairs as necessary due to accidents, deterioration, and everyday wear/tear.
- Perform snowplow repairs including flame cutting and arc welding.
- Dismantle and reassemble component units of equipment requiring repairs.
- Make body repairs using all types of body fillers and compounds.
- Perform spray painting to all types of equipment.
- Perform minor frame straightening repairs and alignments, including pulling of unibodies.
- Remove old paint, dirt, and grease in preparation for painting.
- Fabricate cab and body panels, steps and running boards, and rust preventative panels.
- Stenciling, striping, and other special painting jobs.
- Internal undercoating of equipment to prevent rust damage.
- Remove and install windshields, door glass and locks, and inside upholstery trim.
- Other related duties as assigned.

Minimum requirements include three years of experience as at the journeyman level in auto body repairs and a valid State of Wisconsin driver's license. A Class B commercial driver's license (CDL) with air brake endorsement must be obtained within six months of appointment.

The following rates from ERI reflect the minimum and maximum rates of pay at the 10<sup>th</sup>, 25<sup>th</sup>, mean, 75<sup>th</sup> and 90<sup>th</sup> percentiles of the labor market:

Automobile Body Repairer (Southeastern Wisconsin)

| Years' Experience | 10 <sup>th</sup> Percentile | 25 <sup>th</sup> Percentile | Survey Mean | 75 <sup>th</sup> Percentile | 90 <sup>th</sup> Percentile |
|-------------------|-----------------------------|-----------------------------|-------------|-----------------------------|-----------------------------|
| 7                 | 54,077                      | 58,560                      | 64,476      | 70,224                      | 76,178                      |
| 6                 | 52,305                      | 56,705                      | 62,436      | 67,954                      | 73,693                      |
| 5                 | 49,088                      | 53,302                      | 58,730      | 63,863                      | 69,228                      |
| 4                 | 45,820                      | 49,850                      | 55,011      | 59,775                      | 64,756                      |
| 3                 | 42,532                      | 46,366                      | 51,292      | 55,720                      | 60,318                      |
| 2                 | 39,291                      | 42,880                      | 47,587      | 51,728                      | 55,967                      |
| 1                 | 36,164                      | 39,451                      | 43,923      | 47,818                      | 51,749                      |

ERI September 2019

*ERI defines an Automobile Body Repairer as a position that repairs damaged bodies and body parts of vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools. The following table provides wage information from the BLS for Automotive Body and Related Repairers in the greater Milwaukee metropolitan area:*

Automotive Body and Related Repairers

| Area Name                     | 10 <sup>th</sup> Percentile | 25 <sup>th</sup> Percentile | Survey Mean | 75 <sup>th</sup> Percentile | 90 <sup>th</sup> Percentile |
|-------------------------------|-----------------------------|-----------------------------|-------------|-----------------------------|-----------------------------|
| Milwaukee-Waukesha-West Allis | \$31,889                    | \$38,759                    | \$47,308    | \$59,503                    | \$74,696                    |

Source: BLS. Published in May of 2018; aged by 3%

*BLS defines Automotive Body and Related Repairers as positions that repair and refinish automotive vehicle bodies and straighten vehicle frames.*

The current rates of pay for the Automotive Body Repair/Painting Technician are low in comparison to local Milwaukee-area ERI survey data. This report recommends rates of pay comparable to that of Vehicle Services Technician in Pay Range 7ON with unique minimum and maximum rates of \$51,137 and \$66,702.

|             |                       |   |               |
|-------------|-----------------------|---|---------------|
| Current     | Fleet Services Welder | PR 7JN (\$47,588 - \$57,877)<br>FN: Maximum of Range is \$56,900  | Six Positions |
| Recommended | Fleet Services Welder | PR 7ON (\$65,755 - \$65,839)<br>FN: Range of \$51,137 - \$66,702<br>FN: Recruitment flexibility based upon experience/credentials with DER approval | Six Positions |

This position performs 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. Duties and responsibilities are to:

- Weld, heat, form, and bend metal with welding equipment and heating torches.
- Use gas and electric welding equipment, also power woodworking equipment.
- Repair snow plows and plow mountings on trucks.
- Bend and cut metal on shear, slip roller, metal brake, and metal bender.
- Repair truck bodies, tailgates, and metal accessory parts.
- Use drill presses and grinders, also metal cutting saws.
- Repair leaf rakes, leaf ramps, and hoppers.
- Fabricate plow parts, metal tool or storage boxes and brackets.
- Repair tool heater, tap kettles and install wood planking on trailers.

- Perform minor repairs to building, grounds, and equipment.
- Make necessary in-field repairs to equipment as necessary.

Minimum requirements include three years of experience performing fabrication and/or welding repairs on heavy vehicles and equipment or as a structural ironworker. An associate's degree OR one-year technical diploma in welding technology OR successful completion of a comparable training program or apprenticeship in heavy equipment repair may be substituted for up to one year of required experience.

The rates from ERI shown below reflect the minimum and maximum rates of pay at the 10<sup>th</sup>, 25<sup>th</sup>, mean, 75<sup>th</sup> and 90<sup>th</sup> percentiles of the labor market:

Welder (Southeastern Wisconsin)

| Years' Experience | 10 <sup>th</sup> Percentile | 25 <sup>th</sup> Percentile | Survey Mean | 75 <sup>th</sup> Percentile | 90 <sup>th</sup> Percentile |
|-------------------|-----------------------------|-----------------------------|-------------|-----------------------------|-----------------------------|
| 7                 | 45,102                      | 48,785                      | 53,821      | 58,622                      | 63,611                      |
| 6                 | 43,795                      | 47,374                      | 52,238      | 56,871                      | 61,702                      |
| 5                 | 42,418                      | 45,910                      | 50,600      | 55,056                      | 59,719                      |
| 4                 | 40,940                      | 44,361                      | 48,887      | 53,149                      | 57,633                      |
| 3                 | 39,361                      | 42,724                      | 47,110      | 51,169                      | 55,461                      |
| 2                 | 37,693                      | 41,002                      | 45,280      | 49,146                      | 53,233                      |
| 1                 | 35,967                      | 39,207                      | 43,408      | 47,108                      | 50,985                      |

ERI. September 2019

*ERI defines a Welder as a position that welds metal components together; fabricates or repairs products according to layouts, blueprints, or work orders, using brazing and variety of arc and gas welding equipment. The following table provides wage information from the BLS for Welders, Cutters, Solderers, and Braziers in the greater Milwaukee metropolitan area:*

Structural Ironworker (Southeastern Wisconsin)

| Years' Experience | 10 <sup>th</sup> Percentile | 25 <sup>th</sup> Percentile | Survey Mean | 75 <sup>th</sup> Percentile | 90 <sup>th</sup> Percentile |
|-------------------|-----------------------------|-----------------------------|-------------|-----------------------------|-----------------------------|
| 7                 | 52,980                      | 57,089                      | 62,793      | 68,133                      | 73,722                      |
| 6                 | 51,301                      | 55,238                      | 60,727      | 65,866                      | 71,263                      |
| 5                 | 49,483                      | 53,249                      | 58,495      | 63,410                      | 68,595                      |
| 4                 | 47,513                      | 51,128                      | 56,110      | 60,776                      | 65,727                      |
| 3                 | 45,384                      | 48,884                      | 53,611      | 58,000                      | 62,695                      |
| 2                 | 43,098                      | 46,520                      | 51,041      | 55,138                      | 59,554                      |
| 1                 | 40,684                      | 44,039                      | 48,427      | 52,265                      | 56,379                      |

ERI. September 2019

*ERI defines a Welder as a position that fabricates, places, positions, aligns, and fits together fabricated parts of structural metal products in shop, according to blueprint and layout specifications, preparatory to welding or riveting.*

BLS provides the following wage information in the greater Milwaukee metropolitan area:

|   | 10 <sup>th</sup> percentile | 25 <sup>th</sup> percentile | Median wage | 75 <sup>th</sup> percentile | 90 <sup>th</sup> percentile |
|---|-----------------------------|-----------------------------|-------------|-----------------------------|-----------------------------|
| Milwaukee Waukesha-West Allis, WI         |                             |                             |             |                             |                             |
| Welders, Cutters, Solderers, and Braziers | \$32,909                    | \$37,626                    | \$44,712    | \$51,376                    | \$61,264                    |
| Structural Iron and Steelworkers          | \$38,769                    | \$48,884                    | \$72,399    | \$79,495                    | \$83,791                    |

May 2018 Aged 3%

*BLS defines Welders, Cutters, Solderers, and Braziers as positions that use hand-held or remotely controlled equipment to join or cut metal parts.*

*BLS defines Structural Iron and Steelworkers as positions that raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings.*

The work that Fleet Services Welders perform is more complex than the traditional welding positions found in the private sector. These positions deal with the welding of equipment and parts used for heavy trucks and equipment. The current rates of pay for the Fleet Services Welders are low in comparison to local Milwaukee-area ERI survey data. This report recommends rates of pay comparable to that of Vehicle Services Technician in Pay Range 70N with unique minimum and maximum rates of \$51,137 and \$66,702.

|             |                                |  |                 |
|-------------|--------------------------------|--|-----------------|
| Current     | Tire Repair Worker III         | PR 8LN (\$45,327 - \$51,517)   | One Position    |
|             | Fleet Equipment Service Writer | PR 7EN (\$40,640 - \$47,077)<br>FN: 3% incentive for lead work<br>FN: 1% incentive credentials   | Two Positions   |
|             | Tire Repair Worker II          | PR 8GN (\$39,153 - \$44,399)<br>FN: Recruitment is at \$40,160   | Two Positions   |
|             | Tire Repair Worker I           | PR 8FN (\$38,350 - \$43,335)   | Three Positions |
|             | Garage Custodian               | PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$39,220   | Three Positions |
|             | Heavy Equipment Lubricator     | PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$38,785   | Five Positions  |
|             | Special Fleet Services Laborer | PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$38,785<br>FN: Rates take into consideration tow truck duties   | One Position    |
| Recommended | Fleet Maintenance Technician   | PR 7HN (\$41,774 - \$52,049)<br>FN: Range of \$38,685 - \$55,347<br>FN: Recruitment flexibility based upon experience/credentials with DER approval<br>FN: 3% incentive for special assignments<br>FN: 5% incentive for leadwork | 17 Positions    |

**Current Fleet Services Repair Shop Titles**

|                        |                              |              |
|------------------------|------------------------------|--------------|
| Tire Repair Worker III | PR 8LN (\$45,327 - \$51,517) | One Position |
|------------------------|------------------------------|--------------|

This position is responsible for overseeing the activities of the Tire Shop to include regular and emergency scheduling and time keeping; maintaining the security of equipment and inventory; and overseeing the maintenance of Tire Trucks. The position ensures an adequate inventory of tires, writes service orders for recaps and repairs of tires; requisitions new tires and maintains tire inventory. This position is responsible for overseeing over 5,000 emergency tire calls per year, over 12,000 tires mounted and over \$100,000 in recapped tires. Specific duties and responsibilities include:

- Direct the work of five tire repair staff in the day-to-day activities of the tire shop,
- Schedule vacations, weekend overtime, emergency call-ins, and daily time records. Coordinate personnel activities of the second shift.



- Maintain the City's new tire inventory, and ensure an adequate inventory of recapped tires, research new products and industry trends
- Coordinate with the Purchasing Division in v Monitor safety procedures and vendor selections and evaluations.
- Maintain shop tools and specialized tire repair equipment and supplies. Maintain four tire service trucks.
- Fill in as a Tire Repair Worker when emergency conditions exist or when a shortage of manpower requires additional help
- Maintain daily timesheets, biweekly time cards, inventory disbursement records, inventory requisition records. Record daily activity of field calls, number of tires repaired and tires mounted.

|                                |  |               |
|--------------------------------|--|---------------|
| Fleet Equipment Service Writer | PR 7EN (\$40,640 - \$47,077)<br>FN: 3% incentive for lead work<br>FN: 1% incentive credentials | Two Positions |
|--------------------------------|--|---------------|

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. Duties and responsibilities include:

- Make point of contact with customers for vehicle repairs that may be required and transfer that information to the fleet maintenance system
- Assign jobs to all personnel
- Make contact with the using department to ensure the equipment is brought into the garage for preventative maintenance procedures that are required
- Initiate, review, and process close out repair orders in the fleet maintenance system under the guidance of the supervisors
- File all necessary paperwork to the proper equipment file jacket
- Review for correctness and make entries in the fleet maintenance system
- Keep accurate and up to date payroll records for all repairs employees for all second shift locations
- Transfer daily all regular snow and ice control overtime records to the proper overtime sheets in the time book. Keep up to date as necessary for referral
- Complete general clerical duties, telephone services, typing, mail distribution and initiate service order for outside services at the direction of the supervisors
- Act in a lead worker role when there is no direct supervision available

|                       |  |               |
|-----------------------|--|---------------|
| Tire Repair Worker II | PR 8GN (\$39,153 - \$44,399)<br>FN: Recruitment is at \$40,160 | Two Positions |
|-----------------------|--|---------------|

These positions are responsible for mounting and dismounting tires on wheels rom automotive and light equipment, trucks, and heavy equipment. They inspect and repair tires and tubes, and change tires in the shop or in the field in all weather conditions. Assist the Tire Repair Worker III and Inventory Manager by acting as a liaison between the first and second shifts. This includes maintenance and security of the tire shop and all equipment. Duties and responsibilities of this position include:

- Monitor inventory levels, make recommendations and report any problems or trends related to the condition and safety of the City's fleet's tires.
- Work beyond normal shift hours for general ice and snow emergencies. Be available for occasional weekend call-ins for emergency tire work

- Conduct all phases of the first or second shift operation unassisted.
- Maintain security of the Tire Shop,
- Work extended hours to meet any second shift emergency requests
- Provide assistance to the Tire Repair Worker III in the maintenance and security of Tire inventory, road service vehicles, shop machines, tools and supplies.\
- Inspect and evaluate tires and tubes for repair, recapping, warranty or scrapping.
- Change and/or repair tires in the shop and respond to emergency road calls.
- Balance and brand tires
- Complete all necessary forms and paperwork related to the Tire Shop.
- Report safety problems or work place hazards.

|                      |                              |                 |
|----------------------|------------------------------|-----------------|
| Tire Repair Worker I | PR 8FN (\$38,350 - \$43,335) | Three Positions |
|----------------------|------------------------------|-----------------|

These positions are responsible for mounting and dismounting tires on wheels from automotive and light equipment, trucks, and heavy equipment. They inspect and repair tires and tubes, and change tires in the shop or in the field in all weather conditions. Duties and responsibilities include:

- Inspect and evaluate tires and tubes for repair, recapping, warranty or scrapping.
- Change and/or repair tires in the shop and respond to emergency road calls.
- Balance and brand tires.
- Assist Tire Workers II and III in the maintenance and security of tire inventory
- Complete all necessary forms and paperwork related to the Tire Shop
- Work beyond normal shift hours for Ice Control and Snow Emergencies. Be available for occasional weekend call-ins for emergency tire work
- Report tire related trends or problems to the Inventory Manager or Tire Repair worker III
- Report safety problems or workplace hazards.

|                  |  |                 |
|------------------|--|-----------------|
| Garage Custodian | PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$39,220 | Three Positions |
|------------------|--|-----------------|

These positions perform duties related to the daily operation of the DPW garage and fueling facilities. Support the operational activities of the Fleet Services Division. Provide assistance to users, drivers, and operators of the City fleet of equipment. Serve as lead workers with respect to Operation Driver Workers assigned to perform garage related activities. Are responsible for the safe and secure operation of the garages to which they are assigned.

The city's garages serve as a support base for many of the department's field employees and operations. The garage Custodians act as facilitators by helping employees use garage facilities in an efficient manner. The garages also provide fueling services to all DPW and other city owned equipment, serve as equipment parking locations, serve as starting and ending locations for many DPW field employees, and contain the DPW repair and maintenance facilities and stockrooms.

- 40% Custodians are responsible for the safe, secure, and orderly operation of the garage
- Maintain all areas of the garage in a neat, clean and orderly condition
  - Monitor the physical condition of the facility and report all needed repairs
  - Assist employee in the use of garage facilities
  - Maintain an inventory of janitorial and lavatory supplies
  - Monitor garage security during the shift
  - Secure facility on completion of assignment when necessary



- 30% Custodians are to move, park, and prep cars, trucks, special equipment, and tractors as required
  - Know and use proper operational procedures required for the proper operation of all equipment
  - Maintain the fleet of pool vehicles assigned to their location in a ready to use condition
  - Assist in the preparation and setup of equipment for daily use
  - Align improperly parked equipment and implements
  - Report needed repairs to the repair division personnel
  - Report discovered equipment damage to Dispatch office personnel
  - Keep unused equipment clean, functional, and ready for use
  - Maintain equipment and supplies related to vehicle washing and preparation
  - Ensure that facilities are used only for approved purposes
  
- 10% Serve as lead worker for extra personnel assigned to the garage
  - Coordinate all garage related programs as requested by an Operations Division Manager
  - Assign work to employees assigned to garages
  - Enforce equipment deployment schedules as required by the dispatch office
  - Monitor the arrival and departure of personnel assigned to perform snow related and other emergency work
  
- 10% Custodians are responsible for snow and ice removal
  - Clear snow from around walks, doors, fuel islands, parking meters, block heaters
  - Apply salt or other deicer as required. Amounts used are to be appropriate
  - Plow and salt parking areas as necessary
  
- 10% Assistance in the maintenance of fuel sites and related equipment
  - Verify fuel balances by sticking tanks and entering balances in computerized system
  - Monitor and maintain leak detection equipment
  - Maintain vapor recovery equipment and report the equipment's status as required
  - Assist with and account for deliveries of gas, oil, anti-freeze and other fluids
  - Assist employees with requests for access to fuel and fluids

|                            |  |                |
|----------------------------|--|----------------|
| Heavy Equipment Lubricator | PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$38,785 | Five Positions |
|----------------------------|--|----------------|

These positions are responsible for the lubrication of heavy equipment. Primary duties involve:

- Changing engine oil, transmission oil, hydraulic fluids
- Changing all system filters
- Checking and filling all system fluids
- Apply various types of grease to fittings and other components
- Adjusting brakes
- Assisting or performing tire removal as necessary
- Making minor repairs, replacement and adjustments on vehicles and other equipment as directed
- Assist the Vehicle Services Technicians on Maintenance and repair work
- Check, fill and test batteries, tires, cooling systems and other equipment
- Clean and wash equipment
- Sweep and clean the garage

|                                |  |              |
|--------------------------------|--|--------------|
| Special Fleet Services Laborer | PR 8FN (\$38,350 - \$43,335)<br>FN: Recruitment is at \$38,785<br>FN: Rates take into consideration tow truck duties | One Position |
|--------------------------------|--|--------------|

The position performs various mechanical, custodial, and miscellaneous shop duties, including but not limited to the following:

- Perform service calls and towing, including towing and vehicle retrieval at any hour on any day.
- Mount special equipment such as light bars, cages, spotlights, decals, and other accessories needed. Removal of same when vehicles are prepared for disposal.
- Repair or replace as needed minor automotive components including but not limited to lights, wiper blades, batteries, belts, hoses, thermostats, hydraulic cylinders, umps and motors, switches, gauges, spark plugs, ignition wires and steering linkages.
- Perform minor adjustment such as adjusting hinges, linkages, and engine idle speed
- Perform standard automotive service work such as clean, inspect and repack wheel bearings; inspect brake lining, drums and rotors and replace as necessary; perform preventative maintenance service such as oil & filter changes, lubrication and complete inspection.
- Mount and dismount attachments such as plows, rakes, hoppers, mowers
- Assist Vehicle service Technicians in the execution of their duties as needed
- Remove snow from Fleet Services occupied premises, including plowing salting, using a walk-behind snow blower, and/or shoveling.

**Recommended Fleet Services Repair Shop Title**

|                              |   |              |
|------------------------------|---|--------------|
| Fleet Maintenance Technician | PR 7HN \$41,774 - \$52,049<br>Actual range of <b>\$38,685 - \$55,347</b><br>Recruitment flexibility based upon experience/credentials with DER approval<br>3% incentive for special assignments | 17 Positions |
|------------------------------|---|--------------|

This report proposes the creation of the title of Fleet Maintenance Technician to encompass the responsibilities of the 17 current Fleet Repair shop positions involved in the maintenance and repair of City vehicles. While individual employee duties and responsibilities may continue to be specialized, it will create flexibility for Fleet Services Managers to cross-train employees and increase the capacity for response. Fleet Services employees who take on higher level skills, abilities and knowledge would be compensated for those responsibilities.

Primary duties involve the general repair and maintenance of all City equipment heavy and light, installation and repair of tires, towing, and related field work. Perform duties related to the daily operation of the Department of Public Works garage and fueling facilities, and support the operational activities of the Fleet Services Division including snow removal and property maintenance. Perform clerical tasks, record keeping, work assignment and coordination of maintenance tasks, inventory management, and processing of equipment records, service orders, maintenance records and personnel time records. Depending on area of assignment, the Fleet Maintenance Technician will:

- Perform lubrication of heavy equipment, change engine oil, transmission oil, hydraulic fluids, change all system filters, check and fill all system fluids, apply various types of grease to fittings and other components.
- Adjust brakes, replace basic brake components such as slack adjusters and brake chambers.
- Perform minor repairs, test and/or replace vehicle batteries, perform parts replacement and adjustments on vehicles and other equipment as directed, assist the vehicle service technician on maintenance and repair work.

- Mount and dismount attachments such as plows, rakes, hoppers, mowers, etc.
- Perform service calls and towing, including towing and vehicle retrieval of all City vehicles and equipment.
- Removal of decals, markings and special equipment as needed to prepare vehicles and equipment for sale or disposal.
- Coordinate repairs and preventive maintenance inspections (PM's) scheduled for repair locations. Contact the vehicle operators to ensure correct diagnosis of repairs.
- Perform clerical and typing tasks involved in the maintenance and processing of equipment, maintenance and time records.
- Responsible for the safe and secure operation of the garages to which they are assigned, including fueling systems and sites. Remove snow using various pieces of equipment. Maintain the inner and exterior appearance and functionality of facilities. Provide assistance to users, drivers, and operators of the DPW's fleet equipment. Serve as lead worker with respect to Operation Driver Workers (ODW), assigned to perform garage related activities.
- Act as liaison between the equipment operators and repair staff, first and second shifts, and between Fleet Services and other departments and sections.
- Inspect, repair and replace tires, tubes and rims as needed. Change tires in the shop and in the field under all weather conditions.
- Monitor inventory levels, make recommendations and report any problems or trends related to the condition and safety of the fleets tires.
- Directly supervise personnel activities of the tire shop to include regular scheduling, emergency scheduling, and daily time keeping. Maintain security of the tire shop equipment and inventory, and oversee the maintenance of the tire trucks.
- Ensure an adequate inventory of tires, write service orders for recaps and repairs of tires. Requisition new tires as needed and maintain the police department tire inventory.
- Expected to be knowledgeable, competent, dependable, and courteous in the performance of their job responsibilities, and to work co-operatively as a member of a team.

These new classifications would be similar in level of responsibility to that of other positions within City government such as Facilities Maintenance Technician and Port Operations Technician.

Facilities Maintenance Technician PR 7HN \$42,815 - \$55,347 Department of City Development

These are skilled technical maintenance positions that perform special and preventive maintenance and repairs on plumbing, electrical, and HVAC systems. They may also be assigned to a cluster of housing developments to troubleshoot and solve complex maintenance problems. Duties include repairing and replacing air compressors; inspecting and repairing boiler piping and controls; repairing, replacing, and adjusting HVAC controls; balancing heating and cooling systems; testing and replacing fuses and breakers; and repairing and replacing motors, pumps, valves, piping joints, and sump pumps.

Facilities Maintenance Technician PR 7HN \$42,815 - \$55,347 Milwaukee Police Department

These positions perform special and preventive maintenance and repairs on plumbing, electrical, and HVAC systems. Duties may include repairing and replacing air compressors; inspecting and repairing boiler piping and controls; repairing, replacing, and adjusting HVAC controls; balancing heating and cooling systems; testing and replacing fuses and breakers; and repairing and replacing motors, pumps, valves, piping joints, and sump pumps.

Port Operations Technician PR 7JN \$38,685 - \$58,344 Port Milwaukee

Operates, performs repairs and conducts routine maintenance of all Port-owned equipment and facilities, including boats, cranes and forklifts. This can include railroad yard and track maintenance and repairs; rough carpentry, painting, glazing, plastering, and cement work to buildings and structures; operate motor-driven high pressure weed sprayer and tractor loader with side cutter bar for grass and weed cutting;

perform general dock wall maintenance and repairs; perform general maintenance on cranes: greasing, changing wire cable and minor repair work; provide immediate maintenance response to building, grounds and vessel emergencies; diagnose and make minor and major repairs to outdoor power equipment and Port maintained vehicles; operate, schedule and deploy Port-owned vessels including workboats; operate, maintain, repair and replace HVAC equipment; perform snow and ice removal on Port roads, docks, and railroad yards.

While there is comparability in level of responsibility between the proposed Fleet Maintenance Technician and both positions described above, this report recommends Pay Range 7HN (\$41,774 - \$52,049) with rates of \$38,685 - \$55,347. This will allow the Fleet Services to hire and train candidates with a minimum of experience and credentials while also providing a higher maximum rate to acknowledge performance of more complicated skills, abilities, and responsibilities. To recognize the various levels of current and future employees, this report recommends recruitment flexibility based upon experience/credentials with DER approval. Also recommended is a 3% incentive for special assignments which could include performing higher level responsibilities on a temporary basis.

Therefore this report recommends a new classification for these eight positions of Fire Maintenance Technician in Pay Range 7HN (\$41,774 - \$52,049) with actual rates of \$38,685 - \$55,347. This report further recommends recruitment flexibility based upon experience/credentials with DER approval, a 3% incentive for special assignments which could include performing higher level responsibilities on a temporary basis, and a 5% incentive for leadwork.

**Implementation**

The Department of Employee Relations will continue to work closely with Fleet Services leadership to create the recommended structured recruitment matrices based upon experience and credentials. These matrices will assist in recruiting and retaining employees and therefore apply to both new hires and to current employees that possess the appropriate credentials. This approach is critical in order to maintain equity in pay between new and current employees.

|             |                       |  |              |
|-------------|-----------------------|--|--------------|
| Current     | Fleet Systems Manager | PR 2IX (\$58,462 - \$81,844)<br>FN: 4.8% GIC | One Position |
| Recommended | Fleet Repairs Manager | PR 1HX (\$70,827 - \$99,154)                 | One Position |

The department has also requested to reclassify the position of Fleet Systems Manager to a new title of Fleet Repairs Manager. This new classification will manage, direct, evaluate and oversee the operation and efficiency of the Fleet Repairs section of Fleet Services. This includes, but is not limited to creating implementing and monitoring workload, methods and processes to meet the needs of the multiple operations that rely on fleet equipment to initiate and complete their work. The position will develop, analyze, and monitor quantitative and qualitative metrics to measure performance, set long-term goals, establish benchmarks, implement and manage process change, and other activities and duties as required ensuring the highest level of service delivery to customers.

The current Fleet System Manager position manages the fleet maintenance software system and related systems for repairing and tracking all \$263 million in fleet assets and fuel, and provides countless asset reports for several City agencies and departments. These duties will be incorporated into this new Fleet Repairs Manager job description. Duties and responsibilities will include:

- Manage and direct the work of Fleet Repairs within the Fleet Services Section. Direct workflow, balance shop capacity, and coordinate repair activities across two shifts at five separate locations to efficiently schedule and manage the overall repairs workload to meet the regular and seasonal fleet requirements of City operations

- Oversee best management practices and operations of the parts inventory to support the activities and needs of repairs.
- Oversee recruitment of all personnel, including evaluation, training and development, and recommending discipline.
- Ensure all locations are properly equipped, and shop facilities comply with applicable safety and environmental policies.
- Develop and implement repair tasks, failure codes, repair reasons, symptoms, and work accomplished codes.
- Oversee comprehensive preventative maintenance program including class creation, schedules, checklist tasks, benchmarking, compliance measurement and improvement to keep up with the industry standards while maintaining the health of the fleet
- Equipment set-up, retirement and disposal processes.
- Manage and coordinate seasonal equipment preparation and planning
- Evaluate equipment condition and life cycle status and authorize repair or designate replacement/retirement.
- Manage the inventory operation, oversee parts inventory, review and recommend appropriate stock levels at all locations.

Minimum requirement include a Bachelor's degree in business, public administration, project management or related field with five years of experience in managing the repairs and maintenance of a municipal fleet.

The level of duties and responsibilities of this new position are comparable to other higher level managers within the Department of Public Works such as the Fleet Operations Manager, Sanitation Area Manager and Forestry District Manager.

#### Fleet Operations Manager DPW-Operations-Fleet Services-Operations Dispatch PR 1HX (\$70,827 - \$99,154)

The Fleet Operations Manager has responsibility for four operations/repair garages and employee relations, snow and ice control, budgeting and administration of the Section, and all driver training programs, this position functions as one of the second-in-charge of the Fleet Division. Three managers report directly to the Operations and Dispatch Manager: an Equipment Operations and Training Manager two Fleet Operations Supervisors. On a daily basis, the position is responsible for the work of approximately 380 employees engaged in in operating all the equipment used by DPW and other city departments as well as an office staff through the aforementioned Managers and Supervisors and by communicating directly with employees. Due to the fact that this position is the first point of contact between vehicle operators and DPW, this Manager performs a significant amount of employee relations work. This includes leave administration his Manager is significantly involved with disciplinary issues including excessive absences, excessive sick leave use, tardiness, failure to follow established work rules, failure to follow operating and/or safety procedures. Following an investigation, this Manager issues an appropriate level of discipline. One noteworthy aspect of investigations includes the investigation of accidents involving City vehicles.

#### Sanitation Area Manager – DPW-Operations-Sanitation Field Operations - PR 1HX (\$70,827 - \$99,154)

The Area Manager coordinates and controls the operations of a Sanitation Area comprising approximately one third of the city. The position is responsible for all sanitation services in their area and for maintaining the public safety in both emergency operations and normal operations. Emergency Operations and Public Safety include Initiating and directing emergency responses to snow/ice, floods, and windstorms and coordinating the enforcement of City Ordinances on public and private property and evaluates conditions affecting the streets and alleys within the city for impact on public safety. The position manages staffing resources on an area-wide basis including approving non-supervisory probationary reports, conducting performance appraisals, managing sick leave control and providing a safe work environment. The position also manages Sanitation Operations that includes managing garbage and recycling collection, bulky collection, street sweeping, leaf collection, neighborhood cleanup programs and civic celebration and special event support and cleanup.



Forestry District Manager DPW-Operations-Forestry Field Operations - PR 1HX (\$70,827 - \$99,154)

The Forestry District Manager directs and administers all district functions including fiscal management, personnel, work scheduling, code enforcement, citizen response and long-range planning for one of three districts. Operationally the district manager is responsible for 1/3 of the division's boulevards, municipal properties, street trees, and tot lots. The position is involved in the City of Milwaukee snow and ice control operations. Responsibilities include managing and directing all street tree, boulevard, and landscape design maintenance programs within a district; preparing financial management strategies for O&M and Capital budgets and monitors expenditures and productivity within a district; administering the construction, maintenance, and use of the boulevard irrigation systems which directly connect to the city's potable water system to assure compliance with city and state regulations; assists in the planning of the division's annual work cycle; administers the district's inventory control; and assists in the monitoring of paving and construction plans which impact Forestry Division infrastructure within a district. Personnel responsibilities include reviewing employee performance for salary purposes and disciplinary actions. Technical responsibilities include directing the districts participation in long-range planning efforts for safety training and research programs; writing and reviewing specifications and requisition of tools, plants, and equipment; and developing plans and specifications for the letting of contracts and service orders.

This new position of Fleet Maintenance Manager is comparable in the level and scope of responsibility held by these other high-level managers in the major DPW-Operations Sections. Based upon this comparability this report recommends reclassifying the position of Fleet Systems Manager in Pay Range 2IX (\$58,462 - \$81,844) to Fleet Repairs Manager in Pay Range 1HX (\$70,827 - \$99,154).

**Actions Required – Effective Pay Period 1, 2019 (December 30, 2018)**

In the Salary Ordinance

Under Pay Range 1HX

Add the title 'Fleet Repairs Manager'

Under Pay Range 2IX

Delete the title 'Fleet Systems Manager (1)' and delete footnote (1).

Under Pay Range 7EN,

Delete the title 'Fleet Equipment Service Writer (4) (5)' and delete footnote (5).

Under Pay Range 7HN,

Add the title 'Fleet Maintenance Technician (2)' with footnote (2) as follows:

(2) Employees to be paid in the following range. Recruitment may be at any rate in the pay range based upon experience and credentials with the approval of DER. Employees will receive an additional 3% incentive for special assignments and 5% incentive for leadwork.

|          |           |           |
|----------|-----------|-----------|
| Biweekly | 1,487.87  | 2,128.72  |
| Annual   | 38,684.62 | 55,346.72 |

Under Pay Range 7JN

Delete the titles 'Automotive Body Repair/Painting Technician (7)' and 'Fleet Services Welder (7) and delete footnote (7).

Under Pay Range 7LN,

Delete the title 'Vehicle Services Technician (4)' and delete footnote (4)

Under Pay Range 7ON,

Add the title 'Vehicle Services Technician (5)' and add footnote (5) as follows

(5) Employees to be paid in the following range. Recruitment may be at any rate in the pay range based upon experience and credentials with the approval of DER. Employees will receive an additional 3% for inspection duties, 5% incentive for field or lead work, and 7% incentive for machinist duties.

|          |           |           |
|----------|-----------|-----------|
| Biweekly | 1,966.81  | 2,565.46  |
| Annual   | 51,137.06 | 66,701.96 |

Add the title 'Fleet Services Welder (6)' with footnote (6) as follows:

(6) Employees to be paid in the following range. Recruitment may be at any rate in the pay range based upon experience and credentials with the approval of DER.

|          |           |           |
|----------|-----------|-----------|
| Biweekly | 1,966.81  | 2,565.46  |
| Annual   | 51,137.06 | 66,701.96 |

Add the title 'Automotive Body Repair/Painting Technician (6)'

Under Pay Range 8FN

Delete the title 'Tire Repair Worker I', 'Garage Custodian (1)' and delete footnote (1), and delete 'Heavy Equipment Lubricator (4)', and 'Special Fleet Services Laborer (2)' and delete footnote (2).

Under Pay Range 8GN

Delete the title 'Tire Repair Worker II (2)'

Under Pay Range 8LN

Delete the title 'Tire Repair Worker III'

In the Positions Ordinance

Under Department of Public Works-Operations Division, Fleet Services Section

Delete one position of Fleet Systems Manager (X), five positions of Heavy Equipment Lubricator (B), one position of Special Fleet Services Laborer, three positions of Garage Attendant, and two positions of Fleet Equipment Service Writer.

Add 17 positions of Fleet Maintenance Mechanic and one position of Fleet Repairs Manager (X)

Prepared By: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed By: Maria Monteagudo  
Maria Monteagudo, Employee Relations Director

**Job Evaluation Report**

City Service Commission Meeting: October 8, 2019

**Employees' Retirement System**

| Current      | Recommended  |
|--------------|--|
| New Position | ERS – Disability Deputy Director<br>PR 1JX (\$80,442 - \$112,627)<br>FN: Recruitment anywhere in the Range with approval<br>by DER and Finance and Personnel Committee Chair |

Note: Residents receive a rate that is 3% higher

Employee Relations has received a request from Bernard J. Allen, Employees' Retirement System-Executive Director to classify a new position of ERS-Disability Deputy Director created as a part of the 2018 budget. The position will manage two ERS staff members responsible for ERS member disability counseling, oversee applications for disability benefits, conduct meetings with the ERS Medical Council, set up independent medical examinations and reexaminations, interface with the ERS disability records vendor, and most significantly with the City Attorney's Office. Further this new position will be responsible for investigating, analyzing and addressing special situations in connection with a benefit that has been the focus of extensive litigation, attention by the Wisconsin State Legislature, the State of Wisconsin Supreme Court, and the media.

Efforts to identify and meet these obligations regarding the ERS disability program will be vested in this Disability Deputy Director. This position reports directly to the ERS Executive Director and will be responsible for reporting areas of concern and proposing solutions to problematic situations, thereby minimizing organization risk situations. This new Disability Deputy Director will respond to inquiries of the Annuity & Pension Board as it relates to cost mitigation, program innovation, gains in efficiency and execution, and general concerns of the credibility of the process. For context, the ERS disability program has a current outlay that exceeds \$20M a year with a potential for significantly more if not adequately managed; presently about 5% or more of the annual outlays of the ERS trust fund. The incumbent of this position will have responsibilities as an Internal Revenue Service Qualified Plan fiduciary of a \$5 billion plus plan, and will be one of the five ERS employees authorized to sign for business purposes.

Based upon the position's scope and level of responsibility in overseeing the totality of the ERS disability process, this report recommends that this new position be placed in Pay Range 1JX (\$80,442 - \$112,627), a level that is just two pay ranges below the Employee Retirement System-Deputy Director in Pay Range 1LX (\$91,404 - \$127,962). Other leadership positions in Pay Range 1JX (\$80,442 - \$112,627) include Assessment Operations Director, Deputy City Clerk, and Deputy Commissioner of Community Health. Further, to assist with recruitment and hiring for this position we recommend recruitment flexibility anywhere in the range with approval of DER (Department of Employee Relations) and the Chair of the Committee on Finance and Personnel. This report also recommends including "ERS" in the title to be consistent with other ERS positions.

This report therefore recommends classifying this new position as ERS – Disability Deputy Director in Pay Range 1JX (\$80,442 - \$112,627) with recruitment flexibility anywhere in the range with approval of DER and the Chair of the Committee on Finance and Personnel.

**Actions Required – Effective Pay Period 1, 2019 (December 30, 2019)**

In the Salary Ordinance

Under Pay Range 1JX

Add the title "ERS – Disability Deputy Director (2) (5)"

In the Positions Ordinance

Under Employees' Retirement System, Member Services

Delete one position of "Disability Deputy Director" and add one position of "ERS-Disability Deputy Director".

Prepared By: Andrea Knickerbocker st  
Andrea Knickerbocker, Human Resources Manager

Reviewed By Maria Monteagudo st  
Maria Monteagudo, Employee Relations Director

### JOB EVALUATION REPORT

City Service Commission Meeting: October 8, 2019

#### Health Department - Community Health Branch

| Current  | Recommendation   |
|--|--|
| Health Project Supervisor - DADS<br>PR 1AX (\$48,670 – \$63,426)<br>(One Position) | Health Project Supervisor - DADS<br>PR 1DX (\$54,865 – \$76,806)<br>Recruitment Rate of \$62,000<br>(One Position) |

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

In a previous classification report dated May 21, 2019, one vacant position of Public Health Nurse 3 in Pay Range 2FN (\$62,060 - \$67,616) was repurposed to the classification of Health Project Supervisor – DADS in Pay Range 1AX (\$48,670 - \$63,426) as part of the Health Department reorganization. This grant-funded position will provide day-to-day coordination of the DADs (Direct Assistance to Dads) Project staff and activities which includes reviewing all referrals made to the project and determining which case management team member(s) will serve the family; providing field support and oversight for case management teams, using project protocols; and providing training to ensure case management teams are skilled to work with diverse communities experiencing multiple health and social service needs. This position is responsible for creating and maintaining a centralized intake and referral system to track all enrolled families and assure that services are provided to all target families. In addition, this position conducts quality assurance and improvement activities for the DADs project; conducts reflective supervision with project staff; maintains a relationship with the State funder; and completes reports for the program manager, branch director and others.

In further discussions with the Department it was found that they wish to utilize this position at a higher level and that the management and supervisory responsibilities will be more comparable to the classification of Health Project Coordinator – Empowering Families of Milwaukee in Pay Range 1DX (\$54,865 - \$76,806) with a recruitment rate of \$62,000. Like the positions of Health Project Coordinator – Empowering Families of Milwaukee (EFM) this position will report to the Empowering Families of Milwaukee Program Manager and will supervise a staff that includes a Public Health Nurse and/or Public Health Social Worker.

We therefore recommend this position of Health Project Supervisor – DADS in Pay Range 1AX (\$48,670 – \$63,426) be reallocated to Pay Range 1DX (\$54,865 - \$76,806) with a recruitment rate of \$62,000.

#### Action Required – Effective Pay Period 14, 2019 (June 30, 2019)

##### In the Salary Ordinance

##### Under Pay Range 1AX:

Delete the title "Health Project Supervisor – DADS".

##### Under Pay Range 1DX:

Add the title "Health Project Supervisor – DADS (4) (10)".

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Representative

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo  
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

**A** Date 10/6/2019 File Number 190916  Original  Substitute

**Subject** Communication from the Department of Employee Relations relating to classification studies being sent to the October 8, 2019 City Service Commission meeting.

**B** Submitted By (Name/Title/Dept./Ext.) Sarah Trotter / Human Resources Representative / Employee Relations / x2398

**C** This File

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

**D** Charge To

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) \_\_\_\_\_
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

| Purpose            | Specify Type/Use | Expenditure    | Revenue        |
|--------------------|------------------|----------------|----------------|
| Salaries/Wages     |                  | \$0.00         | \$0.00         |
|                    |                  | \$0.00         | \$0.00         |
| Supplies/Materials |                  | \$0.00         | \$0.00         |
|                    |                  | \$0.00         | \$0.00         |
| Equipment          |                  | \$0.00         | \$0.00         |
|                    |                  | \$0.00         | \$0.00         |
| Services           |                  | \$0.00         | \$0.00         |
|                    |                  | \$0.00         | \$0.00         |
| Other              |                  | \$0.00         | \$0.00         |
|                    |                  | \$0.00         | \$0.00         |
| <b>TOTALS</b>      |                  | <b>\$ 0.00</b> | <b>\$ 0.00</b> |

**F** Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet. \_\_\_\_\_

**G** For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

|                                    |                                    |       |
|------------------------------------|------------------------------------|-------|
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | _____ |

**H** List any costs not included in Sections D and E above. \_\_\_\_\_

**I** Additional information. \_\_\_\_\_

**J** This Note  Was requested by committee chair.

Department of Employee Relations  
Fiscal Note Spreadsheet

City Service Commission Meeting of October 8, 2019  
Finance and Personnel Committee Meeting of October 9, 2019

| NEW COSTS FOR 2019 |                              |                           |     |   |     |                |            |           |         |                   |  |  |
|--------------------|------------------------------|---------------------------|-----|---|-----|----------------|------------|-----------|---------|-------------------|--|--|
| No. Pos.           | Dept                         | From                      | PR  | To                                      | PR  | Present Annual | New Annual | New Costs | Rollup  | Total Rollup+ Sal |  |  |
| 4                  | Administration               | Purchasing Agent - Senior | 2FX | Procurement Specialist*                 | 2GX | N/A            | N/A        | \$538     | \$75    | \$613             |  |  |
| 85                 | DPW-Operations               | New Classification        | N/A | Temporary Winter Relief Driver Worker** | 9JN | N/A            | N/A        | N/A       | N/A     | \$613             |  |  |
| 1                  | DPW-Operations               | Several Classifications   | N/A | Several Classifications                 | N/A | N/A            | N/A        | N/A       | N/A     | N/A               |  |  |
| 1                  | Employees' Retirement System | New Position              | N/A | ERS-Disability Deputy Director          | 1JX | N/A            | N/A        | N/A       | N/A     | N/A               |  |  |
| 1                  | Health                       | Hlth Proj Supervisor-DADS | 1AX | Hlth Proj Supervisor - DADS***          | 1DX | \$48,670       | \$62,000   | \$6,665   | \$933   | \$7,598           |  |  |
| 91                 |                              |                           |     |   |     |                |            | \$7,203   | \$1,008 | \$8,211           |  |  |

Assume effective date is Pay Period 1, 2019 (December 30, 2018) unless indicated otherwise.

\*Assume effective date is Pay Period 22, 2019 (Oct 20, 2019). Cost will depend on experience and credentials of current and new employees and be offset by decrease in turnover.  
Estimate based on one Purchasing Agent-Senior being promoted to Procurement Specialist.

\*\*Assume effective date is Pay Period 21, 2019 (October 6, 2019).

\*\*\*Assume effective date is Pay Period 14, 2019 (June 30, 2019).

| NEW COSTS FOR FULL YEAR |                              |                           |     |   |     |                |            |           |         |                   |  |  |
|-------------------------|------------------------------|---------------------------|-----|---|-----|----------------|------------|-----------|---------|-------------------|--|--|
| No. Pos.                | Dept                         | From                      | PR  | To                                      | PR  | Present Annual | New Annual | New Costs | Rollup  | Total Rollup+ Sal |  |  |
| 4                       | Administration               | Purchasing Agent - Senior | 2FX | Procurement Specialist*                 | 2GX | N/A            | N/A        | \$2,799   | \$392   | \$3,191           |  |  |
| 85                      | DPW-Operations               | New Classification        | N/A | Temporary Winter Relief Driver Worker** | 9JN | N/A            | N/A        | N/A       | N/A     | N/A               |  |  |
| 1                       | DPW-Operations               | Several Classifications   | N/A | Several Classifications                 | N/A | N/A            | N/A        | N/A       | N/A     | N/A               |  |  |
| 1                       | Employees' Retirement System | New Position              | N/A | ERS-Disability Deputy Director          | 1JX | N/A            | N/A        | N/A       | N/A     | N/A               |  |  |
| 1                       | Health                       | Hlth Proj Supervisor-DADS | 1AX | Hlth Proj Supervisor - DADS***          | 1DX | \$48,670       | \$62,000   | \$13,330  | \$1,866 | \$15,196          |  |  |
| 91                      |                              |                           |     |   |     |                |            | \$16,129  | \$2,258 | \$18,387          |  |  |

Note: Totals may not be to the exact dollar due to rounding.