



Department of Employee Relations

January 6, 2006

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

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

Dear Committee Members: Re: Common Council File Number 051092

The following classification and pay recommendations for eight positions created or changed in the 2006 budget will be submitted to the City Service Commission for consideration on January 10, 2006. We recommend these classification and pay Levels, subject to approval by the City Service Commission:

In the Common Council-City Clerk:

One position of License Specialist, Pay Range 455, is recommended for reclassification to Customer Service Representative II, Pay Range 435.

One position of Lead Staff Assistant, Salary Grade 007, is recommended for reclassification to Staff Assistant, Salary Grade 006.

In the Department of Neighborhood Services, Cross Connection Section:

Two new positions are recommended for classification as Plumbing Inspector II, Pay Range 788.

One new position is recommended for classification as Office Assistant II, Pay Range 410.

One new position is recommended for classification as Office Assistant III, Pay Range 425.

In the Mayor's Office, one new position is recommended for classification as Environmental Sustainability Director, Salary Grade 012.

In the Department of Administration, Community Development Grants Administration Division, one new position is recommended for classification as Grant Compliance Manager, Salary Grade 009.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Reports; Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, Betty Schraith, Patrick Curley, Rhonda Kelsey, Preston Cole, Sharon Robinson, Steven Mahan, Ronald Leonhardt, Carolyn Hill Robertson, James Owczarski, Rebecca Barron, Martin Collins, Tracy Williams, Jeffrey Crouse, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting: January 10, 2006

This report recommends appropriate classifications and compensation levels for eight positions created or changed in conjunction with the implementation of the 2006 City of Milwaukee Budget. This report contains recommendations for positions in Common Council—City Clerk, Department of Neighborhood Services, Mayors Office, and Department of Administration.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

COMMON COUNCIL—CITY CLERK

Current	Request	Recommendation
License Specialist PR 455 (\$36,362-\$40,539)	Customer Service Representative II PR 435 (\$33,316-\$36,708)	Customer Service Representative II PR 435 (\$33,316-\$36,708)
Lead Staff Assistant SG 007 (\$51,440-\$72,013)	Staff Assistant SG 006 (\$48,257-\$67,566)	Staff Assistant SG 006 (\$48,257-\$67,566)

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current	Request	Recommendation
2 New Positions	Plumbing Inspector II PR 788 (\$56,223-\$63,279)*	Plumbing Inspector II PR 788 (\$56,223-\$63,279)*
New Position	Office Assistant II PR 410 (\$28,057 - \$33,014)	Office Assistant II PR 410 (\$28,057 - \$33,014)
New Position	Office Assistant III PR 425 (\$31,905 - \$35,296)	Office Assistant III PR 425 (\$31,905 - \$35,296)

*Educational requirements must be met before an employee is paid at steps 4 (\$61,436) and 5 (\$63,279) of Pay Range 788. Consideration is also given for acquiring and maintaining specific certifications.

MAYOR'S OFFICE

Current	Request	Recommendation
New Position	Office of Environmental Sustainability- Director SG 012 (\$70,767-\$99,074)	Environmental Sustainability Director SG 012 (\$70,767-\$99,074)

DEPARTMENT OF ADMINISTRATION

Current	Request	Recommendation
New Position	Grant Coordinator SG 009 (\$58,448-\$81,824)	Grant Compliance Manager SG 009 (\$58,448-\$81,824)

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

In the 2006 Salary Ordinance:

Under Salary Grade 012, add the title "Environmental Sustainability Director."

In the 2006 Positions Ordinance:

Under Department of Administration, Community Development Grants Administration Division, delete one position of "Grant Manager" and add one position of "Grant Compliance Manager."

Under Common Council-City Clerk, Central Administration Division, Council Records Section, delete one position of "Lead Staff Assistant" and add one position of "Staff Assistant." Under License Division, delete one position of "License Specialist" and add one position of "Customer Service Representative II."

Under Mayor, add one position of "Environmental Sustainability Director."

COMMON COUNCIL – CITY CLERK

Current:	License Specialist	PR 455
Request:	Customer Service Representative II	PR 435
Recommended:	Customer Service Representative II	PR 435

This basic function of this position is to provide information to customers in person or via phone and/or direct them to the appropriate staff member in the License Division, other City Departments, or other jurisdictions.

80% Customer Service Duties:

- Provide information to customers in person or via telephone regarding the responsibilities of the License Division
- Refer customers to staff within the License Division, other City Departments, or other jurisdictions
- Route calls to other staff members and take messages as necessary

15% Maintain and update computerized and physical records of licenses.

5% Perform other duties as assigned by the License Division Manager, Assistant Manager, and License Coordinators

The Department has requested the downward reclassification of one position of License Specialist in Pay Range 455 to Customer Services Representative in Pay Range 435. Currently, the duties and responsibilities envisioned for this job description are distributed among the current License Specialists in the Division. The Department is centralizing these functions into one position in order to allow time for the remaining License Specialists to focus on processing, administering and issuing license applications.

This new Customer Service Representative II will be responsible for providing information directly to customers or directing customers to appropriate License Division staff members or other City Departments. The duties of this position are similar to other Customer Service Representatives II in

the city service including positions in the City Treasurer's Office, the Department of Neighborhood Services and the Department of Public Works-Administration Division.

Positions in the Customer Service Representative series spend the majority of time communicating with customers and have the authority to solve customers' problems within established guidelines. The classification of Customer Service Representative II is the full performance level for Customer Service Representatives.

Based upon the job description and discussions held with the Department, it is recommended that one position of License Specialist in Pay Range 455 be reclassified as Customer Service Representative II in Pay Range 435.

Current:	Lead Staff Assistant	SG 007
Request:	Staff Assistant	SG 006
Recommended:	Staff Assistant	SG 006

The basic function of this position is to provide staff support to Common Council committees and other constituted public bodies. Duties, responsibilities and requirements include:

- 75% Administer various committees of the Common Council, as well as special and subcommittees:
- Prepare committee agendas and reports
 - Review files and brief committee members
 - Refer files for additional technical, fiscal or legal information, and follow-up on items not returned
 - Review files for inclusion of proper contracts, fiscal notes, etc.
 - Compile background research on files
 - Administer committee meetings and officially record all actions
 - Maintain all current committee files for every committee member
 - Prepare agendas for Common Council meetings
 - Serve as committee parliamentarian
 - Prepare the same materials, reports, etc., for all special and subcommittees
- 20% Serve as the informational liaison with departments and the public for the committees
- Provide information to Common Council Members, city officials, the media and the public on all committee business, pending legislation, and past actions
 - Notify all interested parties of hearings
 - Schedule and arrange viewing trips, meetings and conferences
 - Review certifications and provide the same to concerned parties
 - Answer mail inquiries on committee matters
- 5% Provide continuity and an informational base for committees
- Advise Common Council Members on prior actions, policies and procedures
 - Provide background on laws and legislation
 - Serve as researcher and analyst as assigned
 - Prepare action and progress reports for Committee Chairs, The Common Council President and Common Council Members

Requirements include a bachelor's degree in Political Science, Public Administration or related degree and five years of experience working with Common Council activities.

The Department has requested a downward reclassification of Lead Staff Assistant in Salary Grade 007 to Staff Assistant in Salary Grade 006. With the change in level, this position will carry out the same duties and responsibilities as that of the other two Staff Assistants in the Council Records Section, although for different committees. All Staff Assistants report directly to the Council Records Manager, Salary Grade 009.

The current incumbent of this position was promoted into the position with the understanding that the Department intended to request that the position be reclassified to Staff Assistant in Salary Grade 006.

Based upon the job description and discussions with the Department, our recommendation is to reclassify this position from Lead Staff Assistant in Salary Grade 007 to Staff Assistant in Salary Grade 006.

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current:	2 New Positions	
Request:	Plumbing Inspector II	PR 788
Recommended:	Plumbing Inspector II	PR 788

These two positions will be involved with the Expanded Cross Connection Control Program that prevents the contamination of drinking water. Milwaukee Water Works will reimburse salaries for these positions.

The basic function of this position is to conduct plumbing cross connection inspections in commercial, industrial, and residential buildings to ensure compliance with the applicable codes. Duties and responsibilities include:

- 58% Inspect all drainage and plumbing installations and witness all tests.
- 6% Inspect occupancies and zoning certificates for taverns and restaurants.
- 10% Perform periodic fire suppression system inspections.
- 10% Investigate complaints and aldermanic service requests.
- 7% Advise journey level and master plumbers of modifications required to make an installation compliant with existing regulations. Consult with contractors, builders and architects on plumbing installations. Explain plumbing rules and regulations to owners of buildings when requested.
- 9% Keep accurate records of inspections and make detailed reports on complaints and rejections.

The requirements for this position include two years of experience as a Plumbing Inspector I in the DNS, successful completion of internal qualifying tests, a journey-level plumber's license from the State of Wisconsin and an ongoing responsibility to meet the requirements for state certification as a plumbing inspector.

A review of job descriptions for other Plumbing Inspector positions indicates that the duties and responsibilities are very similar and the requested title of Plumbing Inspector II is appropriate. We therefore recommend this position be classified as Plumbing Inspector II in Pay Range 788 with the underfill title of Plumbing Inspector I in Pay Range 785.

Current:	New Position	
Request:	Office Assistant II	PR 410
Recommended:	Office Assistant II	PR 410

This position will be involved with the Expanded Cross Connection Control Program that prevents the contamination of drinking water. Milwaukee Water Works will reimburse the salary for this position.

The basic function of this position is to perform support staff functions for the Plumbing Cross Connection Inspection Section. Duties and responsibilities include:

- 25% Take dictation and type reports, orders and correspondence.
- 20% Respond to or direct all telephone inquiries and public contacts.
- 15% Access computer files and input or retrieve information as needed.
- 15% Distribute plumbing cross connection inspection requests to the geographic plumbing inspector districts and process reports for status changes and archiving.
- 15% Maintain office files and records for the above sections. Schedule requested inspections for district inspections.
- 10% Fill in for other support staff as needed and perform other duties as assigned.

The requirements for this position include two years of office experience and computer training with a general knowledge of word processing and database and spreadsheet software.

The specification for Office Assistant II includes the ability to perform varied support staff duties in accordance with standard procedures; apply knowledge of departmental policies and procedures and use a general understanding of other departments' functions; screen telephone calls, answer questions and provide information; access and input information through mainframe applications; and use office equipment and microcomputer software to prepare standard and complex documents from various sources of written or dictated input.

The duties and responsibilities listed above are consistent with the specification for Office Assistant II. The requested level of Office Assistant II is appropriate and we recommend that the new position be classified as Office Assistant II in Pay Range 410.

Current:	New Position	
Request:	Office Assistant III	PR 425
Recommended:	Office Assistant III	PR 425

This position will be located in the Administrative Division and will be working with the Property Recording Program.

The basic function of this position is to oversee and direct the support staff and assist the supervisors in maintaining departmental procedures and records of the Property Recording Program. Duties and responsibilities include:

- 35% Administratively follow through on orders to record properties and condominium associations.
- 10% Ensure the ongoing update of property recording data.
- 10% Oversee the work of three Office Assistant II positions in the Property Recording Section.

- 10% Ensure all files and records for the Property Recording Section are properly maintained.
- 10% Respond to or direct all telephone inquiries and public contacts.
- 10% Assist other support staff, when needed, with data entry to ensure the timely processing of information.
- 10% Fill in for other support staff and perform other duties related to the Property Recording Program and the Administration Section as needed.
- 5% Maintain records of incomplete applications and follow up as needed.

The requirements for this position include four years of office experience and computer training with a general knowledge of word processing and database and spreadsheet software.

The specification for Office Assistant III includes the ability to perform diverse and complex duties involving the application of standard procedures to a variety of assignments; select and interpret data, and demonstrate a thorough knowledge of departmental and organizational policies and procedures in assigned area of responsibility; screen telephone calls, answer questions, and provide information; use advanced features of software packages on a regular basis to produce complex documents; work with others on a team to complete special projects; and guide and check the work of others.

The distinguishing characteristics of an Office Assistant III position from an Office Assistant II position is that they perform more difficult or complex work that requires a thorough knowledge of the area of responsibility and/or have leadworker responsibilities for one or more other positions. This new position will be responsible to oversee the work of three other positions, one full time and two part time, and will have overall responsibility for the support staff work in the Property Recording Section.

The requested level of Office Assistant III is appropriate and we recommend that this new position be classified as Office Assistant III in Pay Range 425.

MAYOR'S OFFICE

Current:	New Position	
Request:	Office of Environmental Sustainability-Director	SG 012
Recommended:	Environmental Sustainability Director	SG 012

In October of 2005, a Mayoral committee charged with mapping Milwaukee's environmental future recommended that the City create an Office of Sustainability staffed by a new position/employee appointed by the Mayor with the stature of a cabinet member (*The Milwaukee Green Team's Report to Mayor Tom Barrett, October 2005*). Some of the goals cited in this report for the Office of Sustainability were to:

- Steer Citywide environmental policy
- Document baseline environmental performance
- Promulgate Citywide environmental goals
- Develop and monitor departmental goals
- Develop green marketing and public education programs
- Promote green economic development
- Secure funding sources for green initiatives

The City's 2006 budget included a new position to head a new Office of Environmental Sustainability that will be funded by revenues from the Milwaukee Water Works.

Our review of this position included discussions with Rhonda Kelsey, Staff Assistant to the Mayor; and Preston Cole, Environmental Services Superintendent. It should be noted that Mr. Cole served on the Steering Committee of the Milwaukee Green Team.

Important considerations regarding the appropriate job title and compensation for this position are:

- The establishment of a new office and the development and implementation of new policies and procedures
- The position's stature as a member of the Mayor's cabinet
- The position's responsibility to work with policymakers in City government to ensure the achievement of cost savings and sustainable environmental outcomes
- Extensive contacts with private business leaders; citizen groups; elected officials at the local, state and federal level; and extensive coordination within City government
- Qualifications—five years of experience in a leadership position working with federal, state, and local governments; working knowledge of environmental issues and best practices.

Considering the aforementioned, the request to establish the position as an Environmental Sustainability Director in SG 12 appears appropriate. The factor levels and points associated with this position are as follows:

	Level	Points
Impact and accountability	12	209
Knowledge and skill	10	154
Relationship Responsibility	12	116
Working Conditions	1	5
Total		484
SG 012 (466-534)		

DEPARTMENT OF ADMINISTRATION

Current:	New Position	
Request:	Grant Coordinator	SG 009
Recommended:	Grant Compliance Manager	SG 009

This new position will report to the City's Block Grant Director. Its primary purpose will be to coordinate the submission of grants on a citywide basis, thus enhancing the City's funding sources. Specific duties include:

- Identifying grant opportunities
- Applying for grants
- Ensuring compliance with City processes and requirements for grant applications and acceptance
- Assisting other City Departments in applying for grants and evaluating options for improving and streamlining current grant processes and procedures
- Providing technical assistance to City Departments
- Training City staff in applying for grants.

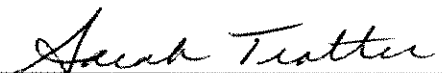
Qualifications for the position include a bachelor's degree in Public Administration, Finance or other related field and five years of experience in grant writing, monitoring, and compliance.

This position will function as a high-level professional with considerable impact, as it will be responsible for aggressively pursuing grant funds and providing centralized grant coordination for the City. This position will also be responsible for identifying grant and aid opportunities in partnership with other government and community organizations. It is expected that a collaborative grant cultivation effort involving public, non-profit, and community organizations will yield more opportunities for the City and more benefits for Milwaukee. As such, it appears equivalent in level and nature of work to the other Grant Compliance Manager position in the department. For this reason, we recommend classification of this position as a Grant Compliance Manager in Salary Grade 009.

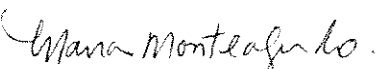
The factor levels and points associated with this position are as follows:

	Level	Points
Impact and accountability	10	158
Knowledge and skill	8	111
Relationship Responsibility	8	55
Working Conditions	1	5
Total		329
SG 009 (306-351)		

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