



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

January 19, 2005

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

Dear Committee Members: Re: Common Council File Number 040845

The following classification and pay levels were approved by the City Service Commission on January 18, 2005:

The following classification and compensation levels were approved for three positions created or changed in conjunction with the 2005 budget:

In the Department of Neighborhood Services, one new position in the 2005 budget was classified as Office Assistant II, Pay Range 410.

In the Department of Employee Relations, one position of Examinations Supervisor-Fire and Police, Salary Grade 009, held by Cassandra Scherer, was reclassified to Human Resources Representative, Salary Grade 007.

In the Health Department, one position of Management Accounting Specialist, Salary Grade 005, held by Linda Schubert-Ross, was reclassified to Management Accountant-Senior, Salary Grade 004.

In the Office of the City Clerk, Legislative Reference Bureau, two positions were reclassified as follows: One position of Librarian III, Pay Range 557, held by Eileen Lipinski, was reclassified to Legislative Library Manager, Salary Grade 005. One position of Code Information Specialist, Pay Range 455, held by Diana Morgan, was reallocated to Pay Range 540.

In the Department of City Development, recruitment up to the fourth step of Pay Range 629 was approved for the classification of Plan Examiner III.

Various title and pay range changes were approved for positions in the Management Pay Plan that will be represented by Milwaukee District Council 48, AFSCME, AFL-CIO.

*Two positions of Paralegal, Salary Grade 002, held by Barbara Teipner-Wargolet (City Attorney's Office) and Keli Stonitsch (Employees' Retirement System) were reallocated to Pay Range 594.

*In the Treasurer's Office, one position of Accountant I, Pay Range 530, held by Daniel Urban, was reallocated to Pay Range 545.

**(Note: Reallocations of two nonrepresented Paralegal and one nonrepresented Accountant I positions listed above were recommended to correspond to pay range changes approved for positions with the same titles that will be represented by District Council 48, AFSCME, AFL-CIO.)*

To the Honorable
The Committee on Finance and Personnel . . . #2

January 19, 2005

Reports covering the above positions, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,



Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: 6 Reports
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, David Kwiatkowski, Betty Schraith, Michael Brady, David Heard, Sally McAttee, Cassandra Scherer, Martin Collins, Jeffrey Crouse, Bevan Baker, Michelle Stein, Linda Schubert-Ross, Ronald Leonhardt, Carolyn Hill Robertson, Barry Zalben, Eileen Lipinski, Diana Morgan, Richard Marcoux, Bonnie Vaughn, Chris Rute, W. Martin Morics, John Egan, Sharon Robinson, Steven Mahan, Cheryl Oliva, Grant Langley, Barbara Woldt, Bargar Teipner-Wargolet, Anne Bahr, Keli Stonitsch, Wayne Whittow, James Klajbor, Daniel Urban, Jeffrey Mantes, Dan Thomas, Dawn Crowbridge, Dorinda Floyd, Jeffrey Polenske, Clark Wantoch, Carrie Lewis, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting: January 18, 2005

This report recommends appropriate classifications and compensation levels for 3 positions created or changed in conjunction with the implementation of the 2005 City of Milwaukee Budget. This report contains recommendations for positions in the Department of Neighborhood Services, the Department of Employee Relations, and the Health Department.

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.

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current	Request	Recommendation
New Position	Office Assistant II PR 410 (\$27,239 - \$32,052)	Office Assistant II PR 410 (\$27,239 - \$32,052)

DEPARTMENT OF EMPLOYEE RELATIONS

Current	Request	Recommendation
Examinations Supervisor-Fire and Police 2004 SG 009 (\$55,849-\$78,186) Incumbent: Cassandra Scherer 2004 Current Rate: \$78,186	Human Resources Representative, 2005 SG 007 (\$50,383-\$70,532)	Human Resources Representative 2005 SG 007 (\$50,383-\$70,532) 2005 New Rate: \$70,532

HEALTH DEPARTMENT

Current	Request	Recommendation
Management Accounting Specialist 2004 SG 005 (\$43,267-\$60,577) Incumbent: Linda Schubert-Ross 2004 Current Rate: \$60,577	Management Accountant-Senior 2005 SG 004 (\$41,604-\$58,245)	Management Accountant-Senior 2005 SG 004 (\$41,604-\$58,245) 2005 New Rate: \$58,245

Action Required Effective Pay Period 1, 2005 – December 19, 2004

In the 2005 Positions Ordinance:

Under Department of Employee Relations-Operations Division, delete one position of Examinations Supervisor-Fire and Police (Y) and add one position of Human Resources Representative.

In the Health Department, delete one position of Administrative Specialist-Senior and add one position of Management Accountant-Senior.

DEPARTMENT OF NEIGHBORHOOD SERVICES

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

The basic function of this position is to provide basic office support for the Property Recording program. Duties and responsibilities are as follows:

- 50% Enter data into the property recording system; open and sort mail; check applications received in-person and through the mail to determine whether they are filled out completely and accurately; notify applicants of additional information or corrections needed; enter applications into the system; and prepare follow-up letters related to missing information on previously entered applications.
- 30% Assist customers at the counter and on the phone with questions related to the property-recording program.
- 10% File applications after they are entered.
- 10% Perform other duties related to the property recording program and the Administration Section as the need arises.

The requirements of this position include knowledge and experience with computer software such as word processing, spreadsheets, and database; and two years of office experience including filing, data entry and public contact.

The requested classification of Office Assistant II is part of the job series that includes general office support duties. The specification for Office Assistant II includes performing varied office duties in accordance with standard procedures; applying knowledge of departmental policies and procedures; screening telephone calls, answering questions and providing information; and accessing and entering data via computer applications. The duties of this new position are consistent with this specification and we recommend that this new position be classified as Office Assistant II in Pay Range 410.

DEPARTMENT OF EMPLOYEE RELATIONS

Current:	Exam Supervisor-Fire and Police	SG 009
Request:	Human Resources Representative	SG 007
Recommended:	Human Resources Representative	SG 007

The basic function of the position of Human Resources Representative is to provide a full range of professional personnel services to assist City departments, employees, DER staff and the public in meeting all facets of the City's human resources needs. The primary focus of this position is Staffing services, however support may also be provided in the areas of Compensation, Equal Employment Opportunity, Organizational Development and Labor Relations. Duties, responsibilities and requirements include:

75% Staffing

- Advise and assist City departments (including public safety) on staffing-related issues.
- Develop valid selection processes, including conducting job analyses and test research, developing examinations, scoring systems and eligible lists, and administering examination, all consistent with professional standards and legal guidelines.
- Develop and implement recruiting plans and strategies.
- Participate in ongoing human resource planning with City departments including public safety departments.
- Provide training, guidance and assistance to outside persons and departmental personnel on staffing-related issues.
- Process candidates for appointment to public safety departments, including medical examinations, drug screening tests, background investigations and appeals and psychological examinations.

15% Equal Employment Opportunity

- Advise and assist City departments (including public safety), employees, and Fire & Police Commissioners on EEO related issues, including ADA concerns
- Investigate and report on EEO and ADA related complaints
- Counsel employees, managers and other regarding EEO and ADA issues in the workplace
- Work with City Attorney on EEO and ADA related complaints; testify at hearings in these matters
- Administer and implement court orders

10% Related Functions:

- Assist in performing other human resource functions in the areas of organizational development, compensation and labor relations.

The position requires a Bachelor's Degree from an accredited college or university with a major in personnel management, industrial relations, public administration, psychology, business administration or related area. Position also requires a minimum of three years of successful experience performing duties such as those described above at or above a journey worker level. A job-related Master's Degree is desirable and may substitute for one year of the required experience.

In the Department of Employee Relations, there are currently four positions of Human Resources Representative at Salary Grade 007. Two positions provide primarily Compensation Services and two positions provide primarily Staffing Services. While the largest percentage of time is dedicated to one specialty area, these positions may also be called upon to provide human resource expertise in any functional area of the department.

In the 2005 budget, one position of Exam Supervisor-Fire and Police in Salary Grade 009 has been reduced in position authority to Human Resources Representative in Salary Grade 007. This report recommends the classification of this position to the Human Resources Representative level in Salary Grade 007 consistent with the internal classification structure in place in the department. The primary focus for this position will continue to be Staffing Services for public safety and general city departments at a level consistent with other Human Resources Representatives. This position, along with the other Human Resources Representatives working primarily on staffing and testing activities, will report to the Employment Manager in Salary Grade 011.

This change reflects on going efforts to consolidate all general city and protective services staffing, selection, and testing activities within one distinct area of DER as a result of the 2003 merger of Fire and Police Commission and DER. Based on the above the management job evaluation factors would be as follows:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	07	104
Knowledge and Skills	07	94
Reporting Relationships	07	46
Working Conditions	01	<u>05</u>
TOTAL		249

Salary Grade 007: 231-265

We therefore recommend that this position be reclassified to Human Resources Representative in Salary Grade 007.

HEALTH DEPARTMENT

Current:	Management Accounting Specialist	SG 005
Request:	Management Accountant–Senior	SG 004
Recommended:	Management Accountant–Senior	SG 004

The basic function of this position is to assist the Business Operations Manager in monitoring budget and finance, procurement, billing, accounts payable and records management activities. Duties, responsibilities and requirements include:

40% Budget and Finance Responsibilities:

- Assist the Business Operations Manager in the preparation of the annual departmental budget including analyzing and summarizing operating expenditure and salary data.
- Monitor operating and capital budget accounts, maintain expense records and prepare reports.
- Provide advice to Milwaukee Health Department Program Managers regarding most effective use of allocated resources.
- Respond to inquiries from Health Department staff, Budget Office and other City agencies.

30% Management and Administration

- Assist in monitoring the Department's performance and outcome measures as identified in the strategic plan and budget.
- Recommend department wide standards related to procurement, contract administration, accounts payable, and billing procedures.

20% Records Management Administration

- Serve as the department's records retention coordinator, work with City Records Manager in identifying retention schedules for MHD records, and provide training, guidance and direction to all program areas in relation to record retention procedures.

10% Building and Grounds Services Support

- Work with Mechanical Maintenance Supervisor to procure service contracts for new and on-going capital improvement projects in the department. Monitor the capital improvement project accounts, prepare periodic reports, and process payments on various buildings and grounds services contracts.

The position requires a Bachelor's Degree in Public Administration, Business Administration or related field and two years of relevant experience in budget preparation/administration, accounting management, or financial analysis. A degree may be substituted by four years of experience in the aforementioned areas.

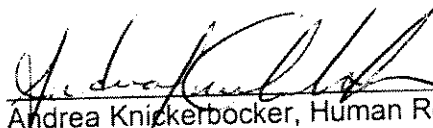
When this position was initially created in 1999, the intent was for the position to include supervisory responsibility and leadership for the Accounting Section. While the position does serve as a leader in the Section, the role has developed as one of providing technical knowledge and expertise to co-workers rather than that of a supervisor. In the 2005 budget, one position of Management Accountant Specialist in Salary Grade 005 has been reduced in position authority to a Salary Grade 004 level.

The position under study is responsible for assisting the Business Operations Manager in developing and maintaining the department's Operating Budget. The nature of work and level of responsibility for this position is comparable to the Administrative Specialist-Senior position in the Accounting Section responsible for assisting with the development and maintenance of the department's Grant funding. For this reason, this report recommends the classification of this position to Management Accountant-Senior at the same level. Based on the above the management job evaluation factors would be as follows:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	4	68
Knowledge and Skills	4	57
Reporting Relationships	4	26
Working Conditions	1	5
TOTAL		156

Salary Grade 004: 152-174

We therefore recommend that this position be reclassified to Management Accountant-Senior in Salary Grade 004.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Maria Montegudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 18, 2005

A. Eileen Lipinski
 Incumbents: B. Diana Morgan

Department: Common Council/City Clerk's Office

Present	Request
Title: A. Librarian III B. Code Information Specialist	Title: A. Title Change B. Office Supervisor I
Salary: A. Pay Range 557 (\$45,016 - \$52,265) B. Pay Range 455 (\$35,303 - \$39,358)	Salary: A. Salary Grade 006 (\$47,264 - \$66,176) B. Salary Grade 001 (34,368 - \$48,111)
Step: A. Step 6 (\$52,265) B. Step 5 (\$39,358)	Source: Department
Recommendation: A. Title: Legislative Library Manager Salary: Salary Grade 005 (\$44,349 - \$62,092) New Rate: SG 005, Step 8 (\$54,935) B. Title: Code Information Specialist Salary: Pay Range 540 (\$40,163 - \$45,869) New Rate: PR 540, Step 1 (\$40,163)	
Rationale: A. The duties and responsibilities of the Librarian III position have become stronger and more independent in different areas including staff supervision, book and periodical selection, ordering and payment initiation, and information systems administration. These changes support a reclassification from Librarian III in Pay Range 557 to Legislative Library Manager in Salary Grade 005. B. The duties and responsibilities of the Code Information Specialist position have also changed to include oversight responsibility for all office services including code related services. These changes support a reallocation from Pay Range 455 to Pay Range 540.	
History of Positions: A. The position of Librarian III was last studied in 1996 when no change was implemented. B. The position of Code Information Specialist was last studied in 1987 when the Senior Code Clerk position in Pay Range 465 and the Code Clerk position in Pay Range 445 were consolidated into the current position of Code Information Specialist in Pay Range 455.	

Action Required:

In the 2005 Salary Grade Ordinance:

- Under Salary Grade 005, add the title "Legislative Library Manager",
- Under Pay Range 455, delete the title "Code Information Specialist",
- Under Pay Range 540, add the title "Code Information Specialist".

In the 2005 Positions Ordinance:

Under Common Council-City Clerk, Legislative Reference Bureau Division (B), Library Section, delete one position of "Librarian III" and add one position of "Legislative Library Manager".

A. LIBRARIAN III

Background:

The Department of Employee Relations received a letter, dated January 25, 2001, from Ronald Leonhardt, City Clerk, requesting a study of two Librarian positions in the Legislative Reference Bureau (LRB). He indicated that the two positions were part of a previous study that was conducted in 1996 and that this request was a modification of the previous proposal. The Department of Employee Relations received another letter dated October 30, 2002 that changed the requested level for Librarian III to Salary Grade 006. One of the positions, Librarian I, was eliminated in the 2004 budget so this portion of the report focuses only on the Librarian III position. The Department of Employee Relations was able to proceed in the Fall of 2004 after the classification freeze was lifted. A questionnaire was completed by the incumbent and discussions were held with the incumbent, the immediate supervisor, Barry Zalben, Legislative Reference Bureau Manager, and the department head, Ron Leonhardt, City Clerk.

Duties and Responsibilities:

Based on the job description dated September 11, 2003 and the job analysis questionnaire dated September 7, 2004 the basic function of this position is to supervise and direct the operations of the Legislative Reference Bureau (LRB) Library and staff; and coordinate the development of policies and procedures for library and information services provided by the Bureau. The duties and responsibilities are as follows:

- 30% Administration - coordinate the development of policies and procedures for the library and information services provided by the LRB; coordinate library automation activities; plan and oversee special projects undertaken by library staff such as weeding, retrospective catalog conversion, and marketing; process invoices in FMIS; and maintain quarterly statistics.
- 25% Reference - answer in-person and telephone requests by city employees and citizens on the Code of Ordinances, state and federal legislation, municipal government, and urban affairs; conduct online searches in commercial web-based and network databases, as well as print sources in response to information requests; analyze, edit and format results for use by city employees.
- 5% Training - prepare training materials and conduct training sessions on the use of the library and internet resources for the staff of the City Clerk's Office and other city employees; oversee the training of all new library staff members; orient new LRB staff to the Library collection and services.
- 20% Cataloging - perform original cataloging of new materials published without cataloging - in publication (CIP) data; perform retro conversion cataloging of card catalog records to the online system of Global Library Automation Systems (GLAS) records; process new items in the GLAS cataloging module; and process the new entry report, labels, and shelflist cards for items cataloged.
- 10% Acquisitions - coordinate and participate in the selection of materials, such as books, reports and audiovisual materials, for purchase; enter new book orders and standing orders in the GLAS Acquisitions module; process orders; handle vendor contacts; receive and process new materials; review library collection for discards and process withdrawals.
- 5% Interlibrary Loans - locate and order materials requested by city employees that are not owned by the LRB Library; process orders in the GLAS Acquisitions module and handle vendor and patron contacts..
- 5% City of Milwaukee Web Page - serve as the City of Milwaukee web page "Help" contact for the City Charter and Code of Ordinances; and respond to email requests from city employees and the general public regarding searching the online version of the city code.

The requirements for this position include a Master's degree in Library Science and four years of professional library experience, with at least two years at the Librarian II level or equivalent.

Changes in the Position:

The duties and responsibilities of this position have become stronger and more independent in the areas of staff supervision; book and periodical selection, ordering and payment initiation; information systems administration; and relationship and accountability to the Legislative Reference Bureau Manager.

Other changes include more responsibility for coordinating with the supervisors of the Legislative and Fiscal staffs regarding information needs and handling automation problems and concerns.

Analysis:

The department has indicated that the position under study has continued to evolve over the past several years. This position has taken on additional duties and is a supervisor to the staff that works in the Legislative Reference Bureau library. This consists of two Librarian II positions and one part time Office Assistant III position. The department management decided that they wanted the Library Section to be more independent and had the position under study report directly to the Division Head, the Legislative Reference Bureau Manager. Previously the position reported to the Legislative Research Supervisor in Salary Grade 008. This position has primary responsibility for the acquisition of new library materials and needs approval only for major purchases. The position under study holds book meetings with the other two librarians and the LRB Manager where purchases are discussed. This position also has responsibility for keeping track of the accounts for purchasing books and analyzes how the money is being spent.

The Legislative Reference Bureau Library is a specialized library that serves as a depository for City of Milwaukee documents and provides reference services. Although these services are available to the public, the majority of customers are government officials and City employees. This position, along with the other two Librarian positions, not only compiles data for customers but also organizes and highlights the information. The position under study reviews the work of her staff before it is sent out and the LRB Manager reviews any work that is being sent to members of the Common Council. Another emphasis for the specialized library is doing precision searches for information on various search engines and web sites. The position under study has more responsibility for the automation system which includes the cataloging and software systems. The position is also responsible for training people on the system including the online cataloging. The Section uses Global Library Automation System (GLAS) which is designed for small and medium libraries.

In making comparisons to other positions we find that the position under study is unique. Although there are many similarities to management positions in the Milwaukee Public Library there are also some distinct differences. For example, the librarians in management at the Milwaukee Public Library have a stronger emphasis on supervision and are in charge of a branch library or a major section of the central public library. In contrast, the position under study is responsible for organizing and managing a specialized library with a small staff that performs extensive reference work and information processing. We compared this position to other management classifications in the city service and found two positions in the Health Department that have some similarities to the position under study. The Medical Assistance Outreach Coordinator in Salary Grade 005 provides leadership for Medical Assistance and Immunization Outreach activities in the Health Department. The position requires a Bachelor's Degree in Health or Behavioral Science and a Master's Degree is preferred. The position supervises four Health Access Assistants and spends a significant percentage of time (40%) on working with community contacts. The position of Nutritionist Coordinator in Salary Grade 005 is responsible for the overall coordination of the City's community nutrition efforts. The position requires a Master's Degree in Nutrition and two years of experience or a Bachelor's Degree and four years of experience. The position does not have supervisory responsibilities but does serve as a consultant and liaison to community and professional groups. Similar to the position under study these two positions have significant educational

requirements that they utilize in their specific areas of expertise. Further, they are responsible for managing a specialized area or program in their department.

Based on our review the management job evaluation factors should be as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	6	91
Knowledge and Skills	5	68
Relationships Responsibility	5	32
Working Conditions	1	<u>5</u>
		196

Salary Grade 005 (175-200)

Due to the unique qualities of this position we recommend creating the new title of Legislative Library Manager in Salary Grade 005. This title will indicate where the position is located and distinguish it from other management librarian positions.

Recommendation

Based on the above we recommend this position be reclassified from Librarian III in Pay Range 557 to Legislative Library Manager in Salary Grade 005.

B. CODE INFORMATION SPECIALIST

Background:

The Department of Employee Relations received a letter, dated October 3, 2002, from Ronald Leonhardt, City Clerk, requesting that the position of Code Information Specialist be reclassified to Office Supervisor I in Salary Grade 001. The request was based on changes to the position due to a realignment of duties after the lead staff support person was promoted and moved to another Division. The Department of Employee Relations was able to proceed in the Fall of 2004 after the classification freeze was lifted. A questionnaire was completed by the incumbent and discussions were held with the incumbent, the immediate supervisor, Barry Zalben, Legislative Reference Bureau Manager and the department head, Ron Leonhardt, City Clerk.

Duties and Responsibilities:

Based on the job description dated October 3, 2002, the job analysis questionnaire dated August 31, 2004, and our review of the position the basic function of this position is to oversee the work of the Legislative Reference Bureau support staff and all services relating to text processing, updating and maintaining master code text, accounting, payroll and computer support functions. The duties and responsibilities are as follows:

- 20% Oversee the work of one Office Assistant IV and one Office Assistant III relating to all general office services including code related services.
- 30% Prepare code updates to text and index, using Corel and Adobe programs, for online publication; handle the sale and distribution of code books; maintain subscriber records in Access database; and issue code book supplements.
- 10% Coordinate workgroup information technology issues for the Research Section of the Legislative Reference Bureau.

- 15% Maintain records of Common Council actions affecting City ordinances and update code historical references.
- 10% Perform general office duties including word processing, online entry of cash deposits, supply purchases and staff time entry using Peoplesoft computer system.
- 10% Respond to requests for information about City Ordinances.
- 5% Maintain and update text of the City's parking and traffic regulations.

The requirements for this position include four years of general office experience; knowledge and proficiency in word processing, database activities and automation system administration; and an ability to work well with professional staff.

Changes in the Position:

The changes in this position include the addition of leadworker responsibility for two other positions plus oversight of all office services including code related services, making changes in preparation of code text updates, online entry for cash deposits and staff time entry. In addition, this position now acts as an information technology workgroup coordinator for the Research Section of the Legislative Reference Bureau.

Analysis:

When the Common Council/City Clerk's Office rearranged the office support area of the Legislative Reference Bureau there were significant changes to the duties and responsibilities of the position under study. A review of the 2000 job description shows that the position's responsibility was previously focused exclusively on LRB code-related services such as maintaining historical records, providing code information, and assisting in updating code text. The position did not have oversight responsibility for any other positions. With the rearrangement of duties about half of the code related work was delegated to the Office Assistant IV position but the position under study still does the text work for the code which is the more difficult and precise work and maintains the ACCESS database of customers, handles payments and maintains petty cash. A 2002 job description indicates that in addition to this code work the position has responsibility for the LRB support staff and general office duties such as online entry for cash deposits and staff time entry, word processing, and coordination of workgroup information technology issues.

The requested classification of Office Supervisor I has the basic function of being responsible for operating a specific service or program in a one-person office or supervising the personnel and operations of a specific program. As part of the Office Supervisor Series this classification includes positions that have the primary function of managing the operations, work systems, and personnel of a small office or unit. As bona fide managers, this classification has the authority to make a wide range of decisions regarding personnel and the commitment of department resources. The position under study has much responsibility but does not make a wide range of decisions regarding personnel and the commitment of departmental resources.

As we review the duties and responsibilities of this position we believe that it should be allocated to a higher level to reflect the changes in duties and responsibilities although not in a management position. Another high level administrative support classification in the city service is Municipal Court Clerk in Pay Range 540. This position is comparable to the position under study in that it also works closely with legal/official documents where accuracy is critical. The Municipal Court Clerks also have a very specific area of work that requires close attention to detail and requires skills in problem solving. Since this is a unique position and the title reflects the primary focus of the position we recommend the title of Code Information Specialist remain the same.

January 18, 2005

Recommendation

Based on the above we recommend this position be reallocated from Code Information Specialist in Pay Range 455 to Pay Range 540.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Maria Montegudo*
Maria Montegudo, Employee Relations Director



Department of Employee Relations

January 13, 2005

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 Board of City Service Commissioners
City of Milwaukee

Dear Commissioners:

- Analysis -

This report recommends that a footnote be added to the title of Plan Examiner III to allow recruitment up to the fourth step of the pay range.

The Department of Employee Relations received a letter dated December 21, 2004 from the Department of City Development regarding the Plan Examiner III classification. The department requested a study to determine whether the City could allow for recruitment above the minimum due to difficulties in filling a vacant Plan Examiner III position. The department pointed to the specialized education, certifications and skills that are required for the position. These requirements include registration in the State of Wisconsin as an architect or engineer or eligibility to obtain such registration within one year of appointment.

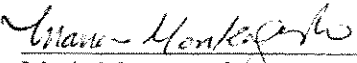
The department received approval to fill a Plan Examiner III vacancy in February of 2004. An examination was held in May of 2004 and an eligible list was created. The department indicated that they had offered the position to four people, all of whom turned it down. Two of the candidates specifically asked about whether the department could raise the salary offer.

After reviewing the materials related to this examination and discussing the issues with DER staff and Bonnie Vaughn, DCD Personnel Officer, we recommend that in the Salary Ordinance the following footnote be added to the title of Plan Examiner III in Pay Range 629:

1/ Recruitment may be up to the fourth step of the pay range.

This footnote will give the department more flexibility in recruiting for these positions.

Sincerely,


Maria Monteagudo
Employee Relations Director


Sarah Trotter
Human Resources Representative



Department of Employee Relations

January 18, 2005

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 Board of City Service Commissioners
City of Milwaukee

Dear Commissioners:

Included in this communication are classifications related to the implementation of the unit clarification petition recently settled between the City and District Council 48, AFSCME. Effective January 30, 2005, certain employees will become members of District council 48.

If an employee is currently in a non-management non-represented position, that employee will continue to be paid in the same title and pay range when they become a member of the union. They shall receive future AFSCME across the board wage increases.

If an employee is currently in a management position, that employee shall be placed in a new pay range and may be classified under a new title. These employees shall retain the pay steps and the pay rates of their salary grade that were in effect as of pay period 26, 2004, except that their Pay Period 26, 2004 pay rates shall be increased by 3% effective Pay Period 4, 2005. If incumbents are not at their maximum pay step, they shall continue to receive an increment on their salary anniversary date. They shall receive future AFSCME across the board wage increases. In order to implement this provision, a footnote detailing this information will be inserted in the Salary Ordinance for each employee under the new classification.

The following chart lists the title and pay ranges for management positions that will become a part of District Council 48, AFSCME, AFL-CIO. These recommendations are based on a review of job descriptions and comparison to other comparable positions within the city service. City department managers are in agreement with these recommendations. These recommendations have also been communicated to and discussed with union representatives.

Please note that, as described in the above pay agreement, these new pay ranges and rates will not impact current employees. The Action Required section of this communication provides footnotes that detail the rates that each and every employee will be paid. The new pay ranges and rates will be effective for new employees filling the positions following a vacancy.

CITY ATTORNEY

Current Title/Salary Range/Incumbent	Recommended Classification and Pay Range (In Bold if new title or new to DC 48)
Executive Admin Assistant II SG 002 (\$36,623 - \$51,264) Incumbent: <i>Karen Flory</i>	Program Assistant I PR 460 (\$36,137-40,500)
Paralegal SG 002 (\$36,623 - \$51,264) Incumbent (3): <i>Lisa Ames</i> <i>A. Pettigrew-Davis</i> <i>Jean Semenuk</i>	Paralegal PR 594 (\$42,021 - 50,987)
Investigator/Adjuster SG 004 (\$41,604 - \$58,245) Incumbents (2): <i>Steve Carini</i> <i>Robert Overholt</i>	Investigator/Adjuster PR 560 (\$47,066 - 53,736)

COMPROLLER

Current Title/Salary Range/Incumbent	Recommended Classification and Pay Range (In Bold if new or new to DC 48)
Administrative Specialist SG 002 (\$36,623 - \$51,264) Incumbent: <i>Mary Duket</i>	Accountant II PR 594 (\$42,021 - 50,987)

DEPT OF CITY DEVELOPMENT

Current Title/Salary Range/Incumbent	Recommended Classification and Pay Range (In Bold if new or new to DC 48)
Credit Services Specialist SG 001 (\$34,368 - \$48,111) Incumbent: <i>Angela Jackson</i>	Credit Services Specialist PR 540 (\$40,163 - 45,869)
Administrative Specialist SG 002 (\$36,623 - \$51,264) Incumbent: <i>Mark Antin (E)</i>	Program Assistant I 460 (\$36,137 - 40,500)
Real Estate Analyst SG 002 (\$36,623 - \$51,264) Incumbent: <i>Marilyn (Sue) Sottile</i>	Real Estate Specialist I PR 540 (\$40,163 - 45,869)
Real Estate Analyst-Senior SG 004 (\$41,604 - \$58,245) Incumbent: <i>None</i>	Real Estate Specialist II PR 546 (\$41,354 - 50,558)
Videographer SG 002 (\$36,623 - \$51,264) Incumbent: <i>David LaHaye</i>	Audiovisual Specialist II PR 505 (\$33,754-37,353)
Rent Assistance Inspector SG 002 (\$36,623 - \$51,264) Incumbent: <i>Daniel Montemayor</i>	Rent Assistance Inspector PR 541 (\$40,163 - 47,627)
Management Accountant SG 002 (\$36,623 - \$51,264) Incumbents (2): <i>Diane Kronberg</i> <i>Denise Mundt</i>	Accountant I PR 545 (\$41,354-47,403)

Current Title/Salary Range/Incumbent	Recommended Classification and Pay Range (In Bold if new title or new to DC 48)
<i>(Dept. of City Development Continued)</i>	
Rent Assistance Specialist III SG 003 (\$39,028 - \$54,636) Incumbents (6): <i>Cynthia Brown</i> <i>Rebeca Delgado</i> <i>Connie Keller</i> <i>Donna Miller</i> <i>Lou Williams</i> <i>Wanda Williford</i>	Rent Assistance Specialist III PR 546 (\$41,354 – 50,558)
Rent Assistance Specialist II SG 002 (\$36,623 - \$51,264)	Rent Assistance Specialist II PR 541 (\$40,163 – 47,627)
Rent Assistance Specialist I SG 001 (\$34,368 - \$48,111)	Rent Assistance Specialist I PR 530 (\$37,956 – 42,968)
Housing Programs Specialist SG 003 (\$39,028 - \$54,636) Incumbents (2): <i>Marcia Friske</i> <i>Judy Lathan-Carson</i>	Housing Programs Specialist PR 546 (\$41,354 – 50,558)
Administrative Specialist–Senior SG 004 (\$41,604 - \$58,245) Incumbent: <i>Assefa Damte</i>	Rent Assistance Coordinator PR 547 (\$42,461 – 51,490)
Administrative Specialist–Senior SG 004 (\$41,604 - \$58,245) Incumbent: <i>Loyce Howard</i>	Housing Services Specialist PR 594 (\$42,021 - 50,987)
Graphics Coordinator SG 004 (\$41,604 - \$58,245) Incumbent: <i>Janice Kotowicz (E)</i>	Graphic Designer II PR 535 (\$39,021 – 44,364)
Marketing Program Coordinator SG 004 (\$41,604 - \$58,245) Incumbent: <i>Terri Grote (E)</i>	Program Assistant II PR 530 (\$37,956 – 42,968)
Management Accountant-Senior SG 004 (\$41,604 - \$58,245) Incumbents (2): <i>Emma Kennis</i> <i>Suzanne Kramer</i>	Accountant II PR 594 (\$42,021 – 50,987)
Housing Rehabilitation Specialist-Senior SG 005 (\$44,349 - \$62,092) Incumbents (5): <i>Dick Haak</i> <i>Jeff Keen</i> <i>Brian Pellett</i> <i>Hamid Sarlati</i> <i>John Worm</i>	Housing Rehab Specialist PR 548 (\$46,143 – 54,193)

DEPT OF EMPLOYEE RELATIONS

Current Title/Salary Range/Incumbent	Recommended Classification and Pay Range (In Bold if new or new to DC 48)
Administrative Services Specialist SG 001 (\$34,368 - \$48,111) Incumbents (2) <i>Kathy Cooper</i> <i>Vaughn Brooks</i>	Benefits Services Specialist II 540 (\$40,163 – 45,869) Benefits Services Specialist I PR 532 (underfill level) (\$36,151 – 43,050)
Office Supervisor II SG 002 (\$36,623 - \$51,264) Incumbent: <i>Sandra Zelazny</i>	Program Assistant II PR 530 (37,956 – 42,968)
Medical Benefits Coordinator SG 003 (\$39,028 - \$54,636) Incumbent: <i>Crystal Owens</i>	Benefits Services Specialist III PR 546 (\$41,354 – 50,558)
Management Services Specialist SG 003 (\$39,028 - \$54,636) Incumbent: <i>Therese Biernat</i>	Business Services Specialist PR 546 (\$41,354 – 50,558)
Research Analyst-Senior SG 004 (\$41,604 - \$58,245) Incumbent: <i>Joan Dimow</i>	Research Assistant PR 594 (\$42,021 – 50,987)

DEPT OF NEIGHBORHOOD SERVICES

Current Title/Salary Range/Incumbent	Recommended Classification and Pay Range (In Bold if new or new to DC 48)
Administrative Specialist SG 002 (\$36,623 - \$51,264) Incumbents (2) <i>Frank Ferraro (E)</i> <i>Denise Mueller (Filling two 0.5 FTE pos.)</i>	Program Assistant II PR 530 (\$37,956 – 42,968)

DEPT OF ADMINISTRATION

Current Title/Salary Range/Incumbent	Recommended Classification and Pay Range (In Bold if new or new to DC 48)
<i>(DOA-Purchasing)</i> Network Coordinator Associate SG 004 (\$41,604 - \$58,245) Incumbent: <i>Corey Richards</i>	Network Analyst Assistant PR 596 (\$45,252 – 54,954)
<i>(DOA-CBGA)</i> Administrative Specialist –Senior SG 004 (\$41,604 - \$58,245) Incumbents (2): <i>Dawn Hoogland</i> <i>Judith Skenandore</i>	Business Services Specialist PR 546 (\$41,354 – 50,558)

HEALTH DEPARTMENT

Current Title/Salary Range/Incumbent	Recommended Classification and Pay Range (In Bold if new or new to DC 48)
Environmental Specialist Coordinator SG 002 (\$36,623 - \$51,264) Incumbent: <i>Julie Hulst</i>	Environmental Health Coordinator PR 553 (\$42,631 – 50,655)

DEPT OF PUBLIC WORKS

Current Title/Salary Range/Incumbent	Recommended Classification and Pay Range (In Bold if new or new to DC 48)
<i>(DPW-Administration)</i> Automated Systems Coordinator SG 002 (\$36,623 - \$51,264) Incumbent: <i>April Wilks</i> <i>(Filling Network Coordinator Asst, SG 002 position)</i>	Network Specialist PR 594 (\$42,021 – 50,987)
<i>(DPW-Administration)</i> Administrative Specialist–Senior SG 004 (\$41,604 - \$58,245) Incumbent: <i>Joan Rossetti</i> <i>(Filling Management Accountant-Senior, SG 004 position)</i>	Business Services Specialist PR 546 (\$41,354 – 50,558)
<i>(DPW-Infrastructure)</i> Administrative Specialist –Senior SG 004 (\$41,604 - \$58,245) Incumbent: <i>John Egan</i>	Accountant II PR 594 (\$42,021 – 50,987)
<i>(DPW-Water Works)</i> Management Accounting Specialist SG 005 (\$44,349 - \$62,092) Incumbent: <i>Patricia Arms</i>	Business Services Specialist PR 546 (\$41,354 – 50,558)

Action Required: (See Attachment)

Prepared by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director

Attachment: Salary Ordinance Amendments

(Positions Ordinance changes will be submitted to the Finance Committee)

Action Required (Salary Ordinance Amendments):

In the Salary Ordinance (effective Pay Period 4, 2005 – January 30, 2005):

(Note: Rates in the footnotes include a 3% increase applied to the PP 26, 2004 management salary grade rates.)

Under Salary Grade 001, delete the title “Credit Services Specialist” and “Rent Assistance Specialist I”.

Under Salary Grade 002, delete the titles “Automated Systems Coordinator”, “Environmental Specialist Coordinator” “Paralegal”, “Real Estate Analyst”, “Rent Assistance Inspector”, “Rent Assistance Specialist II” and “Videographer”. Delete the footnote designation “1/” following the title “Administrative Specialist” and delete footnote “1/” in its entirety.

Under Salary Grade 003, delete the titles “Housing Programs Specialist”, “Housing Rehabilitation Specialist”, “Medical Benefits Coordinator” and “Rent Assistance Specialist III”.

Under Salary Grade 004, delete the titles “Graphics Coordinator”, “Investigator/Adjuster”, “Marketing Program Coordinator” and “Real Estate Analyst-Senior”.

Under Salary Grade 005, delete the title “Housing Rehabilitation Specialist-Senior”.

Under Pay Range 460, add the footnote designation “1/” following the title “Program Assistant I” and add the following footnote:

1/ Effective Pay Period 4, 2005, the positions held by Karen Flory (City Attorney) and Mark Antin (DCD) shall be paid the following biweekly rates:

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

Under Pay Range 505, add the title and footnote designation “2/” following the title “Audiovisual Specialist II” and add the following footnote:

2/ Effective Pay Period 4, 2005, the position held by David LaHaye (DCD) shall be paid the following biweekly rates:

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

He shall continue to receive an increment on his salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as he remains in that position.

Under Pay Range 530, delete the title “Accountant I”, add the title “Rent Assistance Specialist I”, add the footnote designations “5/” and “6/” following the title “Program Assistant II”, and add the following footnotes:

5/ Effective Pay Period 4, 2005, the positions held by Frank Ferraro, Denise Mueller (DNS), and Sandra Zelazny (DER), shall be paid the following biweekly rates:

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

6/ Effective Pay Period 4, 2005, the position held by Terri Grote (DCD) shall be paid the following biweekly rates:

1,607.97	1,657.90	1,709.39	1,762.47	1,817.19	1,873.61
1,931.79	1,991.81	2,053.63	2,117.40	2,183.17	2,251.13

She shall continue to receive an increment on her salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as she remains in that position.

Under Pay Range 532, add the title "Benefits Services Specialist I".

Under Pay Range 535, add the footnote designation "3/" following the title "Graphic Designer II" and add the following footnote:

3/ Effective Pay Period 4, 2005, the position held by Janice Kotowicz (DCD) shall be paid the following biweekly rates:

1,607.97	1,657.90	1,709.39	1,762.47	1,817.19	1,873.61
1,931.79	1,991.81	2,053.63	2,117.40	2,183.17	2,251.13

She shall continue to receive an increment on her salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as she remains in that position.

Under Pay Range 540, add the titles and footnote designations "Benefits Services Specialist II 8/", "Credit Services Specialist 8/" and "Real Estate Specialist I 9/" and add the following footnotes:

8/ Effective Pay Period 4, 2005, positions held by Katherine Cooper, Vaughn Brooks (DER) and Angela Jackson (DCD), shall be paid the following biweekly rates:

1,328.30	1,369.54	1,412.06	1,455.93	1,501.11	1,547.73
1,595.79	1,645.32	1,696.44	1,749.14	1,803.44	1,859.45

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

9/ Effective Pay Period 4, 2005, the position held by Marilyn (Sue) Sottile (DCD) shall be paid the following biweekly rates:

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

She shall continue to receive an increment on her salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as she remains in that position.

Under Pay Range 541, add the title "Rent Assistance Specialist II" and add the title and footnote designation "Rent Assistance Inspector 4/" and add the following footnote:

4/ Effective Pay Period 4, 2005, the position held by Daniel Montemayor (DCD) shall be paid the following biweekly rates:

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

He shall continue to receive an increment on his salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as he remains in that position.

Under Pay Range 545, delete the title "Accountant II", add the title and footnote designation "Accountant I 3/" and add the following footnote:

3/ Effective Pay Period 4, 2005, the positions held by Diane Kronberg and Denise Mundt (DCD) shall be paid the following biweekly rates:

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

Under Pay Range 546, add the title "Real Estate Specialist II", add the titles and footnote designations "Benefits Services Specialist III 1/", "Business Services Specialist 1/ 2/ 3/", "Housing Programs Specialist 1/" "Rent Assistance Specialist III 1/" and add the following footnotes:

(Pay Range 546 continued)

- 1/ Effective Pay Period 4, 2005, positions held by Cynthia Brown, Rebeca Delgado, Connie Keller, Donna Miller, Lou Williams, Wanda Williford, Marcia Friske and Judy Lathan-Carson (DCD), Crystal Owens and Therese Biernat (DCD), shall be paid the following biweekly rates:

1,508.40	1,555.24	1,603.53	1,653.34	1,704.67	1,757.62
1,812.18	1,868.48	1,926.48	1,986.27	2,047.96	2,111.63

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

- 2/ Effective Pay Period 4, 2005, positions held by Dawn Hoogland and Judith Skenandore (DOA-CBGA), and Joan Rossetti (DPW-Admin), shall be paid the following biweekly rates:

1,607.97	1,657.90	1,709.39	1,762.47	1,817.19	1,873.61
1,931.79	1,991.81	2,053.63	2,117.40	2,183.17	2,251.13

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

- 3/ Effective Pay Period 4, 2005, the position held by Patricia Arms (DPW-Water), shall be paid the following biweekly rates:

1,714.04	1,767.27	1,822.13	1,878.72	1,937.06	1,997.20
2,059.25	2,123.18	2,189.09	2,257.08	2,327.16	2,399.79

She shall continue to receive an increment on her salary anniversary date, if not at the maximum, and she shall receive future AFSCME across the board wage increases as long as she remains in that positions.

Under Pay Range 547, add the title and footnote designation "Rent Assistance Coordinator 2/" and add the following footnote:

- 2/ Effective Pay Period 4, 2005, the position held by Assefa Damte (DCD) shall be paid the following biweekly rates:

1,607.97	1,657.90	1,709.39	1,762.47	1,817.19	1,873.61
1,931.79	1,991.81	2,053.63	2,117.40	2,183.17	2,251.13

He shall continue to receive an increment on his salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as he remains in that position.

Create a new Pay Range 548 as follows:

Pay Range 548

Official Rate-Biweekly

\$1,774.74	1,897.34	1,964.70	2,023.62	2,084.34
------------	----------	----------	----------	----------

Housing Rehabilitation Specialist 1/

- 1/ Effective Pay Period 4, 2005, the positions held by Dick Haak, Jeff Keen, Brian Pellett, Hamid Sarlati and John Worm (DCD), shall be paid the following biweekly rates:

1,714.04	1,767.27	1,822.13	1,878.72	1,937.06	1,997.20
2,059.25	2,123.18	2,189.09	2,257.08	2,327.16	2,399.79

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

Under Pay Range 553, add the titles and footnote designations "Environmental Health Coordinator 4/" and add the following footnote:

- 4/ Effective Pay Period 4, 2005, the position held by Julie Hults (Health), shall be paid the following biweekly rates:

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

She shall continue to receive an increment on her salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as she remains in that position.

Under Pay Range 560, add the title and footnote designation "Investigator/Adjuster 1/" and add the following footnote:

- 1/ Effective Pay Period 4, 2005, positions held by Steve Carini and Robert Overholt (City Attorney), shall be paid the following biweekly rates:

1,607.97	1,657.90	1,709.39	1,762.47	1,817.19	1,873.61
1,931.79	1,991.81	2,053.63	2,117.40	2,183.17	2,251.13

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

Under Pay Range 594, add the titles and footnote designations "Accountant II 5/ 6/", "Housing Services Specialist 6/", "Paralegal 5/" and "Research Assistant 6/", add the footnote designations "5/ 6/" following the title "Network Specialist" and add the following footnotes:

- 5/ Effective Pay Period 4, 2005, positions held by Lisa Ames, A. Pettigrew-Davis, and Jean Semenuk (City Attorney), Mary Duket (Comptroller) and April Wilks (DPW-Administration) shall be paid the following biweekly rates:

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

- 6/ Effective Pay Period 4, 2005, positions held by Emma Kennis, Suzanne Kramer, Loyce Howard (DCD), John Egan (DPW-Infrastructure) and Joan Dimow (DER), shall be paid the following biweekly rates:

1,607.97	1,657.90	1,709.39	1,762.47	1,817.19	1,873.61
1,931.79	1,991.81	2,053.63	2,117.40	2,183.17	2,251.13

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as they remain in those positions.

Under Pay Range 596, add the footnote designation "2/" following the title "Network Analyst-Assistant" and add the following footnote:

- 2/ Effective Pay Period 4, 2005, the position held by Corey Richards, shall be paid the following biweekly rates:

1,607.97	1,657.90	1,709.39	1,762.47	1,817.19	1,873.61
1,931.79	1,991.81	2,053.63	2,117.40	2,183.17	2,251.13

He shall continue to receive an increment on his salary anniversary date, if not at the maximum, and shall receive future AFSCME across the board wage increases as long as he remains in that position.

Action Required (Positions Ordinance Amendments):

In the Positions Ordinance (effective Pay Period 4, 2005 – January 30, 2005):

Under “City Attorney, Administrative Division”, delete one position of “Executive Administrative Assistant II” and add one position of “Program Assistant I.”

Under “Comptroller, Community Development Act Grant Accounting (B)”, delete one position of “Administrative Specialist (B)” and add one position of “Accountant II (B).”

Under “Department of City Development, General Management and Policy Development Decision Unit, Marketing and Civic Development Services Office”, delete one position of “Marketing Program Coordinator (Y)”, one position of “Graphics Coordinator (Y)”, and one position of “Videographer (Y)”, and add one position of “Program Assistant II (Y)” and one position of “Graphic Designer II (Y)”, and one position of “Audiovisual Specialist II (Y)”; under “Real Estate and Property Management Section”, delete one position of “Real Estate Analyst (A) (X) (Y)” and add one position of “Real Estate Specialist I (A)(X)(Y)”; under “Housing Rehab. & Development Services Section”, delete five positions of “Housing Rehab. Specialist-Sr. (X) (Y)” and one position of “Administrative Specialist (Y)”, and add five positions of “Housing Rehabilitation Specialist (X) (Y)” and one position of “Program Assistant I (Y)”; under “Administration and Control Division, General Accounting” delete one position of “Administrative Specialist-Sr.”, two positions of “Management Accountant-Sr. (Y)”, and two positions of “Management Accountant (Y)”, and add one position of “Housing Services Specialist”, two positions of “Accountant II (Y)” and two positions of “Accountant I (Y).” Under “Public Housing Programs Decision Unit, Rent Assistance Program - Section 8 Housing”, delete one position of “Administrative Specialist-Senior (B) (Y)”, and add one position of “Rent Assistance Coordinator (B) (Y).”

Under “Department of Employee Relations, Administration Division, Business Section”, delete one position of “Management Services Specialist” and one position of “Office Supervisor II” and add one position of “Business Services Specialist” and one position of “Program Assistant II.” Under “Department of Employee Relations—Employee Benefits Division, Medical Benefits Section”, delete one position of “Medical Benefits Coordinator” and two positions of “Administrative Services Specialist” and add one position of “Benefits Services Specialist III” and two positions of “Benefits Services Specialist II.” Under “Department of Employee Relations—Operations Division, Research Section”, delete one position of “Research Analyst-Sr. (0.65 FTE)” and add one position of “Research Assistant (0.65 FTE).”

Under “Department of Neighborhood Services, Residential Inspection Division, Property Management (A)”, delete two positions of “Administrative Specialist (0.5 FTE)(A)(X)” and add two positions of “Program Assistant II (0.5 FTE) (A) (X)”; under “Nuisance and Environmental—Health Division, Environmental Health Section”, delete one position of “Administrative Specialist (A) (X)” and add one position of “Program Assistant II (A) (X).”

Under “Department of Administration, Community Block Grant Administration Division”, delete two positions of “Administrative Specialist-Senior (A) (X) (Y)” and add two positions of “Business Services Specialist (A) (X) (Y).” Under “Department of Administration-Business Operations Division, Administrative Services”, delete one position of “Network Coordinator-Associate (A)” and add one position of “Network Analyst Assistant (A).”

Under “Health Department, Consumer Environmental Health Division”, delete one position of “Environmental Specialist Coordinator (X) (Y) (E)” and add one position of “Environmental Health Coordinator (X) (Y) (E).”

Title and pay range changes for management positions
going into District Council 48. . . #11

January 18, 2005

Under Department of Public Works-Administrative Services Division, Finance and Planning Section” delete one position of “Management Accountant Senior” and add one position of “Business Services Specialist”; under Technology Support Services”, delete one position of “Network Coordinator-Assistant” and add one position of “Network Specialist.”

Under “Department of Public Works-Infrastructure Services Division, Administration Decision Unit, Business Operations”, delete one position of “Administrative Specialist-Senior” and add one position of “Accountant II.”

Under “Department of Public Works-Water Works, Business Organization, Accounting Services Section”, delete one position of “Management Accounting Specialist” and add one position of “Business Services Specialist.”

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 18, 2005

Incumbent: (a) Barbara Teipner-Wargolet
 (b) Keli Stonitsch

Department: (a) City Attorney
 (b) Employees' Retirement System

Present	Request
Title: Paralegal	Title: Paralegal
Salary Grade: 002 (\$36,623-\$51,264)	Pay Range: 594 (\$42,021-\$50,987)
Step: (a) \$49,722; (b) \$36,623	Source: City Attorney
Recommendation: Title : Paralegal Pay Range: 594 (\$42,021-\$50,987) New Rate: (a) \$49,965; (b) \$36,801- see footnote below under "Action Required"	
Rationale: This reallocation would place these two positions in the same pay range as three other Paralegal positions that became part of District Council #48, AFSCME, AFL-CIO. This action would provide consistency in classification and pay for all Paralegal positions in the City. This is not a demotion so the two incumbents will not receive a decrease in pay. They will receive annual increments and non-management/non-represented across the board increases on top of the 2004 Salary Grade 002 rates.	
History of Position: This classification was created as part of the 1993 budget with a title of Legal Assistant in Salary Grade 002. The position has since been re-titled to Paralegal.	

Action Required: Effective Pay Period 4 – January 30, 2005

In the 2005 Salary Ordinance, add the footnote designation "4/" following the title "Paralegal" and add the following footnote:

4/ Effective Pay Period 4, 2005, positions held by Barbara Teipner-Wargolet (City Attorney) and Keli Stonitsch (ERS) shall be paid the following biweekly rates:

1,415.43	1,459.39	1,504.71	1,551.42	1,599.58	1,649.26
1,700.50	1,753.30	1,807.73	1,863.87	1,921.73	1,981.31

They shall continue to receive an increment on their salary anniversary date, if not at the maximum, and shall receive future nonmanagement/nonrepresented across the board wage increases as long as they remain in those positions.

Background:

There are currently five Paralegal positions in the City of Milwaukee, all in Salary Grade 002. As a result of a unit clarification petition by Milwaukee District Council #48, AFSCME, AFL-CIO, three Paralegal positions in the City Attorney's Office that had been in management will become part of the union effective Pay Period 4, 2005. One other Paralegal position in the City Attorney's Office and one in the Employees' Retirement System were excluded from the union.

Analysis and Recommendation:

Because three Paralegal positions will no longer be in management, the City is recommending (in a separate classification report) that the union designated Paralegal positions be placed in Pay Range 594, which is comparable to other professional non-management positions requiring a Bachelor's Degree.

Because positions in the Management Pay Plan have a different pay structure than union positions, union and management paralegal positions cannot be in the same pay range. Consequently, this would create the undesirable situation of having union and management paralegal positions in the same department with different titles and with different pay. The benefit package would also have differences. Ideally, all positions in the City performing the same function should have the same classification and receive the same pay and benefits.

Therefore, for reasons of fairness and City-wide consistency, this report recommends that the two remaining non-union Paralegal positions also be placed in Pay Range 594. However, instead of remaining in management, these positions would now be classified as non-management/non-represented. It is a common practice in the City for union and non-management/non-represented positions to share the same pay range. Also, non-management/non-represented positions historically have received the same across-the-board pay increases and benefits as District Council 48 positions.

It is also recommended that the incumbents of these positions be treated exactly the same in terms of compensation as those incumbents going into the union. Thus, they will not receive a decrease in pay and will continue to receive annual increments and non-management/non-represented across the board increases over the 2004 Salary Grade 002 pay steps. This will be accomplished through the footnote in the Salary Ordinance shown above.

While maintaining this uniformity was especially important to the City Attorney, the Executive Director of the Employees' Retirement System is also in agreement with this recommendation.

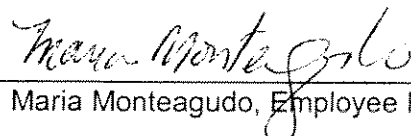
It is therefore recommended that the two positions that are the subject of this report retain the title of Paralegal but be reallocated from Salary Grade 002 to Pay Range 594.

Prepared by:



Timothy J. Keeley, Human Resources Representative

Reviewed by:



Maria Montegudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 18, 2005

Incumbent: Daniel Urban

Department: City Treasurer

Present	Request
Title: Accountant I	Title: Accountant I
Pay Range: 530 (\$37,956-\$42,968)	Pay Range: 545 (\$41,354-\$47,403)
Current Step: 5 (\$42,968)	Source: Employee Relations
Recommendation:	
Title : Accountant I Pay Range: 545 (\$41,354-\$47,403) New Rate: Step 3 \$44,027	
Rationale:	
There is currently one position of Accountant I in the city system with an incumbent in the City Treasurer's Office. As a result of a unit clarification petition by Milwaukee District Council #48, AFSCME, AFL-CIO, the classification of Account I is recommended to be reallocated from Pay Range 530 to Pay Range 545 in a separate communication. For reasons of fairness and Citywide consistency, this report recommends that the Accountant I in the City Treasurer's Office also be reallocated to Pay Range 545 effective Pay Period 4, 2005.	

Background and Recommendation

As a result of a unit clarification petition by Milwaukee District Council #48, AFSCME, AFL-CIO, the classification of Account I is recommended to be reallocated from Pay Range 530 to Pay Range 545. This request has been included as a part of the separate Unit Clarification reclassification report.

There is currently one position of Accountant I in the city system with an incumbent in the City Treasurer's Office. This position is a non-management, non-represented position since employees in the City Treasurer's Office did not become a part of Milwaukee District Council #48, AFSCME, AFL-CIO.

Positions in the city system performing the same function should have the same classification and pay range. It is a common practice in the City for union and non-management/non-represented positions to share the same pay range. Also, non-management/non-represented positions historically have received the same across-the-board pay increases and benefits as District Council 48 positions. Therefore, for reasons of fairness and Citywide consistency, this report recommends that the current incumbent of Accountant I in the City Treasurer's Office be reallocated to Pay Range 545.

Prepared by: Andrea Knickerbocker mm
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Montecastro
 Maria Montecastro, Employee Relations Director