



June 24, 2011
Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

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

Dear Committee Members:

Re: Common Council File Number 110053

The following classification and pay recommendations will be submitted to the City Service Commission on **June 28, 2011**. We recommend these changes subject to approval by the City Service Commission.

In the Election Commission, the position of Chief Inspector, Pay Range 948 is recommended for reallocation to Pay Range 949.

In the Health Department, one vacant position of Laboratory Assistant II, Pay Range 335 is recommended for reclassification to Medical Laboratory Technician, Pay Range 635.

The following classification and pay recommendation were approved by the City Service Commission on **June 14, 2011**.

In the Port of Milwaukee, one vacant position of Market Analyst, Pay Range 592 was recommended for reclassification to Trade Development Representative, Salary Grade 05.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 3 Job Evaluation Reports
2 Fiscal Notes

C: Mark Nicolini, Renee Joos, James Carroll, Troy Hamblin, Nicole Fleck, Sue Edman, Neil Albrecht, Phyllis Whitley, Bevan Baker, Raymond Weitz, Raquel Filmanowicz, Stephen Gradus, David Bina, Eric Reinelt, Betty Nowak, Hattie Billingsley, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, Daniel Panowitz, and Calvin Lee (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 28, 2011

Department: Election Commission

Election Commission

Current	Request	Recommendation
Election Inspector PR 948 \$100	Election Inspector PR 948 \$100	Election Inspector PR 948 \$100
Chief Inspector PR 948 1/ \$150	Chief Inspector PR 949 \$150	Chief Inspector PR 949 \$150

Action Required

In the Salary Ordinance, add Pay Range 949 and footnote 1 as follows:

Pay Range 949

Official Rate-Daily
\$150

Chief Inspector 1/

1/ Chief Inspector to receive an additional \$25 for each instruction class attended prior to each election.

Under Pay Range 948, delete footnote 1 and replace as follows:

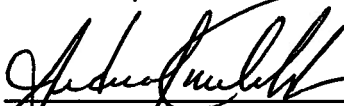
1/ Election inspector to receive an additional \$15 for each instruction class attended prior to each election.

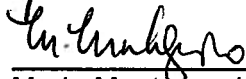
Background

The Election Commission currently has two position titles—Election Inspector and Chief Inspector which are both listed within Pay Range 948. Pay Range 948 lists the daily rate of \$100 for Election Inspectors and in Footnote 1, the daily rate of \$150 for Chief Inspectors. This report recommends that the two titles be placed into separate Pay Ranges. The corresponding footnotes related to pay for instruction classes of \$15 for Election Inspectors and \$25 for Chief Inspectors would be assigned to the corresponding Pay Range.

Recommendation

We therefore recommended that the 2011 Salary Ordinance be amended to reflect Pay Range 948 for the title of Election Inspector with a daily rate of \$100 and a new Pay Range 949 for Chief Inspector with a daily rate of \$150.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: June 28, 2011
 Department: Health Department

Current	Request	Recommendation
Laboratory Assistant II PR 335 (\$36,170 - \$39,875) Vacant	Medical Laboratory Technician PR 635 (\$37,109 - \$42,556)	Medical Laboratory Technician PR 635 (\$37,109 - \$42,556)
<p>Rationale: In order to enhance the work operations of the Laboratories, this vacant position in the Public Health Laboratories has been repurposed to one requiring a higher level of technical knowledge, skill, and work experience consistent with the classification of Medical Laboratory Technician. This new and higher level skill set will provide the Laboratories a greater variety and scope of work that can be performed and more flexibility in work assignments.</p>		

Action Required

In the Salary Ordinance, under Pay Range 335, delete the title "Laboratory Assistant II" and under Pay Range 314, delete the title "Laboratory Assistant I".

In the Positions Ordinance, under the Health Department, Laboratory Services Division, delete one position of "Laboratory Assistant II" and add one position of "Medical Laboratory Technician".

Background

On April 7, of this year the Commissioner of Health, Bevan K. Baker, requested that a vacant position of Laboratory Assistant II be reclassified to that of a higher level Medical Laboratory Technician. In studying this request, written documentation was reviewed in the form of job descriptions for the Laboratory Assistant II and the "new" job of Medical Laboratory Technician. In addition, discussions were held with Dr. Steve Gradus, Director of the Public Health Laboratories.

The mission of the Public Health Laboratories is to assist the Milwaukee Health Department in guarding the public health by providing quality laboratory services for monitoring acute and chronic diseases and the environment through assessment, surveillance, epidemiology and dissemination of information. The Laboratory employs 23 individuals, 18 of whom are scientists or technicians, in two different areas: clinical and environmental microbiology; and chemistry, virology, and molecular science. In 2010 the Laboratories generated over \$545,500 in revenue through the collection of fees for tests.

Duties and Responsibilities

The basic function of the previous Laboratory Assistant II was to perform the most basic work associated with the operation of the Laboratories. This included such duties as preparing laboratory materials and supplies; preparing standard media and other laboratory reagents; operating equipment such as autoclaves and dishwashers; cleaning and sterilizing glassware;

disposing of waste materials; maintaining all inventory items; and assisting in maintaining equipment such as water baths, incubators, refrigerators, and freezers.


The requirements for this position were a high school diploma and two years of relevant laboratory experience.

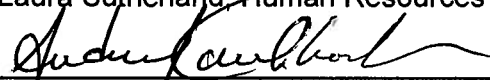
In addition to performing the basic support work performed by the Laboratory Assistant II, the "new" repurposed Medical Laboratory Technician will also assist with the STD Program which will include testing, entering data, producing reports, and assisting with quality control. The "new" Medical Laboratory Technician will also substitute for laboratory staff at the Keenan Health Center Lab on an as-needed basis. Duties at that location will include phlebotomy, conducting preliminary screening tests of clients under direction of the charge nurse; assisting with STD testing; and assisting with quality assurance activities. These expanded duties are anticipated to account for at least 35% of the position's time and will allow the laboratories greater flexibility in assigning work.

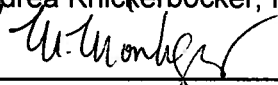
The minimum qualifications for this position include an associate degree as a Medical Laboratory Technician from an accredited institution and two years of related laboratory experience public health microbiology, hospital or clinical laboratory. It should be noted that these qualifications have not been assessed for purposes of hiring.

Recommendation

The "new" position will perform the same duties and responsibilities as other Medical Laboratory Technicians in the Health Department. For that reason, we recommend that one position of Laboratory Assistant II in Pay Range 335 be reclassified to Medical Laboratory Technician in Pay Range 635

Prepared by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: June 14, 2011
 Department: Port of Milwaukee

Current	Request	Recommendation
Market Analyst PR 592 (\$40,019 - \$48,021) Vacant	Study of Position	Trade Development Representative, SG 05 (\$47,109 - \$65,957)

Action Required

In the Salary Ordinance, under Salary Grade 05, add the title "Trade Development Representative"; under Salary Grade 03, delete the title "Trade Development Representative"; and under Pay Range 592, delete the title "Market Analyst".

In the Positions Ordinance, under Port of Milwaukee, Marketing Section, delete one position of Market Analyst, and add one position of "Trade Development Representative, SG 05".

Background

On April 19 of this year, the Municipal Port Director, Eric Reinelt, requested that a position of Market Analyst, which was slated to become vacant due to a pending retirement, be studied for proper classification and related pay range. The study was requested due to the establishment of a new Foreign Trade Zone at the Port, which would, Mr. Reinelt's words "require our department to change its operations to accomplish additional marketing functions." Coincidentally, the City's Salary Ordinance also contains a footnote requiring a study of the Market Analyst position when it is vacated.

In reviewing this request, the staff reviewed the new job description written by the department and held discussions with Betty Nowak, Port Marketing Manager, and Mr. Reinelt regarding the job's duties and responsibilities. During these discussions, it became clear that the Port intended to completely repurpose the position of Market Analyst to respond to new demands requiring more business development, marketing, and reporting.

Duties and Responsibilities

The Market Analyst, who is now retired, spent approximately one-half of the time conducting market and financial analyses to determine revenues and costs for the Port. The other half of the job was devoted to performing accounts payable, processing payroll, and recording and monitoring vessel activity. (Source: Report to the City Service Commission, April, 1992)

In contrast, the future job will be primarily responsible for business development and marketing under the direction of the Marketing Manager and secondarily responsible for collecting, maintaining, and analyzing data on vessel and cargo movements. When hired, the new employee will work closely with the Marketing Manager to develop business for the new Foreign Trade Zone. Other marketing duties will include attending trade shows, answering customer inquiries, writing content for the Port's website and writing marketing information. In addition, this position will be required to maintain information and submit reports to the Department of Commerce regarding the Foreign Trade Zone.

Noteworthy knowledge, skills, abilities, and attributes include the following:


- Knowledge of the principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of the principles and methods for developing, promoting, and selling services. This includes marketing strategy and tactics and sales techniques.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to talk with others to convey information.
- Ability to learn the logistics of the shipping industry.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to use standard office software and hardware to collect, maintain, and analyze data, and produce reports to support marketing and business development
- Ability to use descriptive statistics to analyze data.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform via written, oral, electronic, and visual media.
- Ability to develop and maintain effective business relationships with a variety of individuals, including those from cultures other than one's own.
- Ability to travel to business meetings throughout the region.

The job analysis conducted for this study indicates that well qualified applicants for this position will be expected to possess a bachelor's degree in business administration or the equivalent and have work experience in marketing or business development. It should be noted that neither the KSAA's listed above nor the preceding statement has been validated for purposes of recruitment and hiring. At a later date the Staffing Division of Employee Relations will conduct a different job analysis pertaining to hiring.

Analysis

The Port's business development and marketing team consists of two people: A Port Marketing Director, Salary Grade 11, and Trade Development Representative-Senior, Salary Grade 07. The nature of work that will be performed by the employee filling this new repurposed job will consist of business development and marketing, in addition to market analysis. It is anticipated that the level of work performed will carry less responsibility and require somewhat less experience and knowledge/skill than the Trade Development Representative-Senior, SG 07, who independently develops business opportunities for the Port.

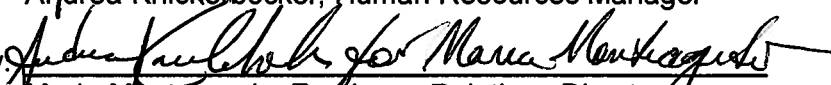
For that reason, we recommend that this position be classified as a Trade Development Representative, Salary Grade 05.

Prepared By: 

Laura Sutherland, Human Resources Representative

Reviewed By: 

Andrea Knickerbocker, Human Resources Manager

Reviewed By: 

Maria Monteagudo, Employee Relations Director