



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

May 26, 2015

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

Dear Committee Members: Re: Common Council File Number **150123**

The following classification and pay recommendations were approved by the City Service Commission on **May 12, 2015**.

In the Department of Administration – Budget and Management Division, one new position was recommended for classification to Community Analytics Analyst, Pay Range 2HX.

In the Milwaukee Public Library, several new positions are recommended for classification due to a reorganization in the library.

In the Department of Public Works - Water Works, one new position was recommended for classification to Water Construction Coordinator, Pay Range 7PN; one new position was recommended for classification to Water Field Supervisor, Pay Range 1BX; and 12 new positions were recommended for classification to Water Repair Worker, Pay Range 8LN.

The job evaluation reports 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
Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, John Ledvina, Patrick Curley, Deborah Ford, Nicole Fleck, Victoria Robertson, Sharon Robinson, Paula Kiely, Joan Johnson, Consuelo Hernandez, Emily Kearney, Carrie Lewis, Ghassan Korban, Preston Cole, Laura Daniels, Dan Thomas, Arvis Williams, Dawn Crowbridge, Boyd McCamish, Kenneth Wischer, Daniel Panowitz, Calvin Lee, and Penni Secore (DC 48)



JOB EVALUATION REPORT

City Service Commission Meeting: May 12, 2015

Department of Administration – Budget & Management Division

Current	Request	Recommendation
New Position	Community Analytics Researcher To Be Studied	Community Analytics Analyst PR 2HX (\$54,865 - \$78,806)

Action Required

In the Salary Ordinance, under Pay Range 2HX, add the title “Community Analytics Analyst”.

In the Positions Ordinance, under Department of Administration, Budget and Management Division, delete one position of “Community Analytics Researcher”, and add one position of “Community Analytics Analyst”.

Background

Budget & Management Director Mark Nicolini has requested the classification of one new position included in the 2015 budget that would be focused on community analytics research. A job description was provided for this new position and discussions were held with staff in the Department of Administration and the Mayor’s Office.

Duties and Responsibilities

This position will assess quantitative and geographic data about the community and translate this information to support policy makers’ decisions related to community conditions and the impact of City services. The position will use statistical and data analysis, service delivery information, and GIS mapping data to demonstrate the impact of city programs and thereby support decisions on the development and implementation of city programs and initiatives. Duties, responsibilities and requirements include:

- 50% Conduct analyses of City services and community conditions in various geographies, including use of GIS systems to create maps and use of data sources to assist in program development and impact evaluation. The position will work in close collaboration with the Budget office and City departments.
- 40% Support the development and implementation of performance and outcome measurements with existing City data and other data as appropriate, and incorporate them into City processes such as development of the Executive Budget, Common Council committee communications and the Mayor’s Accountability in Management Program.
- 10% Support various city planning efforts through report development, drafting data summaries, and assembling products for use in presentations to the Common Council, community based organizations, and the public.

Minimum requirements include a Bachelor's degree in Urban and Regional Planning, Urban Studies, Public Administration, Public Policy Agricultural Economics or related program and two years of related experience.

Analysis and Recommendation

This position will work with existing City initiatives that include but are not limited to Accountability in Management, Strong Neighborhoods Plan, Milwaukee Promise, Compete Milwaukee, and the Black Male Achievement Advisory Council. The position will provide and effectively communicate information about the impact of these initiatives on community conditions. The incumbent of this new position will be tasked with effectively translating quantitative and geographic data to City departments and policy makers for the purpose of analyzing the development and effectiveness of City initiatives.

Other similar positions within the City that focus on this type of research, analysis, and policy recommendations include the following:

Department	Title	Pay Range	Minimum	Maximum
DOA-ITMD	GIS-Developer-Project Leader	1HX	70,827	99,154
DOA-Budget	Budget & Policy Manager	2LX	70,827	99,154
DOA-Budget	Fiscal Planning Specialist-Senior	2KX	66,435	93,010
Police	Crime & Intelligence Specialist	1FX	62,338	87,270
DOA-ITMD	GIS Developer-Senior	2IX	58,462	81,844
DOA-Budget	Fiscal Planning Specialist	2IX	58,462	81,844
CCCC-LRB	Fiscal Planning Specialist	2IX	58,462	81,844
DOA-Budget	Budget & Policy Specialist	2HX	54,865	78,806
CCCC-LRB	Legislative Fiscal Analyst-Lead	2HX	54,865	78,806
Police*	Crime Analyst	2GN	54,251	65,894
DOA-ITMD	GIS Developer	2GX	51,469	72,063
DOA-ITMD	GIS Analyst	2GN	56,767	72,063
DOA-Budget	Budget & Management Analyst-Lead	2GX	51,469	72,063
CCCC-LRB	Legislative Fiscal Analyst-Senior	2GX	51,469	72,063
DOA-Budget	Budget & Management Analyst-Senior	2FX	48,294	67,616

Crime Analyst rates are former ALEASP rates of pay

This report recommends classifying this new position as a Community Analytics Analyst in PR 2HX (\$54,865 - \$76,806). There is comparability in the nature and level of work between the job duties of this proposed position and those of the Legislative Fiscal Analyst-Lead in the Legislative Reference Bureau and the Budget and Policy Specialist in the Budget Office. These positions conduct research, draft ordinances, conduct analysis of budgets, and provide recommendations to policy makers on City department budgets and programs.

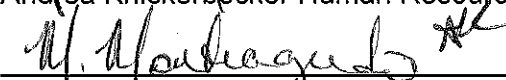
Depending upon the specific City initiative, this new position may analyze trending data such as building code violations, police calls for service, violent and property crimes, permits related to property investment, property sales and values including in rem properties, and incomes within a census tract. Based on these analyses, the position would then work closely with Budget Office staff members to formulate program recommendations and performance measure updates.

The recommended level is not as high as a Fiscal Planning Specialist in Pay Range 2IX. These positions in the Budget Office are responsible for monitoring the City's fiscal condition and analyzing the impact of policy decisions in the City's fiscal health. They assist in analysis and recommendations on policy direction for the city's financial operations and fiscal strategies including capital, debt, pensions, and revenues.

The recommended level places the position higher, though, than Crime Analyst in Pay Range 2GN. These positions are responsible for collecting and evaluating crime data to determine trends and changes in criminal activity using mapping and other analytical software; and are focused on analysis of data in support of the department's operational and administrative personnel.

Based on this analysis, we recommend this new position be classified as Community Analytics Analyst in Pay Range 2HX (\$54,865 - \$76,806).

Prepared by: 
Andrea Knickerbocker Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

Current: One (0.50 FTE) New Position
One (0.75 FTE) New Position
Recommended: Librarian III PR 2DN

These two new positions, under general supervision, perform bibliographic, reference and reader advisory work of the most complex and responsible nature; represent the Library in the community; initiate and participate in programs which extend the services of the Library to the community; plans, within the framework of the overall Library program, goals and objectives for a particular specialized area and ensures that they are implemented; and regularly serves as Librarian-in-Charge when assigned to a neighborhood library.

These positions have the same duties and responsibilities as other positions of Librarian III and we recommend classification of Librarian III in Pay Range 2DN.

Current: Two New Positions
Recommended: Library Branch Manager PR 1DX

These two positions serve as Librarian-in-Charge at one of the twelve branch libraries and are responsible for managing the overall service plan and operation of the agency including staff development, collection development and maintenance, services and programs, customer and community relations, and overseeing the general maintenance and security of the library building and grounds.

These positions have the same duties and responsibilities as other positions of Library Branch Managers and we recommend classification of Library Branch Manager in Pay Range 1DX.

Current: 23 (0.47 FTE) New Positions
Recommended: Library Circulation Assistant I PR 6EN

These positions perform customer service functions in a proactive manner, assist patrons with checkout and registration, charge and discharge library materials, handle book retrievals and searches, enter information on the computer, assist in office support duties associated with book acquisition, sort and shelve library materials, and perform other duties as assigned.

These positions have the same duties and responsibilities as other positions of Library Circulation Assistant I and we recommend the classification of Library Circulation Assistant I in Pay Range 6EN.

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

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

Reviewed by: *M. Monteagudo*
María Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service commission Meeting: May 12, 2015

DPW-WATER WORKS

Current	Requested	Recommended
New Position	Water Construction Coordinator PR 7PN \$53,686- \$69,069	Water Construction Coordinator PR 7PN \$53,686 - \$69,069
New Position	Water Field Supervisor PR 1BX \$61,650 – \$67,616	Water Field Supervisor, PR 1BX \$61,650 – \$67,616
New Position (12 Positions)	Water Repair Worker PR 8LN \$45,327 - \$51,517	Water Repair Worker PR 8 LN \$45,327 - \$51,517

Background

This report recommends job classifications and associated pay levels for a number of new positions in the Milwaukee Water Works. Funding for these positions has been approved by the Common Council and Mayor and is reflected in the department's 2015 budget. In studying these positions, we reviewed job descriptions prepared by the department and documents from our files pertaining to these job classifications. All of the job classifications requested are consistent with the duties, responsibilities and requirements of currently existing job classes and associated pay levels.

Current:	New Position	
Requested	Water Construction Coordinator	PR 7PN
Recommended	Water Construction Coordinator	PR 7PN

This position performs a combination of office and field work to in support of the construction of water mains under the direction of the Water Construction Manager. Administrative duties include the following: preparing installation reports to make partial payments to contractors; maintaining records of payments; preparing final installation reports; checking the final as-built plans for accuracy; scheduling hydrostatic tests and wet connections; certifying that safe samples have been obtained prior to final wet connections; when necessary, ensuring that water easements have been properly signed and returned to the engineering staff; answering questions and responding to complaints from property owners on the phone and at job sites; consulting with the design staff regarding the location of temporary air vents to facilitate pressure testing and safe water sampling, and other related work.

Field work includes the following duties: performing hydrostatic pressure tests on newly installed water mains in accordance with Water Works specifications; coordinating and directing employees in setting up pressure testing equipment; gathering water samples from newly installed mains and delivering samples for analysis; working with contractors and directing Water Works personnel in the operations of valves to flush newly constructed water mains; when necessary, disinfecting large mains; organizing, scheduling and supervising Joint Assembler examinations and maintaining certifications of qualified assemblers.

The minimum requirements for the job, as state in the job description prepared by the department, are five years of work as a Public Works Inspector I or II.

Current	New Position	
Requested	Water Field Supervisor	PR 1BX
Recommended	Water Field Supervisor	PR 1BX


This position manages the repair and maintenance of the water distribution system by supervising the repair and maintenance of the water distribution system through Water Distribution Chief Repair Workers; supervising the testing and repair of meters in the meter shop; ensuring that productivity standards, departmental policies, and safety standards are met; responding to customers' issues; and performing administrative work related to water distribution repair and water meter repair. The employees performing these jobs will be required to respond to emergencies at any time, throughout the year, as assigned.


The minimum requirements for the job, as stated on the position's description prepared by the Water Works are three years of experience maintaining a water distribution system or maintaining and repairing water meters.

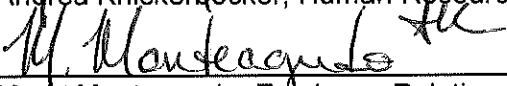
Current	12 New Positions	
Requested	Water Repair Worker	PR 8LN
Recommended	Water Repair Worker	PR 8LN

Water Repair Workers work as part of a crew, maintaining and repairing water mains, services, valves and other parts of the infrastructure comprising the water distribution system. This work is done on a routine and emergency basis. These employees operate a variety of construction equipment including large dump trucks, trailers, backhoes, drill rigs, and vacuums as well as hand tools and pneumatic tools. According to the description prepared by the Water Works, mechanical aptitude is required, in addition to a basic understanding of plumbing. The physical and environmental demands of the job are significant. They include the ability to excavate earth using shovels and construction equipment; the ability to enter manholes and excavations, the ability to climb ladders; and the ability to work outdoors for extended periods of time during all types of weather conditions, some of which may be extreme.

Entry into this job, as stated in the job description, requires two years of work experience in underground construction that includes the operation of a large dump truck. A valid Wisconsin Driver's License is required, in addition to a Wisconsin Class A Commercial Driver's License. Employees in these jobs must be able to obtain an endorsement for tank vehicles and air brakes and be certified as a Competent Person in excavation safety within six months of appointment.

Prepared by: 
 Laura Sutherland, Human Resources Representative

Reviewed by: 
 Andrea Knickerhocker, Human Resources Manager

Reviewed by: 
 Maria Monteaquido, Employee Relations Director