



Department of Employee Relations

**Tom Barrett**  
Mayor

**Florence Dukes**  
Director

**David Heard**  
Fire and Police Commission  
Executive Director

**Michael Brady**  
Employee Benefits Director

June 2, 2004

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

Dear Committee Members:                    Re: Common Council File Number 031689

The following new position classification was approved by the City Service Commission on May 25, 2004:

In the Department of Public Works-Water Works, one new position was classified as Data Base Analyst, Salary Grade 009.

The Job evaluation report covering the above position is attached.

Sincerely,

Florence H. Dukes  
Employee Relations Director

FHD:pb

Attachments:    Job Evaluation Report  
                      Fiscal Note

c:    Joseph Czarnezki, Erick Shambarger, Dan Thomas, Carrie Lewis, Dale Mejaki and Eldon Gartzke

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: May 25, 2004

Incumbent: New Position

Department: Department of Public Works—Water Works

Present	Request
Title: n/a	Title: Data Base Analyst
Salary Grade: n/a	Salary Grade: 009 (\$55,849-\$78,186)
Step: n/a	Source: Department
<p><b>Recommendation:</b>            Title: Data Base Analyst            Salary Grade: 009 (\$55,849-\$78,186)            New Rate: n/a</p>	
<p><b>Rationale:</b>            This is a new position in the 2004 budget. The position will develop and maintain production databases and provide systems support for the Water Works new Customer Information Systems, and updated Plants Maintenance Management Systems, Plant Supervisory Control and Data Acquisition systems and other new database applications. This responsibility for department-wide database applications supports the request for this position in Salary Grade 009.</p>	

**Action Required** (Effective Pay Period 1, 2004 – December 31, 2003)

No Salary or Positions Ordinance changes are necessary.

**Background:**

The Department of Employee Relations received a request to study a Database Analyst position that is a new position in the 2004 budget. DER has received a new job description for this position and discussions were held with Water Works Superintendent Carrie Lewis, Administration and Projects Manager Dale Mejaki, and Network Manager, Eldon Gartzke.

The Water Works has embarked on a process to upgrade and replace their Customer Information System (CIS). The budgeted amount for this project is \$5 million and includes the costs of vendor services, hardware, and software. The current system has reached the end of its useful life, has technological limitations, and does not provide adequate reporting and monitoring capabilities.

A vendor and a new system have been selected. The implementation of the new Customer Information System is expected to take from 1½ to 2 years.

This new position of Data Base Analyst to work with the new CIS production database and provide system support for other Water Works application functions and databases.

**Duties and Responsibilities:**

The function of this position is to develop, maintain and monitor various production databases and provide system support as required by the Water Works for utility business, plants and distribution application functions.

- 40% Provide functional support and expertise in the areas of production database development, design, maintenance and monitoring for various Water Works systems including Customer Information systems, Plants Maintenance Management Systems, Plant Supervisory Control and Data Acquisition (SCADA) systems and other new database applications.
- 20% Monitor and maintain data integrity and security in various database applications including Oracle.
- 10% Monitor and maintain system availability and reliability of production databases including appropriate logging and backup procedures. Develop, document and implement database recovery/restore system procedures including any training or test databases.
- 10% Conduct performance tuning of production databases ensuring adequate DASD (Direct Access Storage Device) allocation requirements are maintained on various production and development databases.
- 5% Maintain TNS (Transparent Network Substrate) files to ensure connectivity between workstations and databases.
- 5% Provide training as required to other personnel in database applications and related systems.
- 5% Develop and maintain effective communication within a team environment on related projects and activities.
- 5% Other duties as assigned.

The position requires a Bachelor's degree in Computer Science, Management Information Systems, Mathematics, Business Administration, Science or closely related field. Experience should include a minimum of four years experience in database system development, support, administration and tuning and network administration, two year of which should include experience in Oracle database support, maintenance and restoration and one year experience in UNIX environment. Experience training in related database applications and systems is also required. Superior communication skills and technical writing ability are essential.

**Analysis:**

This position will develop and maintain production databases and provide systems support for the Water Works new Customer Information Systems, Plants Maintenance Management Systems, Plant Supervisory Control and Data Acquisition systems and other new database applications. The position will have responsibility for data integrity and security in various database applications. The position will maintain system availability and reliability, conduct performance tuning of production databases and ensure connectivity between the databases and workstations. In addition, the position will train other Water Works personnel in database applications and related systems.

Another position in the city system to which this position may be compared is Data Base Administrator, Salary Grade 011, in the Department of Administration—Information & Technology Management Division. The function of this position is to implement all facets of Oracle database technology including Enterprise, Geographic Information Systems (GIS), and WebPage. This includes managing two production databases and up to twelve developmental Oracle databases for the City's financial system and human resources/payroll systems.

While the duties and responsibilities of these positions are similar, there is a difference in the scope of responsibility for the two positions. Data Base Administrator is responsible for Citywide database applications including the City's financial and human resource/payroll systems, GIS, and Webpage. The Data Base Analyst in contrast will be responsible for department-wide Water Works applications.

The profile for the position according to the City's management pay plan job evaluation factors is as follows:

	<u>Level</u>	<u>Points</u>
Impact and Accountability	10	158
Knowledge and Skills	7	94
Reporting Relationships	8	55
Working Conditions	1	5
TOTAL		312

Salary Grade 009: (306-351 points)

**Recommendation:**

Based on the above analysis, we recommend that this position be classified as Data Base Analyst in Salary Grade 009.

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Florence Dukes  
Florence Dukes, Employee Relations Director

**CITY OF MILWAUKEE FISCAL NOTE**

A) Date: June 2, 2004

File Number: 031689  
 Orig Fiscal Note  Substitute

Subject: New position classification approved by the City Service Commission on May 25, 2004

Submitted By (name/title/dept/ext.): Timothy Keelev, Human Resources Representative/Dept. of Employee Relations/ X8154

C) Check One:  Adoption of this file authorizes expenditures  
 Adoption of this file does not authorize expenditures; further Common Council action needed. List anticipated costs in Section G below.  
 Not applicable / no fiscal impact (*New position in 2004 budget.*)

D) Charge to:  Departmental Account (DA)  Contingent Fund (CF)  
 Capital Projects Fund (CPF)  Special Purpose Accounts (SPA)  
 Perm. Improvement Funds (PIF)  Grant & Aid Accounts (G & AA)  
 Other (Specify)

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	One new position in DPW-Water Works classified as Data Base Analyst.  <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
<b>Totals</b>					

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

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

G) List any anticipated future costs this project will require for completion:

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H) Computations used in arriving at fiscal estimate:  
*(See attached spreadsheet for details)*

Please list any comments on reverse side or attachment and check here  *(See attached)*

**Department of Employee Relations**

**Fiscal Note Spreadsheet**

Date of Finance & Personnel Committee Meeting: June 9, 2004

Date of City Service Commission Meeting: May 25, 2004

**NEW COST FOR 2004**

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+Sal
1	DPW-Water Works	New Position	N/A	Data Base Analyst	9					New Position Included in 2004 Budget
1								\$0	\$0	\$0

**PROJECTED NEW COST FOR FULL YEAR**

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+Sal
1	DPW-Water Works	New Position	N/A	Data Base Analyst	9					New Position Included in 2004 Budget
1								\$0	\$0	\$0

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