



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

January 8, 2009

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

Dear Committee Members: Re: Common Council File Number 081113

The following classification and pay recommendation were approved by the City Service Commission on January 6, 2009.

In the Department of City Development, one new position was classified as Office Assistant III, PR 425.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 1 Job Evaluation Reports
1 Fiscal Note

C: Mark Nicolini, Renee Joos, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Betty Schraith, Joe Alvarado, Richard Marcoux, Martha Brown, Judy Allen

JOB EVALUATION REPORT

City Service Commission Meeting: January 6, 2009

This report recommends the appropriate classification and compensation level for one position created in conjunction with the implementation of the 2009 City of Milwaukee budget in the Department of City Development.

In reviewing this position, staff analyzed a new job description and held discussions with management representatives in the department. The following chart summarizes the recommended change.

DEPARTMENT OF CITY DEVELOPMENT

Current	Request	Recommendation
New Position	Office Assistant III PR 425 \$31,905-\$35,296	Office Assistant III PR 425 \$31,905-\$35,296

Action Required

No Action Required.

Background

The 2009 budget created an additional position of Office Assistant III in the Department of City Development, Development Center. This new position will perform the same duties and responsibilities as current Office Assistant's III in the Development Center.

Duties, Responsibilities & Requirements

This position acts as a receptionist for the Development Center, processes various permits, assists with cashiering duties, and provides back-up for a variety of functions. The position assists with process improvements and other projects at the direction of the Permit & Development Center Manager. Duties, responsibilities and requirements include:

- 30% Processing of permits, fees, and other transactions with the Development Center cashiering system. Assists with close of day balancing, importing, and FMIS.
- 25% Review, approve, and process various permit applications that are not subject to plan examination review, including electrical, HVAC, plumbing certificates of occupancy and siding. Works with other internal and external customers to answer questions regarding permits and fees, monitors the stop work and licensed contractor lists, and all other aspects involved with processing permits.
- 25% Provide information services for the Development Center—including reception for walk in customers, telephone and in person inquiries, microfilm retrieval and maintenance, open record requests, mail handling and distribution, plan routing, and distribution of approved plans and permits.

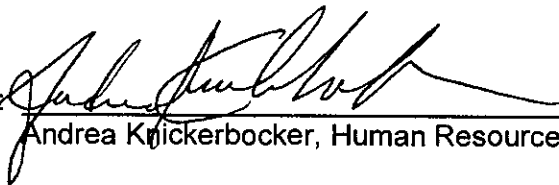
- 10% Prepare permit related documents, orders, for archival to be forwarded to City Records including verification and correction of daily permit data.
- 10% Other related duties.

Requirements include a minimum of four years of office experience including one year of experience at the level of Clerk Typist II.

Analysis and Recommendation

This new position of Office Assistant III in the Development Center of DCD will be performing duties and responsibilities that are the same as those performed by the current three Office Assistant's III. For this reason, we recommend classifying this new position as Office Assistant III in Pay Range 425.

Reviewed by:



Andrea Krickerbocker, Human Resources Manager

Reviewed by:



Maria Montenegro, Employee Relations Director