



**Department of Employee Relations**

January 23, 2003

**John O. Norquist**  
Mayor

**Jeffrey Hansen**  
Director

**Florence Dukes**  
Deputy Director

**Frank Forbes**  
Labor Negotiator

**Michael Brady**  
Employee Benefits Manager

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

Dear Committee Members:                      Re: Common Council File Number 021310

The following classifications and pay levels were approved by the City Service Commission on January 21, 2003:

In the Office of the Comptroller one new position was classified as Accounting Program Assistant III, Pay Range 475; and in the Milwaukee Public Library, one new position was classified as Management Librarian, Salary Grade 007.

In the Municipal Court, two new positions were classified as Administrative Specialist, Salary Grade 002; and one position of Office Assistant II, Pay Range 410 (held by Barbara Przybylinski), was reclassified to Court Services Assistant III, Pay Range 425, in conjunction with a mini-reorganization.

In the DPW-Water Works, one position of Water Maintenance Scheduler, Salary Grade 005, and one position of Program Assistant I, Pay Range 460, were both reclassified to Program Assistant II, Pay Range 530, in conjunction with a reorganization in the Preventive Maintenance Unit of the Plant Section.

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

Sincerely,

Florence H. Dukes  
Employee Relations Director

FHD:pb

Attachments:    3 Job Evaluation Reports  
                      Fiscal Note

c:    Frank Forbes, Laura Engan, W. Martin Morics, Albert Loth, Kathleen Huston, Judith Zemke, Lynn Bellehumeur, Kristine Hinrichs, Clarice Hall Moore, Barbara Przybylinski, Carrie Lewis, Dale Mejaki, David Kaminski, Richard Abelson, John English, John Garland and Robert Klaus

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## JOB EVALUATION REPORT

City Service Commission Meeting Date: January 21, 2003

This report recommends appropriate classifications and compensation levels for two positions approved by the Mayor and Common Council in the City's budget for 2003. This report contains recommendations for positions in the Comptroller's Office and Milwaukee Public Library.

In reviewing these positions, staff analyzed job descriptions and held discussions with management representatives from the affected departments. The following chart summarizes the recommended classifications and pay levels.

Current	Requested	Recommended
New	Management Accountant-Senior SG 004 (\$38,634-\$54,086)	Accounting Program Assistant III PR 475 (\$33,976-\$40,783)
New	Management Librarian SG 007 (\$46,785-\$65,496)	Management Librarian SG 007 (\$46,785-\$65,496)

### Action Required

In the Positions Ordinance, under Comptroller, Revenue and Cost Division, delete one position of Management Accountant-Senior(C), and add one position of Accounting Program Assistant III(C).

### Office of the Comptroller

**Request:** Management Accountant-Senior SG 004

**Recommendation:** Accounting Program Assistant III PR 475

The purpose of this position is to review monthly cost reports for the community Development Block Grant Program for accuracy and eligibility. Assist in the performance of fiscal site reviews of subgrantee agencies under contract with the City of Milwaukee to receive CDBG, EC, Shelter, HOME, Drug Abatement, and Weed and Seed funds. These audits and reviews are performed to insure the adequacy of internal controls, to determine whether financial transactions of the organization comply with applicable laws and regulations and to insure that GAAP are being followed. Incorporated as a key part of the functions is the protection of \$1,000,000 of cash advances. The functions protect the City from questioned costs for which the Federal awarding agency may hold the City liable. Duties, responsibilities, and requirements include:

#### 75% Accounting:

Review and analyze cost reports from non-City projects to ensure they are in compliance with Federal guidelines by checking for mathematical accuracy, cost allocation plans, completeness and budget approval; record reimbursement payments; determine reasonableness of cash advances; monitor any inconsistencies or discrepancies in cost reporting so Auditors are alerted of possible findings; prepare corrected cost reports, letters and schedules of paid costs as required, using Microsoft Windows, Word and Excel. File and maintain contract information for all CBGA subcontractors.

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**20% Fiscal Site Reviews:**

Under the direction of the Auditing Specialist and Management Accountant Specialist-Senior, perform fiscal site reviews of approximately 100 community based organizations that receive grant funds from Federal and State government agencies that are passed through the City. The fiscal site reviews are designed to ensure that the grant funds are administered and disbursed in compliance with the various laws and regulations established by the Federal and State providing agencies so that the City may remain eligible for more that \$72 million in grant funds.

**5% Support:**

Cross-trained to serve as back-up to Management Accountants in processing Weed and Seed, EC, Drug Abatement and Shelter Grants, audit confirmations, etc. Also serve as Support Staff back-up in telephone reception for staff of 15, faxing, disbursing of checks and light typing. Other duties as assigned.

In terms of qualifications, the job description submitted by the department lists high school diploma and knowledge of Microsoft Windows, Word, Excel, PeopleSoft Financials, Novell, Netscape and Mainframe software as highly desirable. Close detail work and accuracy with figures is important. Ability to work well with others, good communication and organizational skills is required.

This position will be performing duties that are largely similar to an existing position of Accounting Program Assistant III in the Revenue and Cost Division of the Comptroller's Office. It is therefore recommended that this new position also be classified as Accounting Program Assistant III in Pay Range 475. While the position was initially budgeted as a Management Accountant-Senior in Salary Grade 4, the department concurs that the recommended title and pay range is consistent with the duties to be performed.

It should be noted that this position is 100% grant funded and that as part of creating this new position, the Comptroller's Office is eliminating two half-time positions of Accounting Intern.

**Milwaukee Public Library**

<b>Request:</b>	<b>Management Librarian</b>	<b>SG 007</b>
<b>Recommendation:</b>	<b>Management Librarian</b>	<b>SG 007</b>

The purpose of this position is to direct technical processes concerned with providing description and online access to library collections in all formats. This position will manage the direction, control and planning for activities necessary for the orderly entry into CountyCat of bibliographic, authority and item records; manage activities associated with the Milwaukee County Federated Library System (MCFLS) Contract for Bibliographic Control; serve as general supervisor for the Original Cataloging Unit and the Copy Cataloging and Database Management Unit; and provide technical leadership and management oversight for development of digitized collections in cooperation with managers from other areas of the Milwaukee Public Library (MPL). Duties, responsibilities and requirements include:

- 60% **Cataloging and Database Management Supervisor:**  
Provide general supervision of Librarian III catalogers who are responsible for specialized and original cataloging and policy direction and indirect supervision of Copy Cataloging and Database Management Unit staff. Manage the analysis of methods used, and the development and implementation of new procedures to expedite activities relative to cataloging of library materials; coordinate workflow analysis and implementation of procedures to optimize use of automated systems; maintain working relations with vendors, develop specifications for vendor contracts, evaluate vendor performance; and provide information to Library staff on cataloging and authority control issues and practices.
- 15% **Management of all aspects of MPL cataloging contract with MCFLS:**  
Serve as primary contact with MCFLS staff regarding development of contract terms. Recommend improvements in cataloging and database management functions to MCFLS staff; monitor performance and productivity statistics for contract work; and monitor trends in cataloging, authority control, and electronic record loading.
- 15% **Development of digital collections and metadata:**  
Maintain knowledge of national metadata standards and schema; select appropriate metadata schema, outline procedures and train individuals who create metadata descriptions. Create the infrastructure for image creation, storage, retrieval, metadata description, and presentation of digital materials in locally developed collections.
- 10% **Miscellaneous:**  
Communicate policies and procedures to staff and internal customers; write reports, articles and recommended booklists, participate in teams and committees and perform other related duties.

The qualifications for this position include a Master's Degree in Library Science and five years of professional librarian experience with at least one year at the level comparable to Librarian III. It is also desirable for the individual to have two years of experience in a technical services department in a large public library and two years of experience working with databases, metadata, or digitization projects. Other requirements include a strong customer service orientation, broad general knowledge of subject disciplines, knowledge of developments and current trends in cataloging rules, standards and activities, ability to lead, motivate, supervise and train others, and ability to use computer software and manage computerized files.

This position was created as part of a small reorganization in the Technical Services Bureau for the 2003 budget. As part of the reorganization one position of Bookbinder Supervisor in Salary Grade 003 and one position of Library Technician I in Pay Range 400 were eliminated. The duties, responsibilities, and qualifications for this new position are similar to an existing Management Librarian position in the Technical Services

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Bureau. It is therefore recommended that this new position also be classified as Management Librarian in salary grade 007.

Prepared By: Timothy J. Keefey  
Timothy J. Keefey, Human Resources Representative

Sarah Trotter  
Sarah Trotter, Human Resources Representative

Reviewed By: Florence Dukes  
Florence Dukes, Employee Relations Director

January 15, 2003

## JOB EVALUATION REPORT

City Service Commission Meeting: January 21, 2003

This report recommends appropriate classifications and compensation levels for positions created or changed in conjunction with a mini-reorganization in the Municipal Court. In reviewing these positions, staff analyzed new job descriptions and held discussions with Chief Court Administrator Kristine Hinrichs and Assistant Court Administrator Clarice Hall Moore.

Current	Requested	Recommended
New	Court Services Specialist SG 002 (\$34,007-\$47,604)	Administrative Specialist SG 002 (\$34,007-\$47,604)
New	Administrative Services Specialist SG 002 (\$34,007-\$47,604)	Administrative Specialist SG 002 (\$34,007-\$47,604)
Office Assistant II PR 410 (\$24,928-\$29,332) Incumbent: Barbara Przybylinski Current Rate: \$28,348	Court Services Assistant III PR 425 (\$28,348-\$31,360)	Court Services Assistant III PR 425 (\$28,348-\$31,360) New Rate: \$29,024

### Action Required

In the Positions Ordinance, under Municipal Court, Management and Administration, delete one position of Administrative Specialist-Senior, one position of Administrative Assistant III and one position of Office Assistant II, and add two positions of Administrative Specialist and one position of Court Services Assistant III. Under Post-Trial Record Processing and Maintenance, delete one position of Office Assistant II.

### Background & Proposed Changes

Municipal Court management has requested a mini-reorganization of positions in order to accomplish organization efficiency through redeployment of staff resources. The reorganization will result in the elimination of three positions with a net reduction of one position. The Municipal Court estimates net savings in salary and benefits of \$32,000.

Positions to be eliminated include:

Title	Range	Annual Rate
Administrative Specialist-Senior	SG 004	\$38,634-\$54,086
Administrative Assistant III	PR 530	\$34,735-\$39,322
Office Assistant II	PR 410	\$24,928-\$29,332

The reorganization proposes to eliminate a layer of supervisory reporting within the current Management and Administration Section by eliminating the vacant position of Administrative Specialist-Senior. The Assistant Court Administrator will take on supervision of support staff in Management and Administration, Pre-Trial Case Preparation, and Post-Trial Record Processing and Maintenance. The focus of the Assistant Court Administrator will be on management and planning of Court operations, supervision of staff, policy development, and serving as Court Liaison. No change of level is requested for the Assistant Court Administrator.

The creation of a new position of "Court Services Specialist" has been requested to handle administration of key Court matters. These will include developing all Court calendars and schedules, resolving issues with unreturned warrants, serving as the contact person to resolve defendant issues unresolved by other work units, researching issues related to particular cases, and coordinating the Community Court Program. These responsibilities were handled previously by the Assistant Court Administrator. In

addition, this new position will serve as a backup to the new "Administrative Services Specialist" described below.

The creation of a new position of "Administrative Services Specialist" has been requested to handle administration and monitoring of custodial, mailing, and other contracts. The position will manage payroll functions, be responsible for the Court facility maintenance, provide budget analysis and projections, and administer procurement functions. Duties and responsibilities related to administration of contracts, budgeting, and procurement had been handled previously by the eliminated Administrative Specialist-Senior position. In addition to the duties listed, this new position will serve as a backup to the new "Court Services Specialist" described above.

The reorganization proposes the reclassification of one position of Office Assistant II (PR 410) to Court Services Assistant III (PR 425) in the Post-Trial Record Processing and Maintenance Section. This position will provide back up to the Office Assistant IV who serves as the lead worker for the Section. Because the Post-Trial Record Processing and Maintenance Section is often the entry-point for new clerical personnel to the department, the lead worker spends a significant amount of time training new employees. The reclassification of the position to a Court Services Assistant III will provide for a more knowledgeable person to assist the lead worker in responding to defendant and attorney questions and to provide direction and training to staff.

The Positions Ordinance does currently list a Court Services Assistant III as being a part of the Post-Trial Record Processing and Maintenance Section. However, this position has been reallocated to the Management and Administration Section in order to respond to a critical need in the reception area. The position is staffing a fourth reception window and has increased the department's ability to provide customer service to defendants both in-person and via the telephone. The job description for this position will be the same as for the Court Services Assistant III positions currently staffing the other three reception windows.

The reorganization also eliminates a currently vacant position of Office Assistant II and an Administrative Assistant III in the Management and Administration Section.

<b>Requested:</b>	<b>Court Services Specialist</b>	<b>SG 002</b>
<b>Recommended:</b>	<b>Administrative Specialist</b>	<b>SG 002</b>

The purpose of this position is to perform a variety of administrative assignments required to assist in managing day-to-day court operations. Duties, responsibilities and requirements include:

**75%    Administration**

- Develop, populate and maintain court calendars.
- Modify default dates as directed in court procedures.
- Resolve unreturned warrants.
- Process requests for duplication of court tapes.
- Prepare certification for court documents.
- Prepare, update, and distribute court schedule
- Generate, maintain, and update management reports.
- Serve as the Court's contact person to resolve defendant issues unresolved by other work units.
- Conduct research on specialized issues concerning potential improvements in court processes, provide analysis, and make recommendations for improvement.

**10%    Coordination**

- Coordinate court interpreter services.
- Coordinate Community Court Program.

**10%    Provide back up to the "Administrative Services Specialist" in payroll/HRMS, FMIS, procurement, and facility maintenance issues.**

**5%    Other duties as assigned.**

The position requires an Associate Degree in Business/Management. Equivalent combinations of education and experience may be considered. Candidate must possess extensive knowledge of Court processes and procedures. Must be proficient in Microsoft Office, Excel, WordPerfect for Windows, and Quattro Pro. Must be able to work effectively without close supervision.

This position will handle paraprofessional courtroom tasks including preparing calendars, resolving issues with warrants, researching issues on particular cases, and resolving difficult customer service issues. The position will coordinate the Community Court Program to assure that Judges have adequate staffing and other resources. This program involves outreach to the community by the Judges in special projects such as: assisting traffic offenders in resolving cases so that they qualify for drivers license reinstatement and referring juvenile offenders to community agencies so that they may work off forfeitures through community service work.

In addition, this position will serve as a backup to the new position of "Administrative Services Specialist." In evaluating this position, it appears to most closely equate to the Administrative Specialist classification in Salary Grade 002. The title requested by the department of "Administrative Services Assistant" does exist, however it is compensated in Salary Grade 001.

In the City Service, Administrative Specialists (SG 002) perform a broad range of administrative, technical, and supervisory work in an office setting. This classification is considered to be equivalent to entry-level professional classes in the Management Classification and Pay Plan such as:

- Purchasing Agent
- Auditor
- Equal Opportunity Enterprise Analyst
- Legislative Research Analyst Assistant
- Management Accountant
- Safety Specialist
- Research Analyst
- Fiscal Research Analyst
- Claims Adjuster

Comparable Administrative Specialist positions can be found in the Department of Neighborhood Services (DNS), Department of City Development (DCD), and Milwaukee Health Department (MHD).

In DNS the Administrative Specialist manages a database of residential and commercial property owners for which landlords are mandated to register each year. The position coordinates enforcement efforts against those who choose not to register or submit false information. Duties and responsibilities include:

- 20% Coordinate the enforcement process from issuance of the order/citation through prosecution in Municipal Court.
- 25% Investigate any data that is questionable and make every effort to obtain the correct information.
- 20% Manage collection and entry of data into the file, retrieve information, and produce management reports.
- 10% make presentations to various interested groups on the requirements of the Recording Ordinance and the steps needed to comply.
- 10% Conduct training classes for DNS staff, other city departments, community groups, etc, on how to access and understand the ownership information provided by the system.
- 10% Handle referrals from DNS staff, community groups and other outside agencies, City departments or from individual citizens for the purpose of enforcement. Respond to requests for any related information and reports
- 5% Monitor information to insure that submitted information is correct.



An Administrative Specialist in DCD assists in the general administration of the financial reporting and loan processing section of the Division. Duties and responsibilities include:

- 35% Prepare and obtain verifications and supporting information for loan applicants, and monitor receipt of information.
- 25% Maintain database of statistical and demographic information for all loan applicants
- 10% Maintain database of all loan applications and backup card system
- 10% Maintain filing system for all active, closed-out, and rejected loan cases.
- 10% Review and record loan documents
- 10% Perform other duties as assigned in support of the division.

The Administrative Specialist in the Health Department manages inventory control activities of fixed assets for the Health Department. The individual performs purchasing activities for the department for vaccines, medication, office and medical supplies, and health center buildings and grounds supplies. Duties and responsibilities include:

- 90% Administrative & Monitoring
  - Monitor and evaluate inventory control system for the Health Department
  - Monitor and evaluate Central supply activities
  - Review furniture and equipment move orders for the department
  - Cross train and perform when necessary, grant-in-aid, reimbursable, and O&M account control functions
  - Perform purchasing functions for the department
- 10% Special Projects
  - Perform cost-benefit analysis of specific areas
  - Perform other duties as assigned.

This new position appears comparable to other Administrative Specialists in the City service. We therefore recommend classifying the position as Administrative Specialist in Salary Grade 002. An assessment of this position according to the job evaluation factors is as follows:

	<u>Level</u>	<u>Points</u>
Impact & Accountability	2	52
Knowledge & Skill	3	49
Relationships Responsibility	3	22
Working Conditions	1	5
Total Points:		128

Salary Grade 002 points: 115-131

<b>Requested:</b>	<b>Administrative Services Specialist</b>	<b>SG 002</b>
<b>Recommended:</b>	<b>Administrative Specialist</b>	<b>SG 002</b>

The purpose of this position is to assist in the general administration of the Municipal Court including payroll, contract and budget administration. Duties, responsibilities, and requirements include:

- 90% Administrative & Monitoring
  - Administer and monitor custodial and mailing contracts.
  - Administer and monitor case jacket, courier service and office equipment contracts.
  - Assist in budget analysis, preparation, and monitoring.
  - Plan and administer court procurement functions.
  - Responsible for Court facilities.
  - Manage payroll/HRMS functions.
  - Conduct independent research to identify potential improvements to administrative operations.
  - Provide analysis, identify trends, and point out relevant issues.
  - Maintain and update management reports for review by Assistant Court Administrator and Chief Court Administrator.
  - Serve as a resource for Court employees in resolving payroll/FMIS, procurement, and facility maintenance issues.

- 5% Provide back up for the "Court Services Specialist" in specified court administration and coordination issues.
- 5% Other duties as assigned.

The position requires education equivalent to an Associate Degree in Business or Accounting. Equivalent combinations of education and experience may be considered. Candidate must have the ability to perform duties effectively without close supervision. Must have experience in budgeting and the procurement process. Must be proficient in Microsoft Office, Word Perfect, and Quattro Pro for Windows.

This position will handle paraprofessional administrative tasks including facility maintenance, contract administration, payroll functions, accounts payable, procurement functions, and basic budget analysis and projections. In addition to the duties listed, this new position will serve as a backup to the new "Court Services Specialist."

This new position also appears to most closely equate to the Administrative Specialist classification in Salary Grade 002 described above. In the City Service, Administrative Specialists perform a broad range of administrative, technical, and supervisory work in an office setting. We therefore recommend classifying the position as Administrative Specialist in Salary Grade 002. An assessment of this position according to the job evaluation factors is as follows:

	<u>Level</u>	<u>Points</u>
Impact & Accountability	2	52
Knowledge & Skill	3	49
Relationships Responsibility	3	22
Working Conditions	1	5
Total Points:		128

Salary Grade 002 points: 115-131

<b>Current:</b>	<b>Office Assistant II</b>	<b>PR 410</b>
<b>Requested:</b>	<b>Court Services Assistant III</b>	<b>PR 425</b>
<b>Recommended:</b>	<b>Court Services Assistant III</b>	<b>PR 425</b>

The purpose of this position is to perform a wide variety of complex clerical duties relating to providing information to the public and staff, and the warrant/commitment process. In addition this position serves as the assistant section lead worker. Duties, responsibilities, and requirements include:


- 50% Provide information to attorneys, defendants, and others regarding case dispositions, adjournments, fines, and costs.  
Research and maintain and process video appearance no show listings (for defendants who are currently in custody and who appear via video)
- 20% Process all name change requests as directed by the Assistant Court Administrator verifying, editing, and merging information as needed to correct electronic records.
- 15% Serve as the assistant section lead worker.
  - Assist in assigning and monitoring work assignments and workload.
  - Train and retrain employees in general office procedures.
  - Assist in verifying attendance and punctuality.
  - Assist in evaluating employee performance.
- 5% Serve as back up for the daily computer batch printing function.
- 5% Perform file maintenance including, but may not be limited to, filing subpoenas and miscellaneous documents and pulling case files for counter activity, tube system, and purging.
- 5% Other duties as assigned.

The position requires four years of clerical experience including extensive knowledge of the Municipal Court Management Information System. Must have the ability to work without close supervision. Must have excellent communication skills.

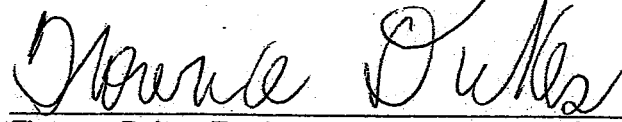
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The duties and responsibilities of this position are the same as those assigned to the previous Court Services Assistant III in the Post-Trial Record Processing and Maintenance Section. As noted previously, that position has been transferred to the reception area. We therefore recommend reclassifying this Office Assistant II to Court Services Assistant III in PR 425.

Prepared by:

  
Andrea Knickerbocker, Human Resources Manager

Reviewed by:

  
Florence Dukes, Employee Relations Director

## JOB EVALUATION REPORT

City Service Commission Meeting Date: January 21, 2003

This report recommends changes in two classifications based on a proposed reorganization in the Preventive Maintenance Unit of the Water Works Plant Section. In reviewing these positions, staff analyzed the job description provided by the department and held discussions with Carrie Lewis, Water Works Superintendent, Dale Mejaki, Administration and Projects Manager, and David Kaminski, Plant Automation Specialist.

Current	Requested	Recommended
Water Maintenance Scheduler SG 005 (\$41,182-\$57,658)	Program Assistant II PR 530 (\$34,735-\$39,322)	Program Assistant II PR 530 (\$34,735-\$39,322)
Program Assistant I PR 460 (\$33,071-\$37,063)	Program Assistant II PR 530 (\$34,735-\$39,322)	Program Assistant II PR 530 (\$34,735-\$39,322)

### Action Required:

In the Positions Ordinance, under Department of Public Works-Water Works, Plants – North Organization, Electrical and Instrumentation, delete one position of Water Maintenance Scheduler and one position of Program Assistant I, and add two positions of Program Assistant II.

In the Salary Ordinance, under Salary Grade 005, delete the title "Water Maintenance Scheduler."

### Background and Proposed Changes:

On November 21, 2002 the Department of Employee Relations received a request from DPW-Water Works to evaluate a proposed reorganization in the Preventive Maintenance Unit of the Water Works Plant Section.

#### Current Configuration

The Preventive Maintenance work group is currently comprised of three positions under the general direction of the Electrical Services Supervisor II in the Electrical and Instrumentation section. The work group administers a preventive maintenance program for equipment at the water treatment plants and currently consists of the following positions:

- Plant Automation Specialist (SG 007)
- Water Maintenance Scheduler (SG 005)
- Program Assistant I (PR 460)

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The Plant Automation Specialist leads the preventive maintenance group and the other two positions carry out related duties. Since 1999 this group has been heavily involved in automating the preventive maintenance function by setting up and implementing a "Computerized Maintenance Management System." This system allows scheduling of tasks and inventory to improve productivity, lower overall operating costs, and store valuable information about maintenance functions and equipment in the treatment plants.

#### Proposed Configuration

A vacancy in the Water Maintenance Scheduler position provided an opportunity for the Water Works to assess the current and future needs of the work unit given the current stage of the automation project. Up to this point the major emphasis has been on setting up the computerized system and collecting and inputting a variety of relevant data about each piece of equipment such as its maintenance requirements, schedules and procedures, repair history, breakdowns, parts inventory, etc. While data collection will be an ongoing part of the process, the system has now evolved to the point where the emphasis will be on reviewing and analyzing data, researching, developing and refining preventive maintenance activities, and making recommendations for optimizing preventive maintenance tasks and schedules.

The Water Works concluded that three levels of management in the section (Electrical Services Supervisor II, Plant Automation Specialist, and Water Maintenance Scheduler) were not necessary. Instead, they felt that a more efficient and cost effective use of resources would be to have two Program Assistant II positions in lieu of one Water Maintenance Scheduler and one Program Assistant I. The Plant Automation Specialist position would not be changed. Therefore the new configuration would be as follows:

- Plant Automation Specialist (SG 007)
- Program Assistant II (PR 530)
- Program Assistant II (PR 530)

#### **Duties and Responsibilities:**

Under the proposed reorganization the Plant Automation Specialist would continue to lead the preventive maintenance group and supervise the two Program Assistant II positions. Based on the job description provided by the department, the basic function of the Program Assistant II positions would be to assist in the research, development, implementation and analysis for the Water Works Computerized Maintenance Management System (CMMS). This includes:

##### **25% Research and development**

- Identify equipment to be included in the CMMS
- Utilize a variety of resources to define maintenance tasks and frequency
- Recommend strategy to Maintenance Supervisors and/or Plant Automation Specialist for concurrence or modifications
- Prepare supporting information such as instructions, parts vendors, details for ordering, etc.

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60% Implementation and analysis

- Fully utilize CMMS software to set up, track, and modify equipment entries, tasks, schedules, vendors, and inventory requirements for equipment
- Validate details provided by maintenance staff
- Order, receive, and deliver parts in CMMS inventory and carry out related tasks
- Investigate and analyze records of work performed on specific pieces of equipment
- Verify that maintenance intervals and tasks performed are appropriate and make recommendations for modifications
- Make recommendations for equipment replacement schedules based on historical cost data for parts and labor
- Prepare reports presenting recommendations with supporting details
- Under direction of the Plant Automation Specialist, load software and make changes to CMMS software
- Load updates of instrumentation troubleshooting software onto laptops
- Maintain PLC point database

10% Training

- Train new users on the CMMS system and provide refresher training for existing users
- Troubleshoot minor operational difficulties with individual employees
- Maintain training documentation to current version of software

5% Other duties as assigned

The position requires four years of experience in an equipment related maintenance environment. Also required are problem solving, organizational and interpersonal skills, ability to work independently and with others in a skilled labor environment, and basic computer skills.

**Analysis and Recommendation:**

The Water Works has been actively engaged in creating and implementing a sophisticated preventive maintenance system for the past three years. They have now reached a point where they are ready to more fully utilize the system and the available data to optimize preventive maintenance schedules and activities so they are cost effective and will lead to lengthening the life of the equipment and reduce the need for breakdown maintenance.

With this evolution in the system the department feels that the Water Maintenance Scheduler position is no longer needed and that the proposed structure will result in greater efficiencies in workflow. Having two interchangeable positions will provide a greater level of coverage and back up and will allow more analysis of data and recommendations to be made on the large number and variety of equipment which is found in the water treatment plants.

The department is proposing that the new positions be classified as Program Assistant II in Pay Range 530. The 500 series in the Salary Ordinance is generally reserved for professional, technical and administrative classes, and inspectors. The Water Works positions

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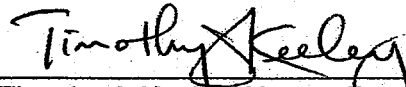
fall within this general classification. More specifically, these positions appear to closely fit the criteria for the Program Assistant II classification. In general, a Program Assistant II performs duties to support a specific program or area of operations within a City department. In this case the specific program is the CMMS preventive maintenance program. In addition, the specification for Program Assistant II states that "a hallmark of the Program Assistant II is the analysis of information, in contrast to gathering and compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistants II are expected to independently initiate new work projects and improve processes on a continuous basis."

Analyzing information, drawing conclusions, making recommendations, working independently, and improving processes are exactly what these positions will be doing. The only difference from the specification example is that the information utilized in this case is equipment and maintenance related instead of accounting, budget or financial related.

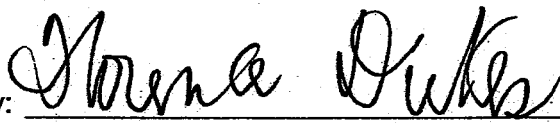
There are a variety of Program Assistants II positions within city government and their particular duties depend on the department and function. For example, the Program Assistant II in the Employees' Retirement System is responsible for administering the ERS insurance programs that requires communication with ERS members, physicians, ERS Board, staff and other personnel. It also requires understanding and applying rules, regulations and legal opinions governing the process. A position in the Department of Administration performs contract administration duties, serves as staff to the Central Board of Purchases, handles customer relations' issues, and performs administrative assistant duties for the Purchasing Director. Positions in City Development are involved in issuing a variety of permits such as right of way permits, water service permits, HVAC permits, etc. according to City ordinances, regulations and construction specifications.

The proposed positions in the Water Works appear comparable in terms of level of responsibility, and, as stated above, fit the established criteria for Program Assistant II. Therefore, we recommend that the positions of Water Maintenance Scheduler and Program Assistant I each be changed to Program Assistant II in Pay Range 530.

Prepared By:

  
Timothy J. Keelley, Human Resources Representative

Reviewed By:

  
Florence Dukes, Employee Relations Director

January 15, 2003