



Department of Employee Relations

Tom Barrett
Mayor
Maria Monteagudo
Director
Renee Joos
Employee Benefits Director
Nicole Fleck
Labor Negotiator

November 17, 2017

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

RE: Common Council File Number 171009

Dear Committee Members

The following classification and pay recommendations were submitted for the Fire & Police Commission meeting on November 16, 2017.

Police Department

Table with 3 columns: Current, Request, Recommendation. Row 1: Accountant III PR 2GX (\$51,469 - \$72,063) One Position; To be studied; Accounting and Grant Specialist PR 2HX (\$54,865 - \$76,806) Recruitment at any rate in the range with approval by DER.

Sincerely,

Handwritten signature of Maria Monteagudo

Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Note

C: Chief of Police Edward Flynn, Assistant Chief William Jessup, Inspector of Police Leslie Thiele, Dan Rotar, Arvis Williams, Pamela Roberts, April Nwandu, Dennis Yaccarino, Nicole Fleck and Bryan Rynders



JOB EVALUATION REPORT

Fire and Police Commission Meeting: November 16, 2017

Police Department

Current	Request	Recommendation
Accountant III PR 2GX (\$51,469 - \$72,063) One Position	To be studied	Accounting and Grant Specialist PR 2HX (\$54,865 - \$76,806) Recruitment at any rate in the range with approval by DER.

Action Required – Effective Pay Period 26 (December 17, 2017)

In the Salary Ordinance, under Pay Range 2HX, add the title “Accounting and Grant Specialist” with the footnote designation “(1)”.

In the Positions Ordinance, under the Police Department, Budget and Finance Division, delete one position of “Accountant III” and add one position of “Accounting and Grant Specialist”.

Background

The Milwaukee Police Department (MPD) has requested a classification study of one position of Accountant III in the Budget and Finance Division. A new job description and questionnaire for the Accountant III position were provided. Discussions were held with the position’s supervisor, Dan Rotar, Police Budget and Administration Manager.

Duties and Responsibilities

The basic function of this position is to provide professional accounting, internal control oversight, and related financial management services for MPD grants and Special Assignment Reimbursement Agreements, Harbor Patrol Reimbursements, Special Purpose Accounts, and Special Evidence Funds Accounts. Duties and responsibilities include the following:

- 70% Financial Administration of Grants and Reimbursement Agreements – develop, design, and implement procedures to monitor financial grant activity for MPD to insure compliance with any city, state or federal regulations; utilize MPD’s Amplifund Grant Management System (AGMS) for the overall administration of MPD Grants and Special Assignment Reimbursement Agreements and create and maintain any additional spreadsheets for analysis and forecasting; prepare and implement proper budget, accounting, and audit functions to ensure financial controls and systems are in place to support MPD’s Grant/Agreement Programs and ensure the proper spending authority exists, the proper accounting controls and coding are created and the proper implementation controls are in place to ensure compliance; prepare grant/agreement budget revisions and/or amendments as needed; answer questions from other MPD Divisions, grantors and auditors; maintain an up-to-date knowledge of all city, state and federal procedures and regulations concerning grant awards; review and oversee all grant/agreement reimbursement requests; prepare Common Council resolutions for grants, agreements, and Special Purpose Accounts as needed; review and approve financial and expenditure reports for federal, state and local grants including any required match funds for reimbursement requests; monitor grants/agreements, resolve accounting and reporting issues as needed, prepare status reports as requested, identify issues, concerns and problems, and communicate

with grant/agreement project managers, grantors, and auditors; and oversee maintenance of the grant inventory database and monitor the performance of physical inventories taken on grant-related equipment as required by city, state and federal guidelines.

- 20% Monitoring of Special Accounts and Other General Accounting – act as primary point of contact with the Comptroller’s Office for the City’s annual single audit engagement as it related to MPD grants; monitor and reconcile for proper allocation all revenue received by the MPD; provide guidance and assistance in the resolution of accounting problems identified by budget staff or other MPD employees; oversee and review MPD’s procard purchases for compliancy with the City’s Procard Purchasing Guidelines; assist the Budget and Administration Manager in compiling data related to budget development and tracking; and administer several Special Accounts, such as Harbor Patrol and the Special Evidence Fund, to track budget performance and compliance with any city, state and federal regulations.
- 10% Leadworker Duties – provide general oversight and guidance to one Accounting Assistant II position; and provide specific work direction and process methods, and review and sign off for grant required reporting and accounting for one position of Accountant I.

Requirements include a bachelor’s degree in accounting, business administration or related field and two years of government accounting or financial experience. Equivalent combinations of education and experience may also be considered. These requirements have not yet been assessed by the Staffing Division.

Analysis and Recommendation

The department requested a study of this Accountant III position and indicated that it provides professional accounting, internal control oversight, and financial management services in relation to the department’s grants. The position also assists with preparing the MPD budget, monitors special accounts and performs general accounting work. The position reports to the Police Budget and Administration Manager and has oversight responsibility for two positions, an Accountant I and an Accounting Assistant II.

The department indicated that the position has changed over time. It now works more independently and has taken on a greater level of responsibility and oversight for department grants, Special Assignment Reimbursement Agreements, Harbor Patrol Reimbursements, Special Purpose Accounts, and Special Evidence Funds Accounts. This includes monitoring expenditures and reviewing/approving financial reports and reimbursement requests. The amount of dollars in grants may fluctuate from year to year but according to the 2017 City Budget the amount of grant funding for the Police Department increased by \$2.2 million to \$4.6 million dollars, an increase of 89%.

This position will also be utilizing the department’s new software system AGMS (Amplifund Grant Management System) to administer grants and Special Assignment Reimbursement Agreements. The department has 100 active reimbursement agreements worth approximately \$4 million dollars.

To study this position, comparisons were made to several other accounting, budgeting and financial positions in the City including the following:

Title	Pay Range (Salary Grade)	Rates of Pay
Accountant III	PR 2GX	\$51,469 - \$72,063
Accounting Specialist	PR 2GX	\$51,469 - \$72,063
Auditor	PR 2GX	\$51,469 - \$72,063
Accountant Lead	PR 2HX	\$54,865 - \$76,806
Auditor Lead	PR 2HX	\$54,865 - \$76,806
Budget and Policy Specialist	PR 2HX	\$54,865 - \$76,806


Assistant Accounting Manager	PR 2IX	\$58,462 - \$81,844
Assistant City Payroll Manager	PR 2IX	\$58,462 - \$81,844
Assistant Grant Fiscal Manager	PR 2IX	\$58,462 - \$81,844
Budget and Management Special Assistant	PR 2IX	\$58,462 - \$81,844
Fiscal Planning Specialist	PR 2IX	\$58,462 - \$81,844
Grant Budget Specialist	PR 2IX	\$58,462 - \$81,844
Investments & Financial Services Coordinator	PR 2IX	\$58,462 - \$81,844


The duties of this position in the Police Department are somewhat unique and there is not a clear match to another City position. As this position has become more independent and has broader oversight responsibility related to accounting, grants and special assignment reimbursement agreements for the Police Department we recommend reclassifying the position to the next higher level of Pay Range 2HX (\$54,865 - \$76,806). Positions in Pay Range 2IX (\$58,462 - \$81,844), such as Assistant Accounting Manager, Assistant Grant Fiscal Manager and Grant Budget Specialist, are stronger. For example, the Grant Budget Analyst in the Department of City Development also works with grants but also has broad responsibility for planning, development, preparation, accounting and control of budgets for the Department of City Development, the Redevelopment Authority of the City of Milwaukee (RACM), and the Neighborhood Improvement Development Corporation (NIDC) grants. To reflect the major functions of the position, we recommend the title "Accounting and Grant Specialist".

An analysis conducted by Staffing Manager Kristin Urban indicates that there has been recruitment difficulty for Accounting and Financial positions in the past five years. According to the analysis, several related titles have received seven or fewer qualified candidates. For this reason, recruitment flexibility is recommended by allowing recruitment anywhere in the range with approval by DER (Department of Employee Relations).

We therefore recommend that this position of Accountant III in Pay Range 2GX (\$51,469 - \$72,063) be reclassified to Accounting and Grant Specialist in Pay Range 2HX (\$54,865 - \$76,806) with recruitment flexibility anywhere in the range with approval by DER.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date 11/17/17 **File Number** 171009
Subject Classification and pay recommendations submitted to the Fire & Police Commission for November 16, 2017 meeting.

B

Submitted By (Name/Title/Dept./Ext.) Sarah Trotter, Human Resources Representative
Dept. of Employee Relations/X2398.

C

- This File**
- Increases or decreases previously authorized expenditures.
 - Suspends expenditure authority.
 - Increases or decreases city services.
 - Authorizes a department to administer a program affecting the city's fiscal liability.
 - Increases or decreases revenue.
 - Requests an amendment to the salary or positions ordinance.
 - Authorizes borrowing and related debt service.
 - Authorizes contingent borrowing (authority only).
 - Authorizes the expenditure of funds not authorized in adopted City Budget.

D

- This Note** Was requested by committee chair.

E

- Charge To**
- Department Account
 - Capital Projects Fund
 - Debt Service
 - Other (Specify) _____
 - Contingent Fund
 - Special Purpose Accounts
 - Grant & Aid Accounts

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

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.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

I

List any costs not included in Sections E and F above.

J

Additional information.

**Department of Employee Relations
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of November 22, 2017
Fire and Police Commission Meeting of November 16, 2017

NEW COSTS FOR 2017

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	Accountant III	2GX	Accounting and Grant Specialist	2HX	\$51,469	\$54,865	\$131	\$22	\$153
1								\$131	\$22	\$153

Assume effective date is Pay Period 26, 2017 (December 17, 2017)

COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	Accountant III	2GX	Accounting and Grant Specialist	2HX	\$51,469	\$54,865	\$3,396	\$577	\$3,973
1								\$3,396	\$577	\$3,973

Totals may not be to the exact dollar due to rounding.