



Department of Employee Relations

Job Evaluation Report

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Mayor

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Director

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Employee Benefits Director

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Labor Negotiator

City Service Commission Meeting: May 7, 2024

Milwaukee Water Works

Current	Recommended
New Position	GIS Analyst PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,763 (One Position)

Note: Residents receive a rate that is 3% higher.

Health Department

Current	Recommended
Inventory Control Assistant 3 PR 8EN (\$54,407 - \$65,076) (One Vacant Position)	Health Inventory Control Specialist PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$61,544 (One Vacant Position)

Note: Residents receive a rate that is 3% higher.

Positions evaluated in this report are vacant and either have been repurposed to perform new functions to meet the programmatic needs of the department or are newly budgeted positions. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and human resources personnel.

GIS Analyst

Current	Recommended
New Position	GIS Analyst PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,763 (One Position)

Background

The Milwaukee Water Works (MWW) has requested a new position in their Technical Services Division be classified as a GIS Analyst. The use of GIS (Geographic Information System) technology has expanded to different areas of the utility, and GIS is now used in Distribution and Meter Services, in addition to Engineering. This increase has created a need for additional support in the areas of GIS mapping, data services and cartographic design, and map production projects including design, development and analysis.

Essential Functions:

This position will provide support for Milwaukee Water Works' (MWW) GIS mapping and data services, including map and application design, development, testing and analysis using Esri products and tools. The position also assists with GIS software installation, data transfer and correction, database integration and management, GIS training and other activities related to the expansion of GIS use within MWW.

GIS Maintenance

- Assist with management of MWW's GIS data in an Esri Enterprise geodatabase environment including monitoring, troubleshooting, data problem resolution, documentation and training.
- Maintain DIME (Dual Independent Map Encoding) address files, and construction project areas and other administrative and political boundary files using both Esri ArcGIS Desktop and ArcGIS Pro.
- Maintain existing MWW web applications, mobile applications and map products.

GIS Development

- Assist with implementation of new GIS web applications and mobile workflows.
- Provide customer support for GIS users including software installations, upgrades and patches.
- Troubleshoot software technical problems with users and submit Esri products and tools support requests to resolve problems, as needed.
- Provide backup in monitoring, administration and troubleshooting MWW's ArcGIS Enterprise environment.

Mapping and Data Services

- Generate maps and provide data analysis for internal GIS customers.
- Assist in the creation of scripts and models to automate tasks, such as building datasets or publishing data and importing data into the GIS system.
- Work closely with engineers and technicians to troubleshoot issues, follow up on proposed fixes and keep staff informed of progress updates and changes.

Minimum qualifications include a bachelor's degree in computer science or a closely related field, including coursework in programming, geography, land engineering, automated mapping, and/or GIS, from an accredited college or university.

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this new position align with existing GIS Analyst positions in the City, we recommend classifying this position as GIS Analyst in Pay Range 2HN (\$58,223 - \$81,507) with recruitment at \$66,763.

Health Inventory Control Specialist

Current	Recommended
Inventory Control Assistant 3 PR 8EN (\$54,407 - \$65,076) (One Vacant Position)	Health Inventory Control Specialist PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$61,544 (One Vacant Position)

Background

The Milwaukee Health Department (MHD) has requested to repurpose one vacant position of Inventory Control Assistant 3 in their Finance and Administration division. MHD is undertaking a consolidation of shared purchasing and inventory as a final step in reorganizing functions such as facility maintenance, IT, and inventory that MHD previously handled on its own. Facilities management and IT (Information Technology) have been shifted to the Department of Public Works (DPW) and the Information Technology Management Division (ITMD) of the Department of Administration, respectively. MHD is seeking to centralize and consolidate the department's inventory and physical stores function under the Finance and Administration Division, to serve the entire department more consistently. The department indicated the position needed a higher level of knowledge, skills, and abilities to manage the inventory activities that the department has retained.

This position will manage and administer the department's stores and accounting of physical supplies, materials, specimens, and regulated products, including medications. The department is requesting this change in an effort to reduce administrative and logistical overhead for MHD's dozens of public-serving programs by consolidating and making more consistent MHD's work, policies, and practices for purchasing, storing, distributing, and assuring compliance for supplies and materials.

As a result, the position requires an increased level of knowledge, skills, and abilities, and now has the authority to initiate, carry out, and authorize purchases by MHD programs. This position will also oversee the work of up to two full-time positions (Inventory Control Assistant 3/ Temp Delivery Driver).

Description, Duties, and Responsibilities

This position is responsible for overseeing purchasing, management, and control of all inventory stock in the MHD Central Supply area. They will manage the receipt, stocking, disbursement and delivery of supplies to various MHD and partner sites, including but not limited to biological, medical and maintenance supplies.

Essential Functions:

- Manage MHD vendor and supplier credit and purchasing accounts, including documentation of compliance for 340(b) discount purchases and State/Federal regulations on purchase and delivery of medications.
- Administer and manage inventory controls for MHD supplies and materials, including medications, across 4 physical sites and remote locations, as needed.
- Provide daily oversight and work assignments for up to two full-time positions handling inventory management and transactions, as well as deliveries and other logistical functions for MHD.
- Assure the security, quality, and efficient storage of MHD physical inventories, as well as timely rotation, appropriate surplus, and disposal of expired or spoiled inventory.
- Assure the security, timely delivery, and effective control and care for medications and specimens that require transport.

Minimum qualifications include five years of progressively responsible experience in inventory management and budgeting, including one year of program management and leadworker experience. Regulated/compliance-driven experience, including health care, laboratory, or other medical setting, construction, wholesale, or retail is preferred.

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with positions in the same classification, we recommend repurposing one vacant position of Inventory Control Assistant 3 to the new classification of Health Inventory Control Specialist in Pay Range 2FN (\$51,250 - \$71,754) with recruitment at \$61,544.

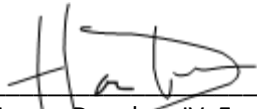
Action Required – Effective Pay Period 12, 2024 (May 26, 2024)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

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Reviewed by:



Harper Donahue IV, Employee Relations Director