



Department of Employee Relations

December 13, 2001

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 011093

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on December 18, 2001. We recommend the following, subject to approval by the City Service Commission:

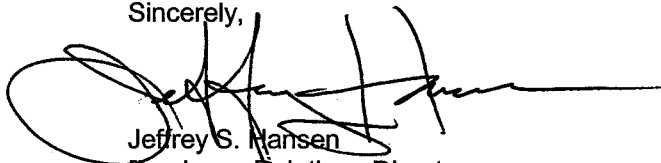
In the Department of City Development, one position of Neighborhood Development Specialist, Salary Grade 006, held by Jennifer Brown, is recommended for retitling to Economic Development Specialist, Salary Grade 006.

In the Department of Public Works-Buildings and Fleet (Operations) Division, 12 positions of Heating and Ventilating Mechanic II, Pay Range 252, are recommended for reclassification to Maintenance Technician II, Pay Range 258; and three positions of Heating and Ventilating Mechanic III, Pay Range 262, are recommended for reclassification to Maintenance Technician III, Pay Range 268. (The underfill title of Heating and Ventilating Mechanic I, Pay Range 248, is recommended for reclassification to Maintenance Technician I, Pay Range 252.) The City agreed to study these positions as part of a Labor Agreement with District Council 48, AFSCME, AFL-CIO.

In the Department of Public Works - Operations, Administrative Services, and Infrastructure Services Divisions, appropriate classification and compensation levels are recommended for positions newly created in the 2002 budget. Snow pay is also recommended for additional positions.

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

Sincerely,



Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachments: 3 Job Evaluation Reports
Fiscal Note

c: Frank Forbes, Laura Engan, Julie Penman, Kimberly Nistler, Jennifer Brown, Mariano Schifalacqua, James Purko, Dan Thomas, Dorinda Floyd, Jeffrey Polenske, Venu Gupta, John English, John Garland and Robert Klaus

JOB EVALUATION REPORT

City Service Commission Meeting Date: December 18, 2001

Incumbent: Jennifer Brown Department: City Development

Present	Request
Title: Neighborhood Development Specialist	Title: Economic Development Specialist
Salary: S.G. 06 (\$42,611 – 59,661)*	Salary: no change
Step: 3 (\$45,298)* 2001 rates	Source: Department
Recommendation: Title : Economic Development Specialist Salary: no change	
Rationale: The duties and requirements of this position are identical to those of the department's Economic Development Specialist position held by Mr. Dimitri Jordan.	
History of Position: This position has not been studied since it was created in 1999.	

Action Required:

In the Positions Ordinance, under Department of City Development, General Management and Policy Development Decision Unit, Urban Development Section, delete one position Neighborhood Development Specialist (X) (Y), and add one position Economic Development Specialist (X) (Y).

Background:

On February 9, 2001 Ms. Julie A. Penman, Commissioner, Department of City Development requested retitling the Neighborhood Development Specialist position occupied by Ms. Jennifer Brown, to that of Economic Development Specialist. A revised job description was furnished and interviews were held with Ms. Kimberly Nistler, DCD Personnel Officer and Mr. Daniel McCarthy, Urban Development Manager.

Duties and Responsibilities:

The primary function of this position is to coordinate economic development initiatives in the City's Neighborhood Commercial districts. The specific duties and responsibilities as listed in the job description follows:

- Develop building inventories for selected neighborhood commercial districts.
- Prepare and maintain demographic profile information for the City's neighborhood districts.
- Identify strategic development opportunities within selected neighborhood districts.
- Prepare marketing materials and establish working relationships with commercial real estate brokers for the purpose of marketing neighborhood commercial district opportunities.

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- Research and contact appropriate local, regional and national retailers regarding location opportunities in the City's neighborhood commercial districts.
- Assist with the analysis of real estate development and financial investment opportunities.
- Establish and maintain active communication with members of the Council regarding development, initiatives and concerns in their respective districts.
- Appear before public bodies and community organizations to clearly articulate issues and positions of the department.
- Maintain knowledge of regulatory and legislative issues and programs.
- Assist applicants and process facade grant applications.

The requirements for this position include possession of a job-related Bachelors degree and at least three years of experience performing urban economic development or commercial real estate program formulation and project implementation activities.

Analysis and Recommendation:

Ms Brown has performed the same duties as the Economic Development Specialist since she was hired in 1999. Moreover, the job description for Ms. Brown's position of Neighborhood Development Specialist is identical to that of the Economic Development Specialist within DCD. Therefore, it is our recommendation to change the title of Ms. Brown's position from Neighborhood Development Specialist S.G. 6 to Economic Development Specialist S.G. 6.

Prepared by: M. Abdallah
Muhammad I. Abdallah, Human Resources Representative

Reviewed by: Jeffrey Hansen
Jeffrey Hansen, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: December 17, 2001

Incumbents: Various (15 positions)* Department: Dept of Public Works – Bldgs & Fleet Div.

Present	Requested
Title: A) Heating & Ventilating Mechanic I (Underfill title) B) Heating & Ventilating Mechanics II (9 incumbents) C) Heating & Ventilating Mechanics III (2 incumbents)	A , B and C: Study of Positions
Pay Range: A) Pay Range 248 (\$32,217-\$35,835)** B) Pay Range 252 (\$33,058-\$36,916)** C) Pay Range 262 (\$34,406-\$38,736)**	A, B and C: Study of Positions
Current Rate: A) No incumbents B) Step 5 (\$36,916)** 8 incumbents Step 2 (\$33,822)** 1 incumbent C) Step 5 (\$38,736)** 2 incumbents	Source: 1999-2000 AFSCME DC 48 Labor Agreement
<p>Recommendation: A. Title: Maintenance Technician I Pay Range 252 (\$33,058 - \$36,916) B. Title: Maintenance Technician II Pay Range: 258 (\$33,720 - \$38,235)** C. Title: Maintenance Technician III Pay Range: 268 (\$35,245 - \$40,152)**</p>	
<p>Rationale: Due to the more technical knowledge needed for these positions in the Buildings and Fleet Division plus the results of two salary surveys we recommend 12 positions of Heating & Ventilating Mechanic be reclassified to Maintenance Technician II in Pay Range 258 with the underfill title of Maintenance Technician I in Pay Range 252 and three positions of Heating & Ventilating Mechanic III be reclassified to Maintenance Technician III in Pay Range 268. These changes will provide a rate of pay that is more comparable to other employers. The new titles will reflect the more technical nature of the work and will distinguish these positions from other Heating & Ventilating Mechanic positions in the City Service.</p>	

History of Position: The Heating and Ventilating Mechanic II positions were last studied in 1991 as the result of the 1991-1992 District Council 48 Labor Contract. No change was recommended. The Heating and Ventilating Mechanic III positions were last studied in 1992 when two positions of Heating and Ventilating Mechanic II in Pay Range 252 were reclassified to Heating and Ventilating Mechanic III in Pay Range 262.

*There are a total of 12 Heating & Ventilating Mechanic II positions including 3 auxiliary positions and a total of 3 Heating and Ventilating Mechanic III positions including 1 auxiliary position.

**2001 rates

Action Required:

(Please note that although this report is being approved in 2001 the effective date will be in 2002 so the changes will be made to the 2002 Positions and Salary Ordinances)

In the 2002 Positions Ordinance, under Department of Public Works-Operations Division, Facilities Management Section, Mechanical Services, delete nine positions of "Heating and Ventilating Mechanic II" and add nine positions of "Maintenance Technician II". Delete two positions of "Heating and Ventilating Mechanics III" and add two positions of "Maintenance Technician III". Under Auxiliary Personnel delete three positions of "Heating and Ventilating Mechanic II" and add three positions of "Maintenance Technicians II". Delete one position of "Heating and Ventilating Mechanic III" and add one position of "Maintenance Technician III".

In the 2002 Salary Ordinance, under Pay Range 252, add the title "Maintenance Technician I". Under Pay Range 258, add the title "Maintenance Technician II 4", with the following footnote: "4/ An employee appointed to this classification shall be recruited at the third pay step of the pay range provided the individual has an Associate degree in electronics, mechanical systems, computer technology, air conditioning and refrigeration or related HVAC/R and mechanical maintenance. Under Pay Range 268, add the title "Maintenance Technician III".

Background: As part of the 1999-2000 AFSCME DC48 Labor Agreement the City agreed to study the positions listed above located in the Buildings and Fleet Division in the Department of Public Works. The classification study was to include a determination of the appropriate rates of pay and structure for these jobs, including the possibility of higher level step advancements based upon the attainment and maintenance of certain educational criteria and demonstration of understanding of digital controls using Metasys and other building control systems and equipment.

Questionnaires were sent to all of the incumbents and job audits were conducted with three Heating and Ventilating Mechanic II incumbents and one Heating and Ventilating Mechanic III incumbent. The Heating and Ventilating Mechanic III and one Heating and Ventilating Mechanic II incumbent are assigned to the City Hall Complex. The other two Heating and Ventilating Mechanic II incumbents are assigned to the outer buildings. The Job Audit s included observations of equipment and systems at the City Hall Complex, the Central Garage at 2142 W. Canal Street, the Safety Academy at 6680 N. Teutonia and the Forestry Service Station at 5230 W. State Street. Discussions were also held with Joseph Jacobsen, Operations and Maintenance Manager, who supervises these positions.

Heating and Ventilating Mechanic I and II

The basic function of the Heating and Ventilating Mechanic II is to maintain, repair, replace and install operating components, equipment and systems in City-owned buildings.

The duties and responsibilities include the following:

20% Use test instruments, palm tops, network terminals, zone terminals, laptops and other communication devices from local and remote locations to view, schedule, trend, troubleshoot, adjust and override points.

20% Repair, clean and maintain heating, ventilating and air conditioning systems, boilers, heat exchange and heat recovery systems, and gas radiant heating systems.

15% Repair and maintain refrigeration compressors; chilled water; heat; circulating, domestic water; and sump, condensate and vacuum pumps.

20% Repair and maintain industrial and commercial gas and oil burner equipment; and various types of digital, pneumatic and electrical controls. Braise, solder and silver solder copper tubing pipes and coils.

10% Repair and maintain steam traps, hot water and steam valves. Repair and maintain all steam and process piping systems MacArthur Plaza and Pool. Service and clean elevators.

15% Test, operate, troubleshoot, set sensitivity, replace devices, assign devices and respond to fire, life and safety systems. Maintain light bulbs, tubes and fixtures. Other related duties as assigned.

Changes in the Position:

These positions now require more technical knowledge as the City has been changing from pneumatic to digital controls. Extensive training has been provided to these positions over the past few years. This training has included courses in the following areas:

- ◆ Metasys courses through Johnson Controls
- ◆ Fire, Life and Safety, Systec
- ◆ Maintenance Manager software
- ◆ Graphic Programming Language
- ◆ Digital End Device Troubleshooting
- ◆ The New VMA and Palm Pilot
- ◆ HVAC Systems and Controls with Building Environments at Milwaukee School of Engineering

The Heating & Ventilating Mechanics located at the City Hall Complex, where much of the new technology has been installed, are able to utilize what they learn in training. The mechanics assigned to the outer buildings, where the City has installed a limited amount of the digital systems, have attended the training but have not been able to utilize the information as much. The mechanics assigned to the outer buildings, though, do have to know a wider variety of equipment since they maintain equipment and systems at numerous locations and the equipment varies from place to place. Further, it is expected that they will rotate in to work at the City Hall Complex and will serve as backup for emergencies at the City Hall complex.

Salary Surveys

The City of Milwaukee participated in a salary survey that was conducted by MRA-The Management Association. Their findings were completed in May of 2001 and included the following employers:

- ◆ Aurora Health Care
- ◆ City of Milwaukee
- ◆ Cobalt Corporation

- ◆ Forrer Business Interiors
- ◆ Harley-Davidson Motor Company
- ◆ Milwaukee County
- ◆ Mortgage Guaranty Insurance Corporation
- ◆ Northwestern Mutual
- ◆ Rockwell Automation
- ◆ SC Johnson & Family

The description for HVAC Engineer was the closest match to the position under study. The description in the survey appeared to be stronger since in addition to the operation and maintenance of heating and cooling equipment it included planning and coordinating construction projects and using blueprints and schematic drawings and updating as needed.

The average rate of pay for journey level HVAC Engineer was \$52,582. The average salary range was a minimum of \$40,747 and a maximum of \$56,659. The current salary range for Heating and Ventilating Mechanic II at the City of Milwaukee is \$33,058 for the minimum and \$36,916 for the maximum. Although it would be expected that the rate of pay for the HVAC Engineer would be higher, due to some of the higher level duties, the difference in pay between the two positions is more than we would expect. The Department of Employee Relations conducted a salary survey of other public sector employers including the following:

- ◆ City of Detroit
- ◆ City of Pittsburgh
- ◆ City of St. Louis
- ◆ Milwaukee County
- ◆ Waukesha County

The positions with these employers seemed to be a better match and in some cases were not as strong as the positions at the City of Milwaukee. The average minimum was \$33,680 and the average maximum was \$38,380. This compares with the salary range at the City of Milwaukee of \$33,058 - \$36,916.

There are currently 29 positions of Heating and Ventilating Mechanics in the City of Milwaukee that are located in the departments of Health, Department of City Development, Library and the Police Department as well as the Division of Buildings & Fleet. The work for these positions varies but the extensive training has been unique to the positions in the Buildings and Fleet Division. A few of the positions in the other departments have also experienced technical changes and are working in buildings with digital controls. Those positions may be reported on at a later date.

Recommendation

Due to the changes in the job and the results of the salary surveys we recommend these positions be reclassified to Maintenance Technician II in Pay Range 258 (\$33,720 - \$38,235). This title will reflect the more technical nature of the job and distinguish them from other Heating and Ventilating Mechanic positions in the City Service. The increase in pay will provide compensation that is more comparable to other employers. We further recommend that footnote 5/ for the title Heating and Ventilating Mechanic, under Pay Range 252, be updated and included with the new recommended title of Maintenance Technician in Pay Range 258. We recommend the new footnote should read as follows:

5/ An employee appointed to this classification shall be recruited at the third pay step of the pay range provided the individual has an Associate degree in electronics, mechanical systems, computer technology, air conditioning and refrigeration or related HVAC/R and mechanical maintenance.

We also recommend that the underfill title of Heating and Ventilating Mechanic I in Pay Range 248 (\$32,217-\$35,835) be reclassified to Maintenance Technician I in Pay Range 252 (\$33,058 - \$36,916). To be promoted to the II level an employee would be required to complete the requisite training and demonstrate certain skills as determined by the Department of Public Works.

Heating and Ventilating Mechanic III

The basic function of the Heating and Ventilating Mechanic III is to perform a variety of repair, cleaning and maintenance of all equipment related to buildings under the control of the Buildings and Fleet Division and functions as a lead worker in coordinating maintenance activity as needed.

The duties and responsibilities include the following:

30-35% Lead crews in performing maintenance projects. Assist maintenance supervisor in allocating and coordinating maintenance activities and staff resources. Train employees, assess training needs, and provide mechanical and technical assistance to staff. Identify and obtain special parts, supplies and equipment to ensure smooth flow of maintenance work. Assist supervisor with work order flow; complete reports; and document, log, collect, and enter data for maintenance activities.

60-65% Perform duties of the Heating and Ventilating Mechanic II including the following: Repair, service, clean, and maintain existing heating, ventilating and air conditioning systems, along with various components and related parts. Repair and maintain steam traps and valves; pneumatic, electrical, and electronic controls; lighting elements; and elevators. Braise and solder components.

Changes in the Position:

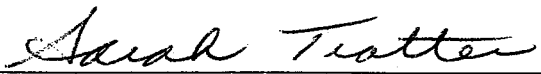
The Heating and Ventilating Mechanics III have experienced the same changes related to technology and new equipment. They also have received extensive training over the past two years related to the new equipment. Both Heating and Ventilating Mechanic III incumbents are located at the City Hall complex and have been able to utilize their training.

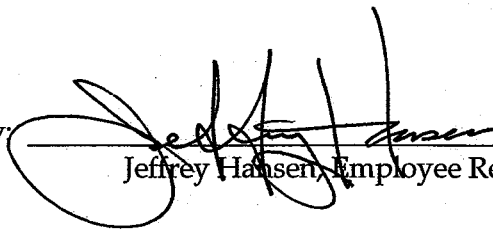
Salary Surveys:

We also reviewed the MRA-The Management Association survey for this position and found that the HVAC Engineer- Lead was the closest match. The survey did not provide a range but rather an average salary of \$49,317. This compares with the salary range of \$34,406 - \$38,736. Again, we would expect that the rate of pay would be higher, due to some of the higher level duties, but the difference in pay is still more than we would expect. We also included this title in the survey of public employers by the Department of Employee Relations. The average minimum was \$36,431 and the average maximum was \$42,573.

Recommendation:

Due to the changes in the position and the results of the salary surveys we recommend these positions be reclassified to Maintenance Technician III in Pay Range 268 (\$35,245 - \$40,152). This title will also reflect the more technical nature of the job and will distinguish these positions from other Heating & Ventilating Mechanic positions in the City Service. The increase in pay will provide compensation that is more comparable to other employers.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Jeffrey Hansen, Employee Relations Director

Job Evaluation Report

City Service Commission Meeting Date: December 18, 2001

This report recommends appropriate classification and compensation levels for positions newly created in the 2002 City of Milwaukee budget in the Department of Public Works: two new positions in the Operations Division; five new positions in the Administration Division; and one new position in the Infrastructure Division, Sewer Maintenance Fund. The report also recommends providing snow pay for additional positions in the Operations Division, Buildings and Fleet Section.

The following chart summarizes the recommended new classifications and reclassifications.

Present	Request	Recommendation
Operations Division		
Incumbent: new position	Title: Operations Division Director Salary Grade: 018 (\$94,388-\$132,141)**	Title: Operations Division Director Salary Grade: 018 (\$94,388-\$132,141)**
Incumbent: new position	Title: Network Analyst-Associate Pay Range: 598 (\$46,352-\$56,300)*	Title: Network Analyst-Associate Pay Range: 598 (\$46,352-\$56,300)*
Administration Division		
Incumbent: new position	Title: Parking Enforcement Assistant Manager Salary Grade: 006 (\$43,889-\$61,451)**	Title: Parking Enforcement Assistant Manager Salary Grade: 006 (\$43,889-\$61,451)**
Incumbent: new position	Title: Office Supervisor II Salary Grade: 002 (\$34,007-\$47,604)*	Title: Office Supervisor II Pay Range: 002 (\$34,007-\$47,604)*
Incumbent: new position	Title: Tow Lot Attendant Pay Range: 220 (\$30,083-\$33,029)*	Title: Tow Lot Attendant Pay Range: 220 (\$30,083-\$33,029)*
Incumbent: new position	Title: Office Assistant III Pay Range: 425 (\$28,348-\$31,360)*	Title: Office Assistant III Pay Range: 425 (\$28,348-\$31,360)*
Incumbent: new position	Title: Network Coordinator Assistant Pay Range: 002 (\$34,007-\$47,604)*	Title: Network Coordinator Assistant Pay Range: 002 (\$34,007-\$47,604)*
Infrastructure Division		
Incumbent: new position	Title: Management and Accounting Officer Salary Grade: 006 (\$43,889-\$61,451)**	Title: Management and Accounting Officer Salary Grade: 006 (\$43,889-\$61,451)**

* Rates listed are 2002 rates of pay.

** The min.-max. rates for SG 018 and the max. rate for SG 006 are effective Pay Period 14, 2002. For PP 1-13, the following (frozen) 2001 rates remain in effect:
SG 018 (\$91,639-\$128,292); SG 006 (\$43,889-\$59,661).

Actions Required (effective Pay Period 1, 2002)

In the 2002 Salary Ordinance

Under Salary Grade 018, add the title "Operations Division Director" and delete the title "Deputy Commissioner—Public Works."

In the 2002 Positions Ordinance

Under Department of Public Works-Administrative Services Division, Technology Support Services, delete one position of Network Coordinator-Project Assistant, and add one position of Network Coordinator-Assistant. Under Parking Fund, delete one position of Office Supervisor I and add one position of Office Supervisor II.

OPERATIONS DIVISION POSITIONS

Present	Request	Recommendation
New	Operations Division Director	Operations Division Director

Duties and responsibilities:

The basic function of this position is to be responsible for the administrative direction of the Operations Division, including policy development and implementation and budget control. Assist the Commissioner of Public Works (CPW) with the management of the department and with carrying out of all administrative and legal requirements of the position of CPW. Duties and responsibilities include:

- ❖ Direct and be responsible for the activities of the Operations Division, including policy development and implementation, budget control and direct supervision of the management team.
- ❖ In absence of Commissioner of Public Works, carry out all administrative and legal functions of the Commissioner of Public Works.
- ❖ Set operational and maintenance policies for all work performed in the public right-of-way, including Department of Public Works forces, consultants, private utilities and private contractors.
- ❖ Administer all personnel, labor relations and public relations activities in the Department.
- ❖ Serve as alternate for Commissioner of Public Works for appearance before Common Council and its Committees, and on the Central Board of Purchases, Clean Water Advisory Council and Transportation Commission.
- ❖ Establish and maintain inter-departmental cooperation where necessary.
- ❖ Chair special committees established to prepare Requests for Proposals and Bid Specifications for large and complicated Public Works projects.

The position requires graduation from an accredited college or university with a Bachelor's Degree in Engineering, Architecture, Public Administration or a related field and ten or more years of public works management experience with a demonstrated ability to administer a large multi-tasked organization.

Analysis and recommendation:

This position was created in the 2002 budget as part of a major reorganization of the Department of Public Works. This reorganization consisted of combining the Divisions of Buildings and Fleet, Forestry and Sanitation into one division—the Operations Division.

The Department of Public Works (DPW) was originally created in 1910. The organizational structure basically remained unchanged until 1996 when the department was restructured as result of the strategic planning process. Since the 1996 budget, DPW has consisted of the following divisions: Administrative Services, Buildings and Fleet, Forestry, Infrastructure Services, Sanitation and Water Works. The 2002 budget now provides for the consolidation of three of the divisions into an operations division with the goal of improving coordination of personnel, administration and equipment in performing activities such as snow plowing, leaf collection and emergency response.

The reorganization included the creation of the position of Operations Division Director to act as head of the new division and the elimination of the position of Deputy Commissioner of Public Works.

The duties and responsibilities of the new position are comparable in level to those of the former deputy commissioner position. An assessment of this position according to the job evaluation factors is as follows:

	Level	Points
Impact and Accountability	19	557
Knowledge and Skill	16	412
Relationships Responsibility	14	169
Working Conditions	1	5
Total points		1143

The point range for Salary Grade 018 is 1076 to 1237.

We therefore recommend classifying this position as Operations Division Director in Salary Grade 018.

Present	Request	Recommendation
New	Network Analyst-Associate	Network Analyst-Associate

Duties and responsibilities:

The basic function of this position is to work in conjunction with the Quality Assurance Coordinator to maintain and upgrade technology systems, specifically computer hardware and software and network devices used by Fleet Services for the efficient operation of the City's fleet of motor vehicles and equipment. Assist Fleet Services management staff in the development of solutions for operational needs. Provide training and support to computer users and other Fleet Services staff. Acts as liaison between Fleet Services and DPW Technology Support Section staff. Duties will include moving and connecting computers and related equipment. Work is at various Fleet locations, which may include dirty and/or noisy conditions. Some evening, weekend, or holiday work may be required. Duties and responsibilities include:

- ❖ Administer the Fleet Services LAN, including file server, application server, routers, tape drive, cabling and other hardware. Includes database management, table structure maintenance and sizing, and monitoring error logs.
- ❖ Act as main liaison between Fleet Services and DPW Technology Support Section, resolve network-related issues including general network faults, password problems, print queue problems and access rights administration.
- ❖ Troubleshoot and resolve computer hardware complaints. Handle equipment warranty work, including exchanging/returning equipment to vendors.
- ❖ Troubleshoot and resolve software problems including the fleet management system and the fuel system. Includes the restoration of corrupted programs, loading new software, system upgrades, troubleshooting workstation problems, and act as liaison between Fleet Services and vendor Support, such as Peregrine Systems.
- ❖ Daily backup of the Fleet*Anywhere* database server and other daily procedures related to Fleet*Anywhere*.
- ❖ Install new technology and work with vendor, if necessary, to ensure that everything is working properly.
- ❖ Perform general training, arrange or conduct training classes, pass along Auser tips,@ attend advanced classes to be able to assist others.
- ❖ Perform physical computer, printer, fax and other hardware moves and connections.
- ❖ Run, publish and distribute routine periodic Fleet*Anywhere* reports.
- ❖ Review hardware and software purchase decisions and make recommendations.
- ❖ Maintain computer equipment inventory list and list of software licenses.
- ❖ Create spreadsheet templates, report formats and other custom work to assist fleet management using Microsoft Office or other programs.

This position requires working knowledge of networks, printers and personal computers and peripherals; a minimum of two years experience in troubleshooting and repairing computer hardware and software; Associate or Bachelor degree in Computer Science, Management Information Systems, or related field is desired; Familiarity with Oracle database and SQL is desired; experience in the use of Microsoft Office, Netscape Communicator, McAfee and other common business programs; the ability to demonstrate tact and good judgment in dealing with employees and vendors; above average written

and verbal communication skills desired; the ability to work independently with minimal supervision; adult education or public speaking background is beneficial; ability to lift boxes and equipment weighing up to 50 pounds; physically capable of making cable connections, i.e. bending, stretching, crawling, climbing, etc.; must hold and maintain a valid Wisconsin driver's license.

Analysis and Recommendation:

This position was created as a part of the Department of Public Works' reorganization and has been allowed for in the Department's 2002 budget.

Electronic information management in this Division has evolved from a mainframe environment to a PC-based LAN environment. Support and other help desk services associated with the mainframe are no longer available so local support is now necessary.

Computer support duties were initially taken over by the Quality Assurance Coordinator, in addition to the regular duties of that position. The demand for computer assistance has grown to the point where a full-time position is now required to adequately support and respond to problems arising with the Division's 70+ desktop workstations, two file servers, 13 printers, nine fax machines, four copiers, and several proprietary software programs. Additionally, this position will allow the Division to avail itself to technical advances that will enhance internal customer service and increase efficiency of the Division's overall operation.

This position would also serve as a backup to the existing Network Analyst - Associate position in the Buildings Services and Design and Construction Section of the Department of Public Works. The nature of work and scope of duties associated with this position under study are comparable to those of the Department of Public Works existing Network Analyst - Associate position.

We therefore recommend classifying this position as Network Analyst - Associate in Pay Range 598.

ADMINISTRATION DIVISION POSITIONS

Present	Request	Recommendation
New	Parking Enforcement Assistant Manager	Parking Enforcement Assistant Manager

Duties and Responsibilities:

This position will be responsible for managing the Parking Information Desk on a 24/7 schedule including handling citizen parking inquiries and complaints, processing night parking permissions and managing vehicle towing dispatch operations. The position will coordinate the Parking Information Desk with Parking Enforcement and Tow Lot operations and will provide assistance in the supervision of parking enforcement personnel. Per the job description, the specific duties of this position are as follows:

Manage Parking Information Desk on a 24/7 schedule including the following activities:

- ❖ Receive citizen parking inquiries and complaints and ensure complaints are entered into the citizen complaint database accurately and timely and routed to parking enforcement to investigate.
- ❖ Process night parking permissions and ensure permissions are entered into the night parking permission database accurately and timely and provided to parking enforcement prior to third shift.
- ❖ Receive Aldermanic Service Requests and ensure requests are entered into the citizen complaint database accurately and timely and routed to parking enforcement to investigate.
- ❖ Manage the towing dispatch operation to ensure that vehicle information is recorded accurately in the tow system database and routed to the tow contractor.
- ❖ Coordinate the recording of vehicle placards and the subsequent towing abandoned vehicles.
- ❖ Provide citizens with information on City towing policies and reporting of stolen vehicles.
- ❖ Supervise 21 Communication Assistants and 2 Parking Enforcement Supervisors assigned to the Parking Information Desk including training personnel on Parking Information Desk procedures and policies, database entry, City parking policies and regulations and customer service. Assist in the supervision of parking enforcement personnel.

- ❖ Monitor, modify and upgrade all databases including tow system, parking complaints and night parking permissions. Monitor telephone calls for quality assurance and track the number of calls, wait times and calls lost on a monthly basis.
- ❖ Coordinate Parking Information Desk activities with other City departments and represent the DPW at various community and public meetings.

This position requires experience in parking enforcement, towing and related activities. It requires good analytical and communications skills, computer skills including knowledge of people soft, word, excel and access, and the ability to direct and organize staff. Post high school education in business administration, public administration or related fields is desirable.

Analysis and Recommendation:

The duties, responsibilities and requirements of this position are consistent in function and scope with the existing Parking Enforcement Assistant Manager position in DPW. Therefore, it is our recommendation to classify this new position to that of Parking Enforcement Assistant Manager S.G. 6, as requested by the department.

The recommended profile for this position is shown below:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and accountability (IA)	06	91
Knowledge and skills (KS)	06	80
Relationships Responsibility (RR)	06	38
Working Conditions (WC)	01	5

Total Points: 214
Salary Grade 006: 201-230

<u>Present</u>	<u>Request</u>	<u>Recommendation</u>
New	Office Supervisor II	Office Supervisor II

Duties and responsibilities:

The basic function of this position is to directly supervise office support staff at the Tow Lot and to ensure quality customer service, managing financial transactions, providing proper legal notifications. Duties and Responsibilities include:

- ❖ Supervise and direct office staff.
- ❖ Monitor and ensure proper customer service activities.
- ❖ Process and supervise cash handling, accounts payable and receivable.
- ❖ Customer service, general office and clerical duties.
- ❖ Function as backup for assistant two lot manager.
- ❖ Respond and investigate citizen complaints.

This position requires an Associate or Bachelor's degree in Management, Finance, Personnel, Administration, Legal Assistant, Computer Science, Accounting or an equivalent combination of experience/education; five years experience in accounting, accounts payable/receivable, cash management, customer service, office clerical; knowledge of data entry, Data Base Management, Excel, Word, Principles of Accounting, Supervisory Skills, scheduling, budgetary; good oral and written communication skills, supervisory skills, customer service, computer, data management, eligible for certification as a notary public, work independently, typing, ability to work under pressure, time entry, accuracy; physical capability to withstand extensive repetitive motion of upper body, sitting and standing for extended periods of time, lifting up to 20 lbs., and ability to work extended hours and weekends.

Analysis and Recommendation:

The analysis consisted of a comparison of the duties, responsibilities and qualifications of the position under study with those of the Standard for the Office Supervisor II in the Office Supervisor Series. This series includes those positions whose primary function is to manage the operations, work systems, and personnel of a small office or unit. As *bona fide* managers, Office Supervisors have the authority to make a wide range of decisions regarding personnel and the commitment of departmental resources.

Office Supervisor II

The vast majority of positions allocated to this series are classified as Office Supervisors II in Salary Grade 002. As first-line supervisors of office personnel, they assign work, guide, train, lead, and evaluate the personnel and work operations in a particular office, service, program, or section in City government. As management employees, they have the authority to make decisions regarding hiring, training, job performance, job assignments, and discipline, and other related matters.

Typical duties of the Office Supervisor II classification include:

- ❖ Directly supervising a small staff of office support personnel. In the largest operations, such as the Police Department, emphasis is placed upon efficient scheduling, administration of personnel documents, and overall work flow. Smaller departments emphasize training, leading, and coaching employees in this area.
- ❖ Analyzing work processes and making improvements where practicable.
- ❖ Performing a variety of administrative duties needed to run an office such as ordering supplies and materials; evaluating equipment, hardware, and software needs and ordering upgrades; creating and maintaining files and filing systems; administering record retention systems; assessing telephone needs and coordinating installations; and maintaining financial, budgetary, personnel, and other types of records.
- ❖ Preparing budget documents and supporting documentation for annual and ongoing budget requests. Monitoring budget expenditures. Preparing requisitions and payment certifications for office supplies, equipment, and services.
- ❖ Researching and analyzing issues related to the work of the section. Presenting conclusions and recommendations regarding issues, orally and/or in writing.
- ❖ Preparing technical, financial, statistical, and other types of written reports.

Requirements: Four years of clerical experience performing duties related to the position with at least one year of experience at the Office Assistant III level or above. Equivalent combinations of education and experience may be considered.

Office Supervisor I

The Office Supervisor I is distinguished from the higher "II" level by its exercise of less responsibility for office management procedures and personnel. Positions at this level are responsible for operating a specific service or program in a one-person office, such as the Policeman's Annuity and Benefit Fund, or supervising the personnel and operations of a specific function, such as the preparation and distribution of all agendas associated with the Common Council and its Committees.

Requirements: Four years of clerical experience performing duties related to the position with at least one year of experience at the Office Assistant III level or above. Equivalent combinations of education and experience may be considered.

Conclusion

The duties, responsibilities and qualifications of the position under study are consistent with those of the Office Supervisor II standard and it is our recommendation to classify this new position to that of Office Supervisor II, S. G. 02.

The recommended profile for this position is shown below:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and accountability (IA)	02	52
Knowledge and skills (KS)	03	49
Relationships Responsibility (RR)	03	22
Working Conditions (WC)	01	5

Total Points: 128
Salary Grade 002: 115-131

Present	Request	Recommendation
New	Tow Lot Attendant	Tow Lot Attendant

Duties and responsibilities

The basic function of this position is to process vehicles on and off the Tow Lot, assist citizens with the retrieval of their personal property and/or vehicles, assist private tow contractors and J-Bid vendors with the retrieval of vehicles. General Tow Lot maintenance and vehicle movement within and between the various city vehicle storage facilities, and inventorying all vehicles stored. Duties and responsibilities include:

Vehicle Entry and Exiting Processing duties. Process all vehicles entering and exiting the Tow Lot. This includes but is not limited to:

- ❖ Videotape the interior of incoming vehicle to verify pre-existing damages and equipment.
- ❖ Write two number, tow reason, date vehicle entered lot and tow-truck driver's initials on vehicle's windshield, assign a location on the lot and advise clerk of that location.
- ❖ Complete receipt to give to towing contractor for each vehicle brought to tow lot.
- ❖ Assist in monitoring the front gate and vehicle movement on the off the lot.

Vehicle/Property Retrieval duties:

- ❖ Accompany citizens to vehicles to retrieve personal property.
- ❖ Drive or tow vehicles to the street that are being retrieved by owner.
- ❖ Direct private tow contractor to vehicles so that they may be towed out of lot.
- ❖ During night/weekend hours when cashier not on duty, release vehicle to out-of-city residents, take payment and enter release in computer
- ❖ Assist J-Bid vendors in the retrieval of the vehicles they have paid for.

Tow Lot Vehicle Movement and Tow Lot Maintenance Duties:

- ❖ Relocate vehicles in preparation of J-Bids and vehicle recycling.
- ❖ Drive roll-off vehicle to recycling center.
- ❖ Undertake light repairs to vehicles. This includes but is not limited to changing tires, charging batteries and jump starting vehicles.
- ❖ General lot maintenance and trash removal, ice and snow control, general security, etc.

Lot Vehicle Inventory Duties:

- ❖ Verify proper vehicle identification number (VIN) and license plate number for all vehicles on lot.
- ❖ Determine vehicle general value (over or under \$200)

This position requires a valid Wisconsin Commercial Driver's License (CDL); experience in light vehicle repairs (changing tires and batteries, jump-starting vehicles; ability and experience operating a 12,000 pound gross vehicle weight tow truck/wrecker and ability to maneuver vehicles within tow lot; high school diploma; willingness and ability to work on any shift (1st, 2nd, 3rd) and day including weekends, holidays and overtime; willingness to work in a team environment; willingness and ability to work in all weather conditions.

Analysis and Recommendation:

The job description for this new position is identical to the standard job description for the existing DPW Tow Lot Attendant positions. Therefore it is our recommendation to classify this position as Tow Lot Attendant, Pay Range 220 as requested by the department.

Present	Request	Recommendation
New	Office Assistant III	Office Assistant III

Duties and Responsibilities:

This position performs the primary customer service, clerical, accounting and administrative support duties at the City Tow Lot. Per the job description, the specific duties of this position are as follows:

Customer Service Duties. Handles and processes all customer service inquiries. This includes but is not limited to:

- ❖ Inform customers on procedures for payment of reclamation charges and vehicle retrieval procedures (walk-ins, telephone, and mail-in inquiries);
- ❖ Perform basic analysis of customer account information following standardized procedures to determine if an adjustment or further investigation is warranted. Process changes in tow record when necessary;
- ❖ Handle non-routine referrals to other City departments;
- ❖ Respond to all customer concerns/complaints;
- ❖ Facilitate vehicle retrieval from the Tow Lot by calculating and issuing final customer bills at the customer's request;
- ❖ Processing payments;
- ❖ Processing all release paperwork so that customers can retrieve their vehicle and/or personal property for vehicle;
- ❖ Process extensions at the City's towing storage facility;
- ❖ Act as liaison between City Attorney's Office, City Clerk's Office, Milwaukee Police Department, Department of Motor Vehicles and other County and State agencies and departments;
- ❖ Process notifications to customers (plate owners, VIN owner and lien holder) concerning location and disposition of the vehicle.

Clerical/Administrative Duties

- ❖ Track all vehicles towed under the various City towing contracts;
- ❖ Create and maintain tow records and files;
- ❖ Process City Attorney's Office and Tow Lot claims;
- ❖ Generate letters for vehicles about to be recycled or sold through the J-Bid process;
- ❖ Process paperwork necessary to sell vehicles through the J-Bid process;
- ❖ Process paperwork for J-Bid vendor pick once vehicles are awarded;
- ❖ Process all paperwork necessary to start and finish the vehicle recycling process;
- ❖ Schedule vehicles to be sent to the City's recycling contractor;
- ❖ Process payroll and work scheduling paperwork;
- ❖ Reconcile cash deposits, verify daily cash balances and generate computerized cash account reports;
- ❖ Prepare all outgoing regular, inter-office and certified mailings;
- ❖ Perform minor information system repair, set and installations;
- ❖ Process all supply orders, office machine service, vehicle service and site service requests, including arranging for alternative equipment;
- ❖ Perform daily interoffice mail deliveries.

Accounts Payable/Accounts Receivable

- ❖ Process all payment requests from the City's towing contractor and the City recycling contractor;
- ❖ Process all payment requests of supplies and services purchased by the Tow Lot;

Tow Lot Attendant Back Up

- ❖ Gate and Tow Lot Attendant duties (see Tow Lot Attendant job description);
- ❖ Processing vehicles entering and exiting the Tow Lot;
- ❖ Release vehicles from Tow Lot to customers, j-bidders, private towing contractors, Milwaukee Police Department, other law enforcement agencies, insurance companies, etc.

This position requires a minimum of one year of data entry experience, a valid Wisconsin Driver's License, and good verbal and organizational skills.

Analysis and Recommendation:

While the duties of this new position entail the performance of a broad range of activities, they can be characterized as general office duties. As such, a comparison to other positions that perform general office duties is prudent. Positions in the Office Assistant Series were selected for this comparison. The duties of those positions are as follows:

Office Assistant I

Performs uncomplicated clerical duties, such as compiling records, filing, preparing mailings, screening calls, providing information and answers to questions in person or over the telephone, photocopying, tabulating, posting information, sorting and distributing mail. May use typewriter for activities other than producing documents, such as typing labels and envelopes. May occasionally work with others on a team to complete special projects. May use keyboard to obtain information or enter data from automated data bases.

Requirements: Must be City resident at time of application. Ability to type 45 w.p.m.

Office Assistant II

Performs varied clerical duties in accordance with standard procedures. Applies knowledge of departmental policies and procedures, and uses a general understanding of other departments' functions. Screens telephone calls, answers questions and provides information. May work with others on a team to complete special projects. Accesses and inputs information via mainframe applications. Uses office equipment and microcomputer software to prepare standard and complex documents from various sources of written or dictated input.

Requirements: Two years of clerical experience with at least six months of experience as an Office Assistant I.

Office Assistant III

Performs diverse and complex duties involving the application of standard procedures to a variety of clerical assignments. Selects and interprets data, and demonstrates a thorough knowledge of departmental and organizational policies and procedures in assigned area of responsibility. Screens telephone calls, answers questions, and provides information. Some telephone and in-person work may be difficult due to the nature of questions or customers served. Uses advanced features of software packages on a regular basis to produce complex documents. May work with others on a team to complete special projects. May guide and check the work of other employees.

Requirements: Four years of clerical experience with at least one year of experience at the Office Assistant II level or above. Job-related coursework may be substituted for up to six months of experience requirement.

Office Assistant IV

In addition to all of the duties listed for the Office Assistant III, and the corresponding knowledge, skills, and abilities associated with them, acts as a group leader for lower level employees. Responsibility as a group leader usually includes basic office management such as monitoring equipment and ordering supplies, monitoring and improving office procedures and practices, and directing a small group of employees. May work with others on a team to complete special projects.

AND/OR

Exercises responsibility for a specific function or service area requiring extensive knowledge of technical and/or complex procedures and processes having a significant consequence of error. This requires responsibility for monitoring and improving those procedures on a continuous basis.

Requirements: Four years of clerical experience with at least six months of experience at the Office Assistant III level or above. Job-related coursework may be substituted for up to six months of the experience requirement.

Conclusion

The duties to be performed by the position under study are more complex than those of the Office Assistant I and II positions and carry a greater level of responsibility since the vehicles and other personal property of citizens are affected by decisions and actions of this position. The defining factor of the Office Assistant IV, in addition more complex duties, is the group leader function. The work of the position under study will be more complex than those of Office Assistant I and II positions, but will not entail group leader duties of the Office Assistant IV. The most favorable comparison rests with the Office Assistant III position, as requested by the department. Therefore, it is our recommendation to classify this new position as Office Assistant III, Pay Range 425.

Present	Request	Recommendation
New	Network Coordinator Assistant	Network Coordinator Assistant

Duties and Responsibilities:

The basic function of this position is to provide assistance in the design, development, implementation, linkage and maintenance of the WAN/LAN and its components. Per the job description, the specific duties are as follows:

System Design and Implementation:

- ❖ Assist the DPW Network Planning Manager in system designs of the WAN/LAN.
- ❖ Assist in the designs, installs and configuration of local and wide area network hardware and software, T-1, Ethernet, fast Ethernet, gigabit Ethernet, ATM and DWDM.
- ❖ Document detailed network support.

System Analysis and Support

- ❖ Assist and support the management, configuration, operation and support of
- ❖ WAN/LAN that support Fire, Police, DPW, Health, Port of Milwaukee, Municipal Court and Library.
- ❖ Assist in the expansion of network applications to meet the data, voice and video needs of Fire, Police, DPW, Health, Port of Milwaukee, Municipal Court and Library.
- ❖ Assist in the configuration, operation and support internet connection, hardware and software enhancements on behalf of DPW and other city agencies.
- ❖ Assist in the management, configuration, operation and support for server operating systems, AIX, UNIX, LINUX, NTAS, NetWare Client operating systems, DOS, Win95, Win98 and WinNT, Win2000.

System Documentation

- ❖ Assist the documentation of existing DPW WAN/LAN systems and facilities.

System Security and Alert

- ❖ Monitor and maintain Network security systems according to DPW standards.
- ❖ Respond to Network Alert Systems alarms 7 days a week, 24 hours a day.

Information Systems Services

- ❖ Furnishes general customer assistance as required.

This position will support all WAN/LAN systems and components and include 12 DPW file servers, internet email services, internet and intranet access, network supervision of 1000+ users, 700 workstations, 65+ switches, hubs, routers and other network communications devices. It requires experience and training in the design, implementation, support and troubleshooting of WAN and LAN systems and experience in Novell, DOS and Windows/95/98/NT/2000 client and network operating systems plus, two years experience with multi-user LAN based systems. A Bachelors Degree and CNE or CNA designation is desirable.

Analysis and Recommendation:

Currently, there are no authorized positions of Network Coordinator Assistant in city service, but information about the position was obtained from the Information Technology Study that was conducted in 1998. According to that study, the Network Coordinator Assistant is the entry-level position in the Network Coordinator Series. The Network Coordinator Senior (S.G. 6) and Network Coordinator Associate (S.G. 4) are the other two positions in the series. This series, as established, was intended to be the standard for professional IT employees who perform all of the day-to-day work required to run a local area network. The duties of the position under study are clearly consistent with positions in this series and indicate the need to classify it within this series. When comparing the position under study with the Network Coordinator Associate positions located in DER and DOA, it is apparent those positions are solely responsible for the day-to-day management of a local area network. They do not report to a higher-level IT manager. The position under study is not solely responsible for managing the network and does report to a higher-level IT manager. Therefore, it would not be prudent to classify this position to the Associate level (S.G. 4). Rather, the entry-level classification of Network Coordinator Assistant (S.G. 2), as requested by the department, is the most appropriate classification for this position and that is our recommendation.

The recommended profile for this position is below:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and accountability (IA)	02	52
Knowledge and skills (KS)	03	49
Relationships Responsibility (RR)	03	22
Working Conditions (WC)	01	5

Total Points: 128
 Salary Grade 002: 115-131

INFRASTRUCTURE DIVISION POSITION

<u>Present</u>	<u>Request</u>	<u>Recommendation</u>
New	Management and Accounting Officer	Management and Accounting Officer

Duties and Responsibilities:

The basic function of this position is to implement the record gathering and reporting associated with the Sewer Maintenance Fund for revenue borrowing authority requirements (New in 2002), GASB 34 requirements (New in 2002), and depreciation schedules. Administer the capital program for the Sewer Maintenance Fund including capital accounting and auditing procedures. Manage staff to insure that the computer applications and the manual work procedures are combined into an efficient and effective means to promote the accurate and timely payment of contractor invoices. Duties and responsibilities include:

- ❖ Responsible for meeting the Net Revenue requirements associated with the Sewer Maintenance Fund Revenue Borrowing Program. This includes a complete review of the financial condition of the Sewer Maintenance Fund to estimate whether the net revenue for the current and succeeding fiscal year are sufficient to comply with a rate covenant (including net revenue requirements). Prepare an annual certificate that provides a statement of actual and estimated revenues, operation and maintenance expenses, and aggregate debt service for filing with the City Clerk by July 1st of each year. If revenues are not sufficient, make a study to determine a schedule of service charges to comply with the rate covenant.
- ❖ Responsible for monitoring Sewer Maintenance fund expenditures and insuring that expenditures are within approved appropriations. Preparing relevant financial reports to demonstrate financial status.
- ❖ Responsible for the preparation and maintenance of data required to meet the report requirements for GASB-34 and to process rentals, monitor overhead rates and prepare depreciation schedules.
- ❖ Create and maintain various project/grant numbers relating to capital, reimbursable and operating and maintenance activities of the Sewer Maintenance Fund.
- ❖ Prepare original correspondence or reply to inquiries on documents prepared for the signature of the City Engineer.
- ❖ Perform audits in accordance with Generally Accepted Accounting Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS) and assist in the development of budgets for the Sewer Maintenance Fund.
- ❖ Monitor staff training and perform other accounting and administrative duties as assigned.

This position requires graduation from college with training in accounting or other related field; proficiency in PeopleSoft financial system is highly desirable; ability to work independently, accurately and efficiently; must be able to extract data and create timely financial data when required. Must have excellent problem-solving skills and an ability to work well with others.

Analysis and Recommendation:

This position was created as a result of the Sewer Maintenance Fund's change to a revenue-borrowing program and has been allowed for in the Department's 2002 budget.

The change to a revenue-borrowing program has resulted in a new set of financial review requirements. This position will be required to review the financial condition of the sewer system and fund to estimate whether the net revenue for the current and succeeding fiscal year are sufficient to comply with the rate covenant, including net revenue requirements. Additionally, this position is responsible for the preparation and maintenance of data required to meet the report requirements for GASB-34 and to process rentals, monitor overhead rates and prepare depreciation schedules. Annually, a written certificate providing a statement of actual and estimated revenues, operation and maintenance expenses, and aggregate debt service will be required starting in July 2002.

The minimum requirements, as well as the nature of work and scope of duties associated with this position under study, are comparable to other Management and Accounting Officer positions in the City of Milwaukee.

An assessment of this position according to the job evaluation factors is as follows:

	<u>Level</u>	<u>Points</u>
Impact & Accountability	7	104
Knowledge & Skill	6	80
Relationships Responsibility	5	32
Working Conditions	1	<u>5</u>
	Total Points:	221
	Salary Grade 006 points: 201-230	

We therefore recommend classifying this position as Management and Accounting Officer in Salary Grade 006.

Snow Pay for Additional Positions in the Operations Division, Buildings and Fleet Section

Snow pay is an overtime allowance received by Operations Division management employees in the Sections of Sanitation, Forestry, and Buildings and Fleet who are involved in a significant amount of emergency snow and ice control overtime work. The 2002 adopted budget and the creation of the Operations Division provide for revamping the management structure for emergency snow and ice control operations to include additional Buildings and Fleet supervisors. We recommend the implementation of snow pay for the following positions:

	Salary Grade
Building Services Manager	006
Automotive Mechanic Supervisor III	008
Quality Assurance Coordinator	008
Vehicle and Equipment Specialist	007
Automotive Mechanic Supervisor II (8 positions)	005

Actions Required (effective Pay Period 1,2002)

Under Salary Grade 005, add the footnote designation “3/” following the title “Automotive Mechanic Supervisor II” and add the following footnote: “3/ The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work.”

Under Salary Grade 006, add the footnote designation “2/” following the title “Building Services Manager.”

Under Salary Grade 007, add the footnote designation “3/” following the title “Vehicle and Equipment Specialist.”

Under Salary Grade 008, add the footnote designation “3/” following the titles “Automotive Mechanic Supervisor III” and “Quality Assurance Coordinator” and add the following footnote: “3/ The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work.”

Prepared by: Zora Maniscalco
Human Resources Analyst-Senior

Prepared by: Ms Abdallah
Human Resources Representative

Prepared by: Sally G. McGee
Human Resources Manager

Reviewed by: [Signature]
Employee Relations Director