

Status of Classification Requests Received by Employee Relations

REASON FOR REQUEST	DEPT	CURRENT TITLE	INCUMBENT	STATUS	NO. POS.	DATE RECEIVED
ACTIVE STUDIES--61 classifications						
Proceed per Ron Leonhardt	City Clerk/LRB	Librarian III	Eileen Lipinski		1	2/9/2004
Reorganizaiton proceed per Ron Leonhardt	City Clerk	Council Admin Manager, SG 011 Request reclass to Council Administration Manager, SG 009	James Owczarski	JD with request dated 2/5/04	1	2/10/2004
proceed per Ron Leonhardt	City Clerk/LRB	Code Information Specialist, PR 455	Diana Morgan	JD with request.	1	10/4/2002
Proceed per Barb Woldt	City Atty	Study of Support Staff (Paralegal, Legal Office Asst 1-1V, Docket Clerk)			19	10/17/2001
2004 budget (downgrade)	DOA-ITMD	Enterprise Systems Manager, SG 013 (Request Systems Analyst-Manager SG 012)	Sharon Struble	JD dated 10/30/03.	1	10/30/2003
2004 budget (downgrade)	DOA-ITMD	Information Systems Manager, SG 015 (Request Enterprise Systems Manager, SG 013)	Randy Guyer	JD dated 10/31/03.	1	10/30/2003
2004 budget (downgrade)	DOA-ITMD	Chief Information Officer, SG 015 (currently SG 017)	Randolf Gschwind	Need new JD?	1	2/2004?
2004 budget Changed/downgrade	DOA-Budget	Budget and Policy Director , SG 015 (currently Budget & Mgmt Director, SG 017)	Joseph Czarnezki	JD (new and old) received 2/9/04	1	2/9/2004
2004 budget new position	DOA-CBGA Library	Rental Rehabilitation Specialist, SG 005 Management Librarian SG 007	New Position	Waiting for JD jd with request	1 1	1/1/2004? May 17 2004
Collective Bargaining	Library	Librarian I, II, III, IV (PR 528, 545, 557, 565)	DC 48 Agreement/market study	No JAQ requested	90	8/2001 Execution date of Agrmt)
proceed per Judith Zemke	Library	Inventory Control Assistant, PR 340	Richard Schultz	JD only--Dept will send request.	1	2/12/2002
proceed per Judith Zemke	Library	Building Maintenance Manager, SG 007	Arthur Lopez	JAQ completed	1	11/17/1998 & 4/4/2000
Reorganization	Neighborhood Services	Request for study of the clerical (4.5) positions and the environmental hygienist (6) positions in the Nuisance and Environmental Health Division.		12 JDs (old and new) with 2/10/04 request.	10.5	2/10/2004
Title Change	Fire	Chief Dispatcher, PR 863 request Battalion chief, Fire, PR 863		JD with request 6/4/04	1	6/4/2004
2004 budget (downgrade)	Police	Safety Director SG 11 Request Safety Manager, TBD	Pamela Roberts	JD (old & new) with 12/22/03 request.	1	12/22/2003
reclass study and FMLA status	Police	Police Payroll Supervisor, SG 006 (Study to determine FLSA status)	Joann Bielinski	JD dated 2/25/95 attached with 9/903 request. JAQ & new JD requested 10/27/03. JAQ received approx. 11/18/03.	1	9/9/2003
Grant Funded	Health	Health Project Coordinator		JD with request	1	
Grant Funded	Health	Public Health Emergency Response Plan Coordinator		JD with request	1	
proceed per Bonnie Vaughn	DCD	3 Program Assistants II's	Paoletti-Komar, Vanderboom, Eichhorst	JAQs/JDS may be updated	3	7/24/2000
proceed per Bonnie Vaughn	DCD	Administrative Services Specialist, SG 001	Jean Laskowski	JAQ com	1	12/28/1998

Status of Classification Requests Received by Employee Relations

proceed per Bonnie Vaughn	DCD	Geographic Information Tech II, PR 602	Ron Ebert & David Barker	JAQ com	2	10/16/2000
2004 Budget	DPW-Water	Accountant III, SG 006 (currently Mgmt Acctg Spec, SG SG 005)	William Gehweiler	Need new JD	1	10/30/2003
2004 Budget	DPW-Water	Data Base Analyst, SG 009	New position	CSC report May 25	1	10/30/2003
2004 Budget	DPW-Water	Communications Assistant IV, PR 455 (currently Office Assistant IV)	Kelly Bell and Marilyn Sleaper	Need new JD	2	10/30/2003
2004 Budget	DPW-Water	Communication Assistant III, PR 445 (currently Office Assistant III, PR 425)	Tarmika Johnson, Vacant, Theresa Conley, Lorrie Warkoczewski	Need new JD	4	10/30/2003
2004 Budget	DPW-Water	Network Coordinator-Senior, SG 006.		Need new JD	1	10/30/2003
2004 Budget (title change only)	DPW-Water	Water Materials Handler, PR 245 (Currently Pipe Yard Crew Leader, PR 245)	Dennis Butterfield	JD with 10/30/03 request.	1	10/30/2003
2004 Budget	DPW-Water	Water Distribution District Manager, SG 010 (currently Water Distribution District Supervisor, SG 008)	Gary Gibson and David Goldapp	JD with 10/30/03 request.	2	10/30/2003
2004 Budget	DPW-Water	Water Distribution Scheduling Supervisor, SG 008 (Currently Water Distribution Supervisor II, SG 006)	Ben Glatzel and Lee Walcheske	JD with 10/30/03 request.	2	10/30/2003
proceed per Preston Cole	DPW-Opers Forestry	Administrative Assistant II, PR 445			1	1/17/2001
Proceed per Dorinda Floyd	DPW-Admin Office of Commr	DPW Personnel Administrator, SG 011	Dan Thomas		1	7/5/2002
Proceed per Dorinda Floyd	DPW-Admin Finance&PIng AND Payroll	Program Assistant II, PR 530	Jo-Anne Lessing; Robin Dickson	2 JDs with request.	2	7/5/2002
Proceed per Dorinda Floyd	DPW-Admin Finance&PIng	Accounting Assistant II, PR 445		2 JDs with request.	3	1/10/2001
Proceed per Dorinda Floyd	DPW-Admin Finance&PIng	Accounting Assistant I, PR 435		JD with request.	3	1/10/2001
Proceed per Dorinda Floyd	DPW-Admin Finance&PIng	Personnel Payroll Assistant II, PR 445		JD with request.	10	1/10/2001
Proceed per Dorinda Floyd	DPW-Admin Parking/Towing	Parking Financial Manager, SG 007	Cindy Angelow		1	7/5/2002
Proceed per Dorinda Floyd	DPW-Admin Parking/Towing	Parking Operations Assistant, PR 621	Sharon McGuire		1	7/5/2002
Proceed per Dorinda Floyd	DPW-Admin Parking/Towing	Office Assistant IV, PR 445	Henriette Pierce		1	1/10/2001
Proceed per Dorinda Floyd	DPW-Admin Parking/Towing	Tow Lot Manager, SG 008	David Lawrence		1	3/8/2004
Proceed per Dorinda Floyd	DPW-Admin Parking/Towing	Tow Lot Assistant Manager, SG 004	Louis Black		1	7/5/2002
Proceed per Dorinda Floyd	DPW-Admin Parking/Towing	Vehicle Salvage Supervisor, SG 002	Francisco Morales		1	7/5/2002
Proceed per Dorinda Floyd	DPW-Admin Parking/Towing	Parking Operations Coordinator, PR 627	Mark Lueck	JD with request.	1	2/12/2001
Proceed per Dorinda Floyd	DPW-Admin Tech Support	Systems Analyst-Associate, SG 006	John Miller	JD with request.	1	1/18/2000
Proceed per Dorinda Floyd	DPW-Admin Tech Support	Telecommunications Analyst Associate, SG 006	Dan Brousseau		1	3/8/2004

Status of Classification Requests Received by Employee Relations

Proceed per Dorinda Floyd	DPW-Admin Tech Support	Network Coordinator-Asst, SG 002	April Wilks		1	3/8/2004
Proceed per Dorinda Floyd	DPW-Admin Info Center	DPW Customer Service Supr, SG 005	Gary Halversen		1	3/8/2004
Proceed per Dorinda Floyd	DPW-Admin Info Center	Customer Service Rep III, PR 445	Martha Austin		1	3/8/2004
Proceed per Dorinda Floyd	DPW-Admin Info Center	Customer Service Rep II, PR 435			3	3/8/2004
2004 Budget	DPW-Operations Environ Serv	Program Assistant I, PR 460 (Environmental Services)		JD with 10/30/03 request) to F&P May 19	1	10/30/2003
Proceed per Venu Gupta	DPW-Opers Bldgs&Fleet	Architectural Designer II, PR 626			3	9/18/2000
Proceed per Venu Gupta	DPW-Opers Bldgs&Fleet	Architectural Designer III, PR 628			2	9/18/2000
Title change	DER	Office Supervisor II, SG 002 (Title change to Admin Spec, SG 002)	Sandy Zelazny		1	2/2/2004

STUDIES ON HOLD--12 classifications

Hold per Ron Leonhardt	City Clerk	Council File Specialist, PR 455	Marian Hartner, Debra Fowler, Terry MacDonald-vacant	2 JDs with request Not on proper form-- Separate JD for D.Fowler)	3	2/14/2003
2004 budget downgrade-hold	Mayor	Staff Asst to the Mayor from SG 007 to 002		hold	2	5/1/2004
2004 Budget hold for greivance arbitration award	DPW-Operations	Clerk Dispatcher II, PR 455		JD with 10/30/03 request)	6	10/30/2003
hold per Marti Collins	DNS	Building Construction Supervisor, SG 008		JAQ completed	1	5/25/1999
hold per Marti Collins	DNS	Code Enforcement Inspection Supvr, SG 008 Commercial Insp		JAQ completed	1	5/25/1999
hold per Marti Collins	DNS	Code Enforcement Inspection Supvr, SG 008 Residential Insp		JAQ completed	1	5/25/1999
hold per Marti Collins	DNS	Housing Production Mgr NIDC, SG 007		JAQ completed	1	5/25/1999
hold per Marti Collins	DNS	Business Operations Manager, SG 008		JAQ completed	1	5/25/1999
hold per Marti Collins	DNS	Administrative Assistant II, PR 445		JAQ completed	1	5/25/1999
Hold for unit clarification decision	DPW-Admin Parking/Towing	Parking Checker, PR 490			60	1/30/2001
Hold for unit clarification decision	DPW-Admin Parking/Towing	Lead Parking Checker, PR 495			4	3/8/2004
On Hold	Police	Computer Operator II, PR 505		2/10/87 & 8/11/00 draft JD with request. 4/29/03 update letter with copy of 12/1/99 JD for Information Technology Spec. from ITMD-- need new JD for Police Dept.)	9	12/12/2000