City of Milwaukee

Department of Employee Relations

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

June 22, 2001

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

Dear Committee Members: Re: Common Council File Number 010266

The following classification and pay recommendations were approved by the City Service Commission on June 19, 2001. We recommend the following changes, subject to approval by the City Service Commission:

In the Office of the Comptroller, one position of FMIS Project Manager-Information Systems Specialist, Salary Grade 011, held by Dave Schnelz, was reclassified to Functional Applications Manager, Salary Grade 012.

In the Department of Public Works–Buildings and Fleet Division and in the Milwaukee Public Library, five positions of Custodian Supervisor II, Salary Grade 002, were retitled to Building Services Supervisor, Salary Grade 002.

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

Attachment: 2 Job Evaluation Reports
                  Fiscal Note

c: Frank Forbes, Laura Engan, W. Martin Morics, Anita Paretti, Dave Schnelz, Mariano Schifalacqua, Dan Thomas, Venu Gupta, Joe Jacobsen, Kathleen Huston, Judith Zemke, and Arthur Lopez

JOB EVALUATION REPORT

City Service Commission Meeting Date: <u>June 19, 2001</u>

Incumbent: <u>Dave Schnelz</u>   Department: <u>Office of the Comptroller</u>

Present	Request
Title: FMIS Project Manager- Information Systems Specialist **Salary Grade:** 011, $57,208-$80,088 **Current Rate:** Step 9, $73,063	**Title:** Functional Applications Analyst **Salary Grade:** 013, $64,973-$90,969

Recommendation:
  Title: Functional Applications Manager
  Salary Grade: 012, $60,964-$85,349
  New Rate: Step 8, $75,516

Rationale:
This report recommends reclassifying an FMIS Project Manager-Information Systems Specialist to Functional Applications Manager in SG 012 due to the critical functional and technical support responsibilities this position holds in ensuring the timely and accurate production of the City payroll. We recommend this change be effective PP1, 2001 to coincide with the Comptroller's Office Market Study. We further recommend authority to recruit up to the 9th step of SG 012 for future vacancies.

History of Position:
The FMIS Project Manager-Information Systems Specialist position was created and originally classified in 1995 in SG 011 as a part of the FMIS Project Team in the Comptrollers Office.

Action Required <u>(Effective Pay Period 1, 2001)</u>**:**

In the Salary Ordinance, under Salary Grade 011, delete the title "FMIS Project Manager (Information Systems Specialist)." Under Salary Grade 012, add the title "Functional Applications Manager 3/" with the following footnote: "3/ Recruitment is authorized up to the ninth step of the salary grade."

In the Positions Ordinance, under Comptroller, Financial Systems Support Division, delete one position of "Project Manager" and add one position of "Functional Applications Manager."

Background

In November of 2000, The Department of Employee Relations completed a Market Study Report for positions within the Comptroller's Office. Salary data gathered from other municipalities during this pay study supported a Salary Grade 011 for the FMIS Project Manager-Information

Systems Specialist. For this reason, a recommendation for pay level for this position was not included in the 2000 market study report.

Subsequently, City Comptroller W. Martin Morics requested that the Department of Employee Relatios reconsider the classification level for this position in a separate study. Discussions on the positions' duties, responsibilities, and requirements were held with the incumbent Dave Schnelz, and with the position's supervisor Accounts Director Anita Paretti.

Standards Used in Determining Reclassification for Management Positions

The City uses a qualitative factor comparison system to evaluate management positions. This system requires that each position be compared to all other positions in the Management Classification Plan separately on each of four job evaluation factors.

Impact & Accountability	Weighted	45%
Knowledge & Skill	Weighted	35%
Relationships Responsibility	Weighted	15%
Working Conditions	Weighted	5%

Once an appropriate comparison has been made, job evaluation staff assigns a level and corresponding number of points according to a chart. In analyzing any position for proper classification, it is critical to assess any changes that have taken place in the nature of work performed and level of responsibility, knowledge, skill and effort required. Changes in working conditions are also assessed, although this factor is considerably less important for management positions.

Duties, Responsibilities & Requirements

The basic function of this position is to analyze, design, test, maintain, and operate the City's HRMS/Payroll System in order to address the City business needs. Duties, responsibilities, and minimum requirements include:

25%   Responsible for the hands-on execution of data transfers and batch programs that format and load time and payment data into payroll.

15%   Responsible for hands-on execution of batch programs that calculate and print paychecks, produce reports, and generate interface data provided to the general ledger, financial institutions, unions, ERS, etc.

15%   Analyze and design custom modules and changes to existing software programs. Supervise programming, testing, and migration to production database.

10%   Maintain module related setup and configuration tables and parameters.

10%   Serve as liaison to other departments in the design and implementation of systems intended to interface with payroll and establish procedures for their use. These include Department of Public Works (DPW) Time Entry, Milwaukee Police Department (MPD) Overtime Data Entry, and Tuition Reimbursement.

10%   Design, test, implement, and document systems to calculate retroactive payments and deductions.

10%   Other duties including but not limited to production of special purpose reports, data files, forms, research, open records requests, and/or supervision of personnel performing these tasks.

5%   Identify and analyze bugs. Report them to vendor, track status. Develop workarounds, correct previously generated data.

The position requires a BA in Accounting or Computer Science, five years of experience supervising a staff of professionals, and three years of government financial systems maintenance and development experience. Incumbent must have demonstrated knowledge of emerging technologies and concepts including SQL and PeopleTools. Incumbent must have knowledge of professional accounting standards and employment laws.

Analysis & Recommendation

The incumbent of this position, Dave Schnelz, provides both functional and technical expertise in maintaining and operating the HRMS Payroll function. The position requires in-depth knowledge of the City's government accounting processes, knowledge of the PeopleSoft Payroll Modules, and familiarity with PeopleSoft Benefits and General Ledgers Modules. The incumbent of this position must have a working knowledge of City pay, leave, and deduction practices, and related employment laws. The incumbent must have technical skills including the ability to use SQL and PeopleTools.

On a biweekly basis, the incumbent executes data transfers and batch programs that format and load time and payment data into payroll. The incumbent also executes batch programs that calculate and print paychecks, produce reports, and generate interface data provided to the general ledger, financial institutions, unions, ERS, etc. Reports are run during all three shifts, but scheduled by the incumbent. This necessitates the incumbent to regularly work overtime in order to complete this aspect of technical support for the payroll function.

The incumbent ensures that internal and external entities are able to obtain data and reports from the system. This work includes interactions with City business managers, City department and division heads, journalists, attorneys, and unions.

The incumbent works to ensure the integrity of data in the City's Payroll Module and customized Payroll Front End and General Ledger Interface Modules by configuring and troubleshooting the system software. The position works closely with Department of Administration-Information & Technology Management Division (ITMD) staff in implementing Payroll Module software upgrades and system testing. The incumbent also works with the design and implementation of systems that interface with the Payroll Module including DPW Time Entry, MPD Overtime Data Entry, and Tuition Reimbursement. The incumbent of the position performs all functions himself and/or directs the work of coworkers or consultants in doing so. The position has one direct report responsible for network administration and computer hardware administration within the Comptroller's Office.

The current profile for this position is as follows:

Factor	Level	Points
Impact & Accountability (IA)	11	182
Knowledge & Skills (KS)	10	154
Relationships Responsibility (RR)	11	97
Working Conditions (WC)	1	5
Total Points		438

Salary Grade 011 Points: (405-465)

Positions chosen for comparison to this position include:

- Enterprise Systems Manager, DOA-ITMD
- Systems Analyst-Project Leader, ITMD.

Enterprise Systems Manager, ITMD, SG 013

The Enterprise Systems Manager plans and implements the Enterprise Systems for the City of Milwaukee. These Enterprise Systems consist of both the Financial Management Information System and the Human Resource Information System and their related modules. The Enterprise Systems Manager is responsible for the management and operation of the supporting hardware and software for these systems, as well as planning and implementing upgrades to these systems. This position supervises 7 technical positions in the Enterprise Systems Section, as well as staff from other sections and contractors on an as-needed basis.

Systems Analyst-Project Leader, ITMD-Enterprise Systems Team, SG 011

The Systems Analyst-Project Leader manages and participates in the development and implementation of computer-based projects. These projects vary in size and complexity and require the Project Leader to assess methods to use, resources needed, and project management methods to successfully complete these projects. The position supervises from 0 to 5 technical positions on an as-needed basis to complete specific projects. This position is responsible for technical support for the HRMS Benefits Module and Human Resources Module. The Benefits Module tracks employee benefits including health and dental. The Human Resources Module tracks all employee job data such as salary, job history, and leave data.

The incumbent of this position holds responsibility for both the functional and technical support of the City's Payroll Modules. Functionally, the position troubleshoots system problems and ensures that the system is able to produce a $4 million payroll on a biweekly basis. However, the position also provides primary technical support for the payroll system that is not duplicated by technical support staff from ITMD. While these technical support functions include higher level functions such as writing programs in SQL and use of PeopleTools to modify the system, these functions also include lower level technical support functions such as scheduling and running reports during all three shifts. Clearly, with the current configuration of work, the incumbent of this position is called upon to be "all things to all people." A more reasonable approach to technical support for the payroll system would include assistance from lower level support positions, such as are housed in ITMD.

In comparison, the Enterprise Systems Manager leads a staff that provides technical support to all remaining modules of both FMIS and HRMS. This includes technical support for all Financial Modules including the General Ledger, Accounts Payable, Accounts Receivable, Purchasing,
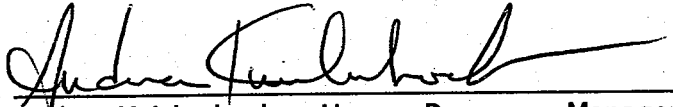
Inventory, and Worker's Compensation. The Systems Analyst-Project Leader who is a part of the Enterprise Systems Team is responsible for all technical support of the remaining HRMS Modules including Benefits and Human Resources. For each of these FMIS and HRMS modules, functional expertise is intended to be provided within the corresponding City department that handles each function, but with the technical support expertise for hardware and software remaining within ITMD.

The scope of responsibility for the technical functions of the position under study is not as broad as that of the Enterprise Systems Manager. However the technical support responsibilities of the position, combined with the functional support responsibilities of the position, make the scope of responsibility higher than that of the Systems Analyst-Project Leader. In addition, the critical responsibility that the position holds for ensuring the timely and accurate production of the City's payroll justifies an increase in level for this position.

The profile for the proposed Functional Applications Manager is as follows:

Factor	Level	Points
Impact & Accountability (IA)	12	209
Knowledge & Skills (KS)	12	213
Relationships Responsibility (RR)	9	67
Working Conditions (WC)	1	5
Total Points		494

Salary Grade 12 Points: (466-534)

We therefore recommend that this position be classified as a Functional Applications Manager in Salary Grade 012 effective pp1, 2001 to coincide with the Comptroller's Office Market Study. We further recommend that the department have authority to recruit up to the 9th step of SG 012 for future vacancies.

Prepared By: _____
Andrea Knickerbocker, Human Resources Manager

Reviewed By: _____
Jeffrey S. Hansen, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: <u>June 19, 2001</u>

Incumbents: Various (5 positions)   Departments: <u>DPW - Buildings and Fleet Division;</u>
<u>Milwaukee Public Library</u>

Present	**Request**
Title: Custodian Supervisor II	Title: Building Services Supervisor
Pay Range: 002 ($32,212 - $45,090)	Pay Range: 002 ($32,212 - $45,090)
Current Rate: Various steps (5 incumbents)	Source: <u>DPW- Buildings and Fleet Division</u>

Recommendation:

Title: Building Services Supervisor

Pay: 002 ($32,212 - $45,090)

New Rate: Same as current rate for each incumbent (title change only; no change in pay).

Rationale: This report recommends retitling the five positions in the Custodian Supervisor II classification to the new title of Building Services Supervisor to more accurately reflect broader responsibilities in current job descriptions. Changes in facilities management have resulted in building services supervisors handling a wider variety of services that pertain to maintaining, sustaining and/or restoring buildings, grounds and equipment.

History of Position(s): This classification includes five positions. Three Department of Public Works (DPW) positions were reclassified from Custodian Supervisor I to Custodian Supervisor II in 1995 in conjunction with a comprehensive DPW reorganization. Two Milwaukee Public Library positions were reclassified from Custodian Supervisor I to Custodian Supervisor II in 1993 following separate job evaluation studies.

Action Required:

In the 2001 Salary Ordinance, under Salary Grade 002, delete the title "Custodian Supervisor II" and add the title "Building Services Supervisor."

In the 2001 Positions Ordinance, under Library, Administrative Services Decision Unit, Buildings and Grounds Section, delete one position of "Custodian Supervisor II (X)" and one position of "Custodian Supervisor II (C)" and add one position titled "Building Services Supervisor (X)" and one position titled "Building Services Supervisor (C)."

Background:

In April 2001, the DPW - Building and Fleet Division provided a revised job description for three positions of Custodian Supervisor II in conjunction with a title change request. Discussions were held with Mr. Joseph Jacobsen, Operations and Maintenance Manager. The Milwaukee Public Library was contacted because they have two positions of Custodian Supervisor II. Discussions were held with Mr. Arthur Lopez, Building Maintenance Manager, and with Ms. Judith Zemke, Library Personnel Officer. The Library representatives concurred that the proposed new title of Building Services Supervisor would more accurately reflect the nature of work and broader scope of responsibilities of their two positions. New job descriptions were provided that supported their perspective.

Duties and Responsibilities

The basic function of the three positions in the DPW - Buildings and Fleet Division is to direct, supervise and coordinate all phases of building services in City buildings, including maintenance, custodial activities, and all work related to sustaining and/or restoring buildings and equipment. The two positions in the Milwaukee Public Library have primary responsibility for the supervision of custodial personnel, and for the operations and maintenance of buildings and grounds for all libraries.

Rationale

City Service Rule II, Section 8, states that "Titles shall be as descriptive as possible of the general duties and responsibilities involved in the proper performance of each position and indicative of its level, and shall be the same for all positions requiring the same kind of service." Two departments have positions in the classification under study. These departments have provided information that supports a change in the classification title.

Management positions are evaluated and classified according to each of these four job evaluation factors:

Factor	Weight
• Impact and Accountability (IA)	45%
• Knowledge and Skill (KS)	35%
• Relationships Responsibility (RR)	15%
• Working Conditions (WC)	5%

The profile for the proposed new classification title (Building Services Supervisor) remains the same as that of the current title (Custodian Supervisor II):

TITLE	SALARY GRADE	IMPACT & ACCOUNTABILITY		KNOWLEDGE & SKILLS		RELATIONSHIPS RESPONSIBILITY		WORKING CONDITIONS	
		Level	Points	Level	Points	Level	Points	Level	Points
Building Services Supervisor	002	3	60	2	41	2	18	3	11

The total points for this classification is 130 (Salary Grade 002 point range is 115 to 131).

Recommendation

This report recommends retitling the classification of Custodian Supervisor II, Salary Grade 002, to the requested new title of:

Building Services Supervisor, Salary Grade 002.

This recommendation entails no change in pay rate.

Prepared by: _____
Steve Smith, Employment Administrator

Reviewed by: _____
Jeffrey Hansen, Director

SCS:pc
June 12, 2001