



Department of Employee Relations

July 21, 2006

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**David Heard**  
Fire and Police Commission  
Executive Director

**Michael Brady**  
Employee Benefits Director

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

Dear Committee Members:                    Re: Common Council File Number 060406

The following recommendations will be submitted to the City Service Commission for consideration on July 25, 2006. We are recommending these changes, subject to approval by the City Service Commission:

In the Health Department, one position of Office Assistant IV, Pay Range 445, held by Marilyn Kirtley, is recommended for reclassification to Program Assistant I, Pay Range 460.

In the Health Department:

One new position is recommended for classification as Health Project Coordinator – Plain Talk, Salary Grade 004.

One new position is recommended for classification as Health Project Assistant, Pay Range 530.

No change in title is recommended for the position of Vital Statistics Supervisor, Salary Grade 005, except that it be designated for automobile allowance.

In the Department of Public Works - Operations Division, two positions of Special Municipal Equipment Laborer, Pay Range 238, are recommended for title changes to Special Fleet Services Laborer, Pay Range 238.

The new position of Environmental Sustainability Director is recommended for a transfer of position authority from the Mayor's Office to the Department of Administration.

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

Sincerely,

  
Maria Monteagudo  
Employee Relations Director

MM:pb

Attachments: 5 Job Evaluation Reports; 1 Fiscal Note

C: Mark Nicolini, Erick Shambarger, Marianne Walsh, Troy Hamblin, Betty Schraith, Patrick Curley, Rhonda Kelsey, Patricia Stawicki, Sharon Robinson, Jennifer Meyer, Erick Pearson, Crystal Ivy, Bevan Baker, Vivian Chen, Michelle Stein, Victoria Robertson, Loyce Robinson, Susan Blaustein, Marilyn Kirtley, Gerald Schroeder, Katheen Blair, Karen Michalski, Jeffrey Mantes, James Purko, Dan Thomas, Venu Gupta, Frederick Gunther, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: July 25, 2006

Incumbent: Marilyn Kirtley

Department: Health Department

Present	Request
Title: Office Assistant IV	Title: Study of Position
Salary: Pay Range 445 (\$34,767-\$38,474)	Salary: Study of Position
Current Rate: \$39,441 (with footnote)	Source: 2004 – 2006 District Council 48, AFSCME, AFL-CIO Labor Agreement
<b>Recommendation:</b>	
Title: Program Assistant I Salary: Pay Range 460 (\$37,221 - \$41,715) New Rate: Step 4 (\$40,191)	
<b>Rationale:</b>	
This position has taken on new duties and responsibilities that include overseeing the collection of approximately \$1.9 million in license fees annually and the increased responsibility of working with the new Consumer Health Inspection Licensing Database (CHILI).	

**Action Required:**

In the Positions Ordinance, under Health Department, Consumer Environmental Health Division, delete one position of Office Assistant IV and add one position of Program Assistant I.

**Background**

As part of the 2004-2006 District Council 48, AFSCME, AFL-CIO Labor Agreement the City agreed to conduct a study of one position of Office Assistant IV in the Consumer Environmental Health Division of the Health Department. The incumbent completed a job analysis questionnaire and discussions were held with the incumbent; the position's supervisor, Loyce Robinson, Consumer Environmental Health Manager; and Michelle Stein, Health Personnel Officer.

**Duties and Responsibilities**

The basic function of this position, according to the Job Analysis Questionnaire, is to serve as a group leader for two positions of Office Assistant III and coordinate the flow of work as it relates to data entry; the support, maintenance, and troubleshooting of the licensing portion of the Consumer Health Inspection Licensing Database (CHILI); generation and interpretation of statistical reports; customer service duties; licensing and processing payments; and other duties as assigned. The specific duties and responsibilities include the following:

- 40% **Group Leader**
- Provide training and technical and other support
  - Provide assistance to Division Inspectional staff as it relates to licensing policies and procedures
  - Oversee the distribution, workflow and completion of work assigned to the Office Assistant III positions
  - Format procedures and design forms
  - Discern when there is a problem that warrants the attention of the Division Manager and facilitate remedial action as necessary
  - Provide administrative support to the Division Manager
  - Serve as lead agent contact and problem solver on licensing issues related to contracts from the Department of Health and Family Services (DHFS) and the Department of Agriculture, Trade and Consumer Protection (DATCP)
  - Assist management and make recommendations regarding the creation of new policies, procedures, and data collection methods
  - Oversee the collection and reconciling of fees and operation of the filing system.
- 25% **Licensing Portion of the CHILI Database System**
- Assist with development, maintenance, troubleshooting and oversee the licensing portion of the CHILI Database System
  - Provide technical assistance and training to Division Staff on the use of this portion of the database
  - Perform dynamic queries, creating reports, analyzing results, and making recommendations
  - Develop and provide computerized statistical tables and spreadsheets for management and staff
  - Assist with the development and use of an electronic payment system under the control of the Department of Administration – Information and Technology Management Division.
- 15% **Customer Service**
- Provide assistance to customers as to licenses needed to open a business
  - Answer inquiries, take complaints, and forward calls to the appropriate person or agency
  - Distinguish between routine food illness complaints and those that should be routed to management
  - At times assist with the Department Hot Line during the flu season, outbreaks, or other emergencies.
- 10% **License and Payment Processing**
- Assist customers in completing the appropriate application
  - Compute the fees due based on a complex fee structure and policies
  - Obtain corporation registration information
  - Collect payments
  - Append data in the system and create a record
  - Generate the accounting form to process payment and forwarding necessary paperwork to Accounting and the assigned Environmental Health Specialist for approval
  - Reconcile cash register receipts
  - Track and create reports to resolve delinquent licenses and fees
  - Coordinate and disseminate license application information to the Police Department, City Clerk's Office, and the Wisconsin Department of Financial Institutions.

10% **Other Duties**

- Process and distribute vending machine inspection reports to DHFS
- Track and input fire inspection data into the Department of Neighborhood Services (DNS) database
- Review and calculate personal mileage
- Process open-record requests
- Maintain inventory of forms and supplies
- Provide general word processing assistance for Division staff.

Requirements for this position include advanced training beyond high school including experience and advanced proficiency in word processing, database and spreadsheet applications, and Crystal Reports; six years of general office experience with at least two years at the Office Assistant IV level or higher; an ability to plan and prioritize work, use good and independent judgment, exercise leadership skills, and maintain good working relationships with other support staff, inspectional and supervisory employees and the public; and good written and verbal communication skills.

**Changes in the Position**

According to the job analysis questionnaire this lead worker position is now responsible for overseeing the collection of licensing fees that was previously done by Environmental Health Specialists. This involves the collection, tracking, and reporting of \$1.9 million dollars in fees and familiarity with applicable City Ordinances, State Codes and policies. This task is somewhat complex due to the number of variables that can affect the amount of the fee and the type of license.

This position has also taken on more responsibility with the new CHILI licensing database. This position now assists with the development, maintenance, troubleshooting and oversight of the licensing portion of the database system and prepares a variety of reports. This position worked closely with an outside consultant when this system was first introduced to the Division. This position is now involved with maintaining and troubleshooting problems that may arise. The position also creates various reports that require a detailed knowledge of the system including various tables that can be used for reports. The position also assists others in creating reports.

**Analysis**

The changes listed above have strengthened this position. For comparison purposes the job specifications for Office Assistant III, Office Assistant IV, Program Assistant I and Program Assistant II are described below:

**Office Assistant Series**

This series includes all office positions in City government performing general office duties, as distinguished from those working directly with one or a few managers, professionals, or elected officials in a secretarial capacity.

Office Assistant III

Performs diverse and complex duties involving the application of standard procedures to a variety of office 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

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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 office 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 office experience with at least six months of experience at the Office Assistant III level or above. Job-related course work may be substituted for up to six months of the experience requirement.

### **Program Assistant Series**

The Program Assistant series was established for positions that perform a variety of office support and administrative work supporting a program or distinct area of operations within a City department. The term "program" as it is used here, is intended to be broad in application, encompassing the work of a division, section or specific program within a department.

The level of work performed by Program Assistants is characterized as semiprofessional. As such, the Program Assistant series serves as a "bridge" between a number of office support job series and bona fide professional occupations such as Management Accountant and Administrative Specialist, requiring a bachelor's degree or equivalent.

In this series, positions requiring the knowledge, skills, and abilities equivalent to that of a bachelor's degree have been assigned to the II level. Commensurate with their higher level of knowledge and skill, Program Assistants II also exercise a greater amount of responsibility, also known as impact and accountability, than those assigned to the "I" level.

#### Program Assistant I

Performs duties and responsibilities to support the work of professionals and/or managers in a specific area of operations or program within a City department. Requires good working knowledge of policies and procedures associated with a particular program or area of operations and significant on-the-job work experience in the area. Carries out duties and responsibilities very independently. Consults with managers and professionals regarding unusual situations requiring the interpretation of policies.

Requirements: Four years of office support experience performing duties related to the occupational area in which the position is assigned, with at least one year of experience at the Office Assistant III level or above. The knowledge and skills required are equivalent to

an associate's degree. Equivalent combinations of education and experience may be considered.

Program Assistant II

Performs a variety of duties and responsibilities to support a program or area of operations within a City department. In addition to the knowledge and skill required of the "I" level, positions assigned to the "II" level require the equivalent knowledge and skill normally obtained with a bachelor's degree. Some Program Assistant II positions function as group leaders for other employees.

A hallmark of the Program Assistant II is the analysis of information, in contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistant II positions are expected to independently initiate new work projects and improve processes on a continuous basis.

A review of the above specifications indicates that the position under study best fits the definition of the Program Assistant I in Pay Range 460. A Program Assistant I performs duties and responsibilities to support the work of professionals and/or managers in a specific area. The position under study has duties and responsibilities that support the licensing and inspection work of the Environmental Health Specialists in the Division and some of the administrative work of the managers. The position is responsible for overseeing the collection of license fees and making decisions as to which license a person needs; and being familiar with the City Ordinances, State Codes, and Department Policies. This position must also decide when it is appropriate to bring a question to management and make a recommendation.

This position also requires knowledge of the licensing portion of the database so that decisions can be made on what tables to use and how to set up and prepare reports required internally and by outside agencies. This position serves as a primary contact with these agencies when they have questions or need additional information and with programmers when upgrades or significant repairs are needed.

The duties and responsibilities do not, however, reach the level of a Program Assistant II since the position does not have an emphasis on analysis of information. A Program Assistant II position in the Home Environmental Health Division provides administrative support for all funded lead hazard reduction processes, including but not limited to assigning contracts, assuring eligibility requirement, facilitating processing of contractor payments, estimating scopes of work, and maintaining multiple databases. The position is also responsible for putting together reports, managing the information for 23 contractors and then through an analysis of the information making decisions regarding the awarding of lead abatement contracts.

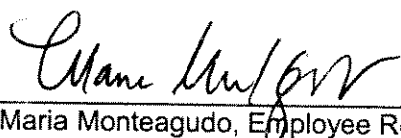
A position that is more similar in level is the Program Assistant I position in the Immunization Program. This position also provides administrative and operational support activities for a specific program. Duties and responsibilities include responsibility for the integrity of the data entered into the Wisconsin Immunization Registry (WIR) and for the preparation and some analysis of reports. It also handles inventory control for the department's vaccines, develops training materials for the use of WIR, troubleshoots problems regarding WIR, answers incoming calls, and is responsible for the on-site collection, monitoring and analyzing of immunization data, and providing on-site demonstrations and group presentations. The position also requires an extensive knowledge of and ability to interpret and/or apply Immunization laws to ensure compliance.

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**Recommendation**

Based on the above analysis, we recommend this position of Office Assistant IV in Pay Range 445 in the Consumer Environmental Health Division be reclassified to Program Assistant I in Pay Range 460.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: July 25, 2006

This report recommends an appropriate classification and compensation level for a new grant funded position in the Healthy Behaviors and HealthCare Access Division of the Milwaukee Health Department (MHD). The job description was reviewed and discussions were held with Michelle Stein, Health Personnel Officer.

Current	Request	Recommendation
New Position	Health Project Coordinator – Plain Talk SG 004 (\$42,478 - \$59,468)	Health Project Coordinator – Plain Talk SG 004 (\$42,478 - \$59,468)

**Action Required** (Effective Pay Period 15, 2006 – July 16, 2006)

In the Salary Ordinance, under Salary Grade 004, add the title “Health Project Coordinator – Plain Talk”.

In the Positions Ordinance, under Health Department, Family and Community Health Services, Healthy Behaviors and HealthCare Access Division, Adolescent Community Health Grant (J), delete one position of Project Coordinator – Plain Talk (J) (K) and add one position of Health Project Coordinator – Plain Talk (J) (K) (X).

**Duties and Responsibilities**

The basic function of this position is to work with and support the national Plain Talk program that provides an outline of a community-based strategy to reduce teen pregnancy. This includes fund development and the management of five or more grants from different agencies; building relationships with community partners; leadership development for professionals and paraprofessionals; supervising other program staff; managing the program budget; working with outside organizations and/or consultants; garnering support from local community agencies and service providers; and developing donor support and sustainable funding resources. The duties, responsibilities, and requirements include the following:

**50% Community Collaboration**

- Develop a recruitment strategy for community involvement
- Initiate meetings with well-known community members and key stakeholders
- Establish relationships with multiple organizations that work with case management teams and serve the target population including Health Maintenance Organizations, hospitals, doctors, and the Healthy Beginnings Project
- Work with providers and partnering agencies such as New Concept Inc. and other community based organizations in the Brighter Futures Initiative so that staff who work in the field, “Walker/Talkers”, can act as a resource to neighborhood residents
- Participate in other venues including Health Fairs, Parent Teacher Association meetings, and church gatherings to inform parents, adults, and service providers of Plain Talk resources
- Plan, organize, and implement community wide gatherings and events to reinforce the prevention of teen pregnancy.



30% **Program Management, Coordination and Administration**

- Participate in all training components of the Plain Talk Program including the train the trainer events for Teen Peer Education and other programs on teen sexual behavior
- Participate in local, state, and national forums on teen pregnancy prevention
- Participate in monthly conference calls with Plain Talk Program officers
- Write grants and reports.

20% **Supervision**

- Participate in the hiring, training and organization of staff and the assignment and completion of duties and responsibilities by staff and community partners
- Prepare and update an annual work plan and task chart.

The requirements for this position include a Bachelor's Degree in Social Work, Nursing, Health Education or related field; and two years of related experience including community leadership and/or successful partnerships with community based organizations that focus on pregnancy prevention and high-risk sexual behavior, implementation of research protocols, and training community based staff and volunteers. Equivalent combinations of education and experience may also be considered.

A comparison of the duties and responsibilities of this new position with those of other Health Project Coordinator positions in Salary Grade 004 indicate that this classification would be appropriate. Generally, Health Project Coordinators are responsible for program management, coordination and administration; and serving as a liaison with community organizations. The position under study has these responsibilities and also a significant amount of supervisory responsibility including participation in the hiring, training, and organizing of staff. Based on our review the management job evaluation factors should be as follows:

<u>Factor</u>	<u>Level</u>	<u>Points</u>
Impact and Accountability	4	68
Knowledge and Skills	4	57
Relationships Responsibility	5	32
Working Conditions	1	<u>5</u>
		162

Salary Grade 004 (152-174)

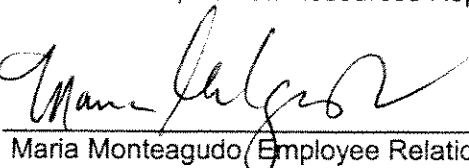
The requested title of Health Project Coordinator – Plain Talk is consistent with other Health Project Coordinator positions that also include the program name in the title.

It is therefore recommended that this new position be classified as Health Project Coordinator – Plain Talk in Salary Grade 004.

Prepared by:

  
\_\_\_\_\_  
Sarah Trotter, Human Resources Representative

Reviewed by:

  
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Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: July 25, 2006

This report recommends appropriate classifications for two positions in the Vital Statistics Division of the Epidemiology Section of the Milwaukee Health Department (MHD). Job descriptions were reviewed and discussions were held with Kathleen Blair, Epidemiologist; and Michelle, Stein, Health Personnel Officer.

Current	Request	Recommendation
Vital Statistics Supervisor SG 005 (\$45,280 - \$63,396)	Health Statistics Manager SG 005 (\$45,280 - \$63,396)	Vital Statistics Supervisor SG 005 (\$45,280 - \$63,396)
New Position	Health Project Assistant - FIMR PR 530 (\$39,094 - \$44,257)	Health Project Assistant PR 530 (\$39,094 - \$44,257)

**Action Required** (Effective Pay Period 15, 2006 – July 16, 2006)

In the Positions Ordinance, under Health Department, Epidemiology Section, Vital Statistics Division, delete one position of Vital Statistics Supervisor (Y) and add one position of Vital Statistics Supervisor (X) (Y). Under Vital Statistics Division, Milwaukee Fetal Infant Mortality Review Grant (M), delete one position of Health Project Assistant–FIMR (X) (M) and add one position of Health Project Assistant (X) (M).

**Current:** Vital Statistics Supervisor SG 005  
**Request:** Health Statistics Manager SG 005  
**Recommendation:** Vital Statistics Supervisor SG 005

The basic function of this position is to be responsible for administering, coordinating, and evaluating all activities of the MHD Vital Statistics Office including the proper registration and issuance of birth and death certificates in compliance with Chapter 69 of the Wisconsin State Statutes; serve as the Deputy Registrar on behalf of the Commissioner of Health; and provide coordination and management of City and MHD projects and programs utilizing Vital Records. The duties, responsibilities and requirements include the following:

75% Vital Records Administration and Management

Manage, supervise, and facilitate all activities of the MHD Vital Statistics Office; implement changes in procedures resulting from changes in the Wisconsin State Statutes; coordinate workflow and processing of information; monitor office proceedings and operations; assure smooth and complete processing of records; develop, implement, and monitor processes and procedures to assure integrity of records; maintain a climate of good public service; serve as a liaison between the MHD, state and federal agencies, and the public on matters relating to Vital Records; provide information and collaborate with businesses and other agencies such as funeral directors, other registrars, the Wisconsin State Division of Health, medical examiners, hospitals, Center for Disease Control, fraud investigation units, the Federal Bureau of Investigation (FBI), and Department of Homeland Security; provide training for funeral directors in the proper methods of completing death certificates; work in cooperation with other MHD personnel in accomplishing their objectives; maintain familiarity with Vital Statistics database system (Madison connection) and communicate with MHD and

No change for Vital Statistics Supervisor and  
New Position of Health Project Assistant  
In the Health Department . . .#2

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City Information Technology staff regarding corrections and enhancements; create and maintain database and spreadsheet applications for vital statistics documentation; serve as a Notary Public and review legal documents including court orders, guardianship papers, and power of attorney documents for validity; provide information and guidance to staff and clients regarding various documentations.

25% Infant Mortality Data Analysis

Administer and manage staff and activities of the FIMR project; work in cooperation with agencies and key personnel in accomplishing goals and objectives of the grant; serve as a liaison between the MHD, community partners, and state and federal agencies on matters related to infant mortality; provide information and collaborate with organizations and agencies engaged in infant mortality reduction efforts; facilitate interdisciplinary Case Review Team meetings and process conclusions; analyze and report on birth certificates and FIMR aggregate data; recruit and select community agencies for FIMR project; present infant mortality information and FIMR data to city, state and national Public Health and community partners; develop and write FIMR report to institutions, agencies, and the community; and provide leadership in the development of infant mortality funding sources.

The requirements for this position include a Bachelor's Degree in Humanities, Sciences, Business Administration or related field and two years of experience as a supervisor. Equivalent combinations of education and experience may also be considered.

As a result of a reorganization of the Epidemiology Section this position is now responsible for the administration and monitoring of staff and activities under the Milwaukee Fetal Infant Mortality Review (FIMR) Program. The Department has requested a change in title to reflect this change, however, we believe the current title of Vital Statistics Supervisor is still a good match for the position's scope of responsibility. We do however support the addition of auto allowance for this position due to the increased travel the position will take on related to administering and managing staff and activities of the FIMR project.

Based on the above we recommend no change to the title of Vital Statistics Supervisor in Salary Grade 005. We do however recommend the position be designated for auto allowance.

<b>Current:</b>	<b>New Position</b>	
<b>Request:</b>	<b>Health Project Assistant-FIMR</b>	<b>PR 530</b>
<b>Recommendation:</b>	<b>Health Project Assistant</b>	<b>PR 530</b>

The basic function of this new position is to assure the efficient operation, maintenance and quality assurance of the Fetal and Infant Mortality Data (FIMR) System; abstract all medical and social service system data on all City of Milwaukee fetal and infant deaths; and assist with program reporting, data analysis, and evaluation. The duties, responsibilities, and requirements include the following:

70% Medical Record and Social Service Record Abstraction

Abstract prenatal, postnatal, hospital, pediatric and additional records of all City of Milwaukee fetal and infant deaths; compile case information and produce working case narratives and summaries on all fetal and infant death cases; assist with program strategic planning and evaluation, quality assurance, academic research support, program quarterly and annual

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statistics, and reports to funding agencies; work with contract "Maternal Interviewers" to provide them with up-to-date family information; liaison with FIMR Case Review Team and community organizations to maintain FIMR community ties; and coordinate with staff from Epidemiology and Maternal, Child, and Home Health (MCH) Divisions to identify, plan and implement solutions for program data needs.

25% Information Systems in FIMR

Input data into database; review and monitor input performance to assure data quality; maintain all operations of the Information Systems database for FIMR; establish data input priorities and schedules; maintain timely and accurate data input, processing and analysis; analyze and problem solve with program database and other MCH programs; review and monitor input performance to assure data quality; develop necessary program forms needed in the database; make suggestions for improving data management and reporting systems; evaluate software upgrades; recommend software and program changes which will enhance the system, program, service delivery and monitoring, and program quality assurance; and perform all routine maintenance on database such as system back-up, rebuilding files, archiving data, data storage, downloading and uploading data, and retrieving information (data, databases, and reports).

5% Other Duties

Perform other duties as assigned.

The requirements for this position include a Bachelor's Degree in Social Work, Public Health, Information Technology or related area; one to two years of experience with relational databases and/or medical record abstraction; and knowledge of medical terminology. Equivalent combinations of education and experience may also be considered.

This new position is funded under the Healthy Beginnings Grant administered by the Black Health Coalition Grant that is in the second year of a four-year project. This new position will replace the management position of Health Project Coordinator – FIMR in Salary Grade 004. The higher level administrative duties will now be handled by the Vital Statistics Supervisor and this new position will focus on the medical record and social service record abstraction and the daily coordination and operation of the project.

A comparison of the duties and responsibilities of this new position with another Health Project Assistant position in the Health Department indicates that this classification level would be appropriate. The other position is located in the Maternal and Child Health Division. It has the basic function of assuring the efficient operation, maintenance, and quality assurance of information systems for the Health and Safety in Child Care Program (HSCCP) and other parts of the Division; and assisting with the development of the HSCCP database/information system for data collection and analysis, program reporting, and evaluation. The position requires a Bachelor's Degree in Information Technology or related field and experience with relational databases.

The position under study has some similar duties for the FIMR program but also has an emphasis on medical record and social record abstraction which requires a familiarity with medical terms; and an ability to review numerous medical and social service records, abstract and code the information, and put the information in the computer application. Although there are some differences in these two positions the duties, responsibilities, and requirements are similar enough to warrant the same title of Health Project Assistant rather than Health Project Assistant – FIMR.

No change for Vital Statistics Supervisor and  
New Position of Health Project Assistant  
In the Health Department . . . #4


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It is therefore recommended that this new position be classified as Health Project Assistant in Pay Range 530.

Prepared by:

  
\_\_\_\_\_  
Sarah Trotter, Human Resources Representative

Reviewed by:

  
\_\_\_\_\_  
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: July 25, 2006

Department: Department of Public Works-Operations Division

Present	Request
<b>Title:</b> Special Municipal Equipment Laborer <b>Salary:</b> Pay Range 238 (\$35,644 - \$39,373)	<b>Title:</b> New Title <b>Salary:</b> Pay Range 238 (\$35,644 - \$39,373)
<b>Recommendation:</b>  <b>Title:</b> Special Fleet Services Laborer <b>Salary:</b> Pay Range 238 (\$35,644 - \$39,373) <b>New Rate:</b> No Change	
<b>Rationale:</b>  The recommended change in title reflects the work location of the position in Department of Public Works-Operations Division, Fleet Services Section as well as the nature of work performed.	

**Action Required:**

In the Salary Ordinance, under Pay Range 238, delete the title "Special Municipal Equipment Laborer 2/" and add the title "Special Fleet Services Laborer 2/."

In the Positions Ordinance, under the Department of Public Works--Operations Division, Fleet Services Section, delete one position of "Special M.E. Laborer" and add one position of "Special Fleet Services Laborer" and under Auxiliary Positions, delete one position of "Special M.E. Laborer" and add one position of "Special Fleet Services Laborer."

**Background**

The 2003-2006 bargaining agreement between the City of Milwaukee and District Council 48, AFSCME, AFL-CIO requests a new title for the positions of Special Municipal Equipment Laborer.

These positions are located in the Department of Public Works-Operations Division, Fleet Services Section. The positions perform various minor mechanical, custodial and miscellaneous shop duties.

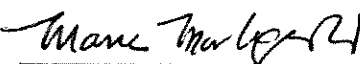
The title of Special Fleet Services Laborer more accurately reflects the work location of the position in DPW-Operations, Fleet Services as well as the nature of work performed.

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**Recommendation**

We therefore recommend retitling two positions of Special Municipal Equipment Laborer in Pay Range 238 to Special Fleet Services Laborer in Pay Range 238.

Submitted by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**David Heard**  
Fire and Police Commission  
Executive Director

**Michael Brady**  
Employee Benefits Director

July 25, 2006

To the Honorable  
The Board of City Service Commissioners  
City of Milwaukee

Dear Commissioners:

On January 10, 2006, the City Service Commission approved the classification of a new position of Environmental Sustainability Director in the Mayor's Office. The Committee on Finance and Personnel and the Common Council approved appropriate Salary and Positions Ordinances changes.

The Environmental Sustainability Director staffs the Office of Sustainability and is responsible for steering citywide environmental policy. Revenues from other city departments support funding for the position.

We are requesting at this time that position authority for the position be transferred from the Mayor's Office to the Department of Administration. This change of department location will facilitate the funding reimbursement process.

We therefore recommend the following Ordinance change (Effective Pay Period 1, 2006—January 1, 2006):

In the Positions Ordinance, under Mayor, Administration, delete one position of Environmental Sustainability Director; and under Department of Administration, Budget and Management Division, Office of the Director, add one position of Environmental Sustainability Director.

Prepared by:

  
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Andrea Krickerbocker, Human Resources Manager

Reviewed by:

  
\_\_\_\_\_  
Maria Monteagudo, Employee Relations Director