



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

February 22, 2016

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

Dear Committee Members:                      Re: Common Council File Number 151529

The following classification and pay recommendations were approved by the City Service Commission on January 26, 2016.

In the Department of Public Works – Infrastructure Services Division, one new position was recommended for classification to Milwaukee Plays Program Coordinator (Part-time), PR 2DN.

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

Sincerely,

Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report  
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Eric Pearson, Deborah Ford, Nicole Fleck, Ghassan Korban, Preston Cole, Dan Thomas, Patrick Hartmann, Dawn Crowbridge, and Kenneth Wischer (AFSCME32)



**JOB EVALUATION REPORT**

City Service Commission Meeting Date: January 26, 2016

**DPW-INFRASTRUCTURE SERVICES**

Current	Request	Recommendation
New Position	Milwaukee Plays Program Coordinator PR TBD	Milwaukee Plays Program Coordinator Part-time Position PR 2DN (\$42,500 - \$59,498)

**DPW-INFRASTRUCTURE SERVICES DIVISION**

**Request:** Milwaukee Plays Program Coordinator PR TBD  
**Recommendation:** Milwaukee Plays Program Coordinator PR 2DN

The aim of the Milwaukee Plays initiative is to transform the City of Milwaukee's most deteriorated playgrounds, as evaluated by DPW, into models for local collaboration and renovation. The restoration of the City's playgrounds will bring much needed improvement to create safe and attractive places for families to play and socialize. The program involves local residents in the restoration of these community assets which provides opportunities for people to share in the design experience and develop a sense of ownership in their community.

It is the intent of the Department to request creation of this grant-funded, part-time position at the February 3, 2016 Finance and Personnel Committee meeting. This new position will be responsible for coordinating the implementation of the Milwaukee Plays Program. This will include developing the tools for successful involvement of community members in the process, hosting neighborhood meetings and community events, training and working with local partners for each of the parks to collect and analyze data, ensuring that communication between various partners is efficient and direct, assisting in the organization and development of the larger park design as well as program evaluation tools, and producing an implementation guide to systemize activities and help facilitate the design and construction of future Milwaukee Plays parks. Specific duties and responsibilities include:

- Assess existing literature for successful community engagement in park design
- Community Engagement: In consultation with the Milwaukee Plays Program Manager in the City Clerk's Office and other team members, design a community engagement strategy that encourages multi-generational input for park design and tools (surveys, questionnaires, focus groups, etc.) required for data collection that will inform and guide DPW as well as the community toward a final playground design that reflects the community identity; and working with local residents, local partners and city staff to arrange effective information sharing.
- Participatory Park Assessments: Support project team in analysis of quantitative and categorical data related to current and recommended park uses, including creation of data collection instruments and data analysis, and schedule meetings with internal staff as well as ad hoc boards to analyze data
- Evaluation/Key Informant Interviews: Work with the Project Manager and other team members to support the evaluation process which may include data gathering, interpretation of findings, and facilitation of individual and group interviews.
- Program Documentation: Support the coordination and facilitation of program documentation by the Neighborhood News Services, an online media outlet in Milwaukee. Coordinate, schedule and facilitate large neighborhood meetings, workshops, and ad hoc board meetings, and internal meetings for each park as necessary
- Assist in report writing, including summaries of neighborhood and ad hoc board meeting discussions in each of the park areas, description of stakeholder requests and interests, and the steps required to move each park and its partners toward final park design and completion; meet with DPW staff and playground vendors to discuss community requests; and draft briefs highlighting key program findings for public dissemination; assist in grant proposal writing as needed.

Minimum requirements proposed by the Department include a Bachelors' Degree in Public Policy, Social Science, Business Administration or related field and two years of related work experience.

This new position would be housed within the DPW-Infrastructure Services Section and would work closely with a Program Manager in the Common Council City Clerk's Office, Common Council members and Legislative Assistants, Department of Public Works staff including the Commissioner of Public Works and the Operations and Maintenance Manager, and local community partners.

This report recommends classifying the position as a Milwaukee Plays Program Coordinator in Pay Range 2DN (\$42,500 - \$59,498) comparable to other positions in City government in this pay range including Associate Planner in the Department of City Development, Anti-Graffiti Program Coordinator in the Department of Neighborhood Services, and Management Services Specialist.

### Action Required

In the Salary Ordinance, Pay Range 2DN, add the title "Milwaukee Plays Program Coordinator (.55 FTE)".

In the Positions Ordinance, under Department of Public Works – Infrastructure Services Division, Bridges and Buildings Decision Unit, Mechanical Services, add one position of "Milwaukee Plays Program Coordinator (.55 FTE)".

Reviewed by:

  
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Andrea Knickerbocker, Human Resources Manager

Reviewed by:

  
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Maria Monteagudo, Employee Relations Director