



Department of Employee Relations

February 12, 2013

Tom Barrett
Mayor


Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

Memorandum

TO: Alderman Michael Murphy, Chair of the Finance and Personnel Committee

FROM: Maria Monteagudo, Employee Relations Director 

RE: Reclassification of Office Assistant IV position in DPW's Administration Division

Per your request, here is additional background information regarding the justification and rationale for the reclassification of the Office Assistant IV in the Administration Division of the Department of Public Works.

The Office Assistant IV position is in PR 6HN \$36,902 - \$40,836. The recommended reclassification is to a Human Resources Representative position in PR 2HX \$53,519 - \$74,922 (old SG 07). The rationale for the reclassification stems from the fact the DPW has recognized the need to have a designated human resources professional able to handle the day to day employee relations issues associated with over 2,200 employees given the addition of contract management and compliance responsibilities to the Public Works Personnel and Compliance Manager position held by Dan Thomas.

The reclassification of Mr. Thomas' position stemmed from a reorganization that eliminated a Civil Engineer V position. Changes for the Public Works Personnel and Compliance Manager included responsibility for managing the award and administration of construction and professional services contracts and evaluating and implementing citywide workforce programs such as the Resident Preference Programs and the "Minority, Woman, and Small Business Enterprise Program" under Chapter 370 of the Milwaukee Code of Ordinances.

The incumbent of the Office Assistant IV position is Arvis Williams who transferred to the City from Milwaukee Public Schools where she was performing benefits administration work within their Risk Management Division. Ms. Williams has demonstrated interest and ability to perform professional level human resources work within DPW. She has been actively involved in the development of formal training programs within DPW, analyzing worker's compensation data and supporting the preparation of DPW's Safety Plan, responding to and managing ADA and FMLA issues in the workplace, and providing advice to managers and supervisors dealing with difficult employee issues, allegations of discrimination or harassment and supporting grievance administration functions. These duties are consistent with the work of Human Resources Representatives across City of Milwaukee agencies including the Health Department, the Fire Department, and the Milwaukee Public Library.

If the reclassification is approved, Ms. Williams will be required to underfill the Human Resources Representative position at a lower level until she has the necessary experience to be promoted to the recommended level. The reclassification of this position was not included in the 2013 City Budget as the request and recommendation were not available by the time the Budget was submitted to the Council.

Attach please find the relevant classification reports. I can be reached X3335 if you require additional information.



JOB EVALUATION REPORT

City Service Commission Meeting Date: January 15, 2013

This report recommends appropriate classifications and compensation levels for various positions created or changed in conjunction with the implementation of the 2013 City of Milwaukee budget. This report contains recommendations for positions in the Department of Public Works-Administrative Services and Operations Divisions.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

DPW-Administrative Services Division

Current	Request	Recommendation
Office Assistant IV PR 6HN (\$36,902 - \$40,836)	Study of Position	Human Resources Representative PR 2HX (\$53,519 - \$74,922)

DPW-Operations Division

Current	Request	Recommendation
New Position	Self Help Supervisor PR 1AX (\$44,194 - \$61,871)	Self-Help Yard Supervisor PR 1AX (\$44,194 - \$61,871)

ACTION REQUIRED – Effective Pay Period 1, 2013 (December 23, 2012)

In the Salary Ordinance, under Pay Range 1AX, add the title “Self-Help Yard Supervisor.”

In the Positions Ordinance, under Department of Public Works-Administration Services Division, Office of the Commissioner, add one position of “Human Resources Representative” and under Administrative Services, Safety Section, delete one position of “Office Assistant IV”; under Department of Public Works-Operations Division, Sanitation Section, Field Operations, delete one position of “Self Help Supervisor” and add one position of “Self-Help Yard Supervisor.”

DPW – ADMINISTRATIVE SERVICES DIVISION

Current: Office Assistant IV PR 6HN
Request: Study of Position
Recommendation: Human Resources Representative PR 2HX

The basic function of this position is to manage and administer certain human resources functions for the Department of Public Works (DPW) including training and organizational development, labor-management relations, accommodation case management under the American's with Disabilities Act, worker's compensation and safety, performance evaluations, grievance administration, and advising managers on human resource issues. The duties and responsibilities include the following:

- 40% Develop and administer human resource policies, strategies, and organizational development initiatives in support of the Department's vision and core values; identify legal requirements and government reporting regulations affecting human resources functions and ensure compliance; respond to inquiries regarding policies, procedures

- and interpretation of city employment ordinances and employment laws; Serve as a liaison to the Department of Employee Relations, the City Attorney's Office, and the Labor Relations Division on various employment issues including civil service commission rules, grievance administration, worker's compensation and safety, disciplinary matters, employment discrimination claims, and leave administration policies.
- 20% Develop, implement, and coordinate the "Public Works University" program; develop the related budget, curriculum and website; and serve as the DPW Training Coordinator.
- 20% Assist in managing all aspects of employment investigations stemming from allegations of discrimination or harassment; represent DPW at administrative hearings before the City Service Commission, the Finance and Personnel Committee, the Equal Employment Opportunity Commission (EEOC), and the Department of Workforce Development and at Grievance Arbitration Hearings; and serve as the Department's Diversity, Equal Employment Opportunity, Americans with Disabilities Act (ADA), and Civil Rights Compliance Officer.
- 10% Assist in the oversight of implementation and administration of policies related to Sick Leave Control and the Family and Medical Leave Act (FMLA); and provide primary oversight of accommodation case management under the Americans with Disabilities Act (ADA).
- 10% Provide guidance and direction to managers regarding employee performance, implementation of performance improvement plans, and disciplinary matters; and assist managers in developing and implementing performance reviews to ensure effectiveness, compliance, and equity within the organization

Requirements for this position include a Bachelor's Degree in Human Resources Management, Public or Business Administration, Psychology, Industrial Relations or closely related field; and three years of progressively responsible human resources experience performing duties related to the position. A Master's Degree in a related field and experience in labor relations in a government work environment are highly desirable. Equivalent combinations of education and experience may also be considered.

The Department indicated that this position works with the Personnel, Payroll, Safety and Compliance functions and reports directly to the Public Works Personnel and Compliance Manager. As part of a reorganization within the Department the position of Public Works Personnel and Compliance Manager took on additional duties and responsibilities and was reclassified in March of last year. These new duties and responsibilities included responsibility for managing the award and administration of construction and professional services contracts; and evaluating and implementing citywide workforce programs such as the Resident Preference Programs and the "Minority, Woman, and Small Business Enterprise Program" under Chapter 370 of the Milwaukee Code of Ordinances.

Due to the volume of work certain human resource functions performed by the Public Works Personnel and Compliance Manager will be assigned to the position under study. The Department has requested this position be recreated at a professional level as the position will perform human resources functions including advising managers on employee performance feedback; reviewing work rules; monitoring and managing cases related to the Americans with Disabilities Act (ADA); processing grievances; preparing and presenting Unemployment

Compensation cases; administering the "Public Works University" program; and investigating complaints from the City's hotline.

To study this position, comparisons were made to other positions in the City including the Human Resources Specialist position in the Police Department which has responsibility for several Human Resources functions including those governed by Equal Employment Opportunity (EEO) laws and the Americans with Disabilities Act (ADA); prevention of harassment and discrimination; managing the Applicant Review Committee; representing the Department at negotiating sessions with the Milwaukee Police Supervisors' Organization; presenting and developing human resources training; and managing quarterly reports.

This position in the Police Department has supervisory responsibility and is in Pay Range 1DX. While the position under study is not a supervisor it does have significant responsibility for human resources functions in the Department of Public Work. Like the position in the Police Department it is located in one of the largest City Departments and reports to a higher level Human Resources Management position. Both positions have significant responsibility delegated to them by the higher level management position.

The classification of Human Resources Representative in Pay Range 2HX provides a full range of professional personnel services to assist City departments, employees, departmental staff, and the public in meeting all facets of the City's human resources needs. Positions in the Department of Employee Relations may have a primary focus on staffing, compensation, or labor relations. In any of the areas these positions will perform consultative services, research and development, and leadership which may include serving as a leader for department or City-wide projects, functioning as a resource person for others in the department, serving as a coach and mentor to less experienced staff, and representing the department before commissions, boards, and Common Council Committees. The position under study performs many of these functions within DPW and serves as a leader and mentor in the areas of organizational development and labor relations; and as a consultant to DPW managers regarding employee performance, discipline and training.

Based on the above analysis we recommend this position of Office Assistant IV in Pay Range 6HN be reclassified to Human Resources Representative in Pay Range 2HX.

DEPT OF PUBLIC WORKS – OPERATIONS DIVISION

Current:	New Position	
Request:	Self Help Supervisor	PR 1AX
Recommendation:	Self-Help Yard Supervisor	PR 1AX

The basic function of this new position is to be responsible for managing daily operations at two City Self-Help drop-off facilities which includes allocating and supervising staff; overseeing contracted service providers at the sites; and ensuring the delivery of exceptional customer service, conflict resolution, and the reconciliation and audit of revenue collected from construction debris charges. Duties and responsibilities include the following:

- 35% Supervise and instruct gate attendants, roll off operators, and contracted staff on daily priorities and proper operations at the two Self-Help sites.
- 15% Coordinate the removal of special wastes from Self-Help sites by various contracted service providers.

- 10% Educate customers on City policies and ordinances that govern proper disposal of certain waste types.
- 10% Resolve conflicts, complaints, and service inquiries from citizens and public officials.
- 10% Reconcile deposits and maintain various reports on revenue generated from Self Help user charges.
- 10% Analyze usage, revenue, and tonnage; and project future trends.
- 5% Participate in snow and ice control operations during winter season.
- 5% Perform other duties as assigned.

Requirements include two years of supervisory experience; knowledge of solid waste, recycling, snow plowing and ice control operations; contract administration principles; and good analytical, reporting, communication, computer software, and prioritization skills. A bachelor's degree in Public Administration, Business Administration, Communications or related area is desirable.

This new position will be managing operations at two Self-Help sites located at 6660 North Industrial Road and at 3879 West Lincoln Avenue. This includes supervision of twelve City employees and oversight of two vendor contracts that include personnel at the site. One vendor contract is for handling money and a second is for site cleaning and maintenance. City employees are also responsible for maintaining the cleanliness of the site but their primary responsibility is to greet and screen customers, identify and inspect waste materials being brought into the site to ensure that the materials are acceptable and are separated correctly by disposal area, and to direct traffic.

The City has had Self-Help sites for many years but in 2010 began to charge for construction debris. This change put a new emphasis on inspecting loads being brought into the sites and meant more interactions with customers including the new responsibility of collecting money. Although there is a vendor contract for handling the money at the site this new position is responsible for reconciling deposits; maintaining various reports on revenue generated from Self Help user charges; analyzing usage, revenue, and tonnage; and projecting future trends. The Department has assigned other city managers to oversee the site on an assignment basis and more recently has also hired a contract employee to manage such operations. However, with the 2013 budget a new position has been created to take on the management and supervision of the two Self-Help sites.

Comparisons were made to other City positions with the most similar being Sanitation Supervisor in Pay Range 1AX. The Sanitation Supervisor has similar knowledge requirements regarding solid waste, recycling, and snow plowing and ice control operations; and supervises crews for assigned routes. The Sanitation Supervisor does not have the same financial oversight responsibilities but does have other administrative duties including updating and maintaining various electronic databases for collection, code enforcement and other buildings; determining appropriate collection service for multi-unit buildings; compiling daily reports; and preparing various other reports as needed. Both the Sanitation Supervisor and the position under study must have good communication skills since they both educate customers on City policies and ordinances that govern proper disposal of certain waste types; and resolve conflicts, complaints, and service inquiries from citizens and public officials.

Based on the analysis above the requested level of Pay Range 1AX is appropriate. Other supervisory positions in this pay range include Equipment Operations Supervisor, Street Repair Supervisor, and Urban Forestry Supervisor. The different combination of duties and responsibilities suggests a different title is warranted. To provide more clarification and to be consistent with the title of positions that work at the site, Self-Help Yard Attendant, we recommend the title of Self-Help Yard Supervisor.

We therefore recommend this new position be classified as "Self-Help Yard Supervisor" in Pay Range 1AX. As with the current Sanitation Supervisor classification we recommend the footnote designations 1/ and 2/ related to snow pay and the appointment rate. This position will also be involved with snow and ice control operations during the winter season and will be supervising Operations Driver/Workers.

The footnotes read as follows:

- 1/ The incumbents of positions in this class, if certified by the Commissioner of Public Work 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.
- 2/ To be appointed at \$2,129.00 (\$55,354.00). This rate is equal to the maximum rate paid to the Operations Driver/Worker classification on the basis of a 46 hour work week.

Prepared by: _____
Sarah Trotter, Human Resources Representative

Prepared by: _____
Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
Maria Montegudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: March 27, 2012

This report recommends appropriate classifications and compensation levels for various positions created or changed in conjunction with the implementation of the 2012 City of Milwaukee budget. This report contains recommendations for positions in the Administrative Services Division and the Infrastructure Services Division of the Department of Public Works.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives. The following chart summarizes the recommended changes.

DPW – ADMINISTRATIVE SERVICES DIVISION

Current	Request	Recommendation
Public Works Personnel Administrator PR 1IX (\$73,627 - \$103,077) Dan Thomas	Public Works Personnel and Compliance Manager PR 1KX (\$83,653 - \$117,118)	Public Works Personnel and Compliance Manager PR 1KX (\$83,653 - \$117,118)

DPW – INFRASTRUCTURE SERVICES DIVISION

Current	Request	Recommendation
Bicycle and Pedestrian Coordinator PR 3NN (\$43,846 - \$59,792) Vacant	Bicycle and Pedestrian Coordinator PR 2IN (\$57,028 - \$79,836) Recruitment at \$64,697	Bicycle and Pedestrian Coordinator PR 2IN (\$57,028 - \$79,836) Recruitment at \$64,697

ACTION REQUIRED – Effective Pay Period 2, 2012 (January 8, 2012)

In the Salary Ordinance, under Pay Range 3NN, delete the title “Bicycle and Pedestrian Coordinator”; under Pay Range 2IN, add the title “Bicycle and Pedestrian Coordinator (2)”. Under Pay Range 1IX, delete the title “Public Works Personnel Administrator”; under Pay Range 1KX, add the title “Public Works Personnel and Compliance Manager”.

In the Positions Ordinance, under Department of Public Works – Administrative Services Division, Office of the Commissioner, delete on position of “Public Works Personnel Administrator” and add one position of “Public Works Personnel and Compliance Manager”.

DEPARTMENT OF PUBLIC WORKS – ADMINISTRATIVE SERVICES

Current:	Public Works Personnel Administrator	PR 1IX
Request:	Public Works Personnel and Compliance Manager	PR 1KX
Recommended:	Public Works Personnel and Compliance Manager	PR 1KX

The Department of Public Works (DPW) indicated they have eliminated one position of Civil Engineer V in Pay Range 1JX as part of the 2012 budget and have made changes in the duties and responsibilities for the following three positions:

Public Works Coordination Manager in PR 1KX
 Public Works Personnel Administrator in PR 1IX
 Recycling Specialist in PR 2HX

The majority of the duties and responsibilities of the eliminated position of Civil Engineer V have been given to the Public Works Coordination Manager in Pay Range 1KX. These duties include coordinating transportation, utility, and general infrastructure needs of major developments; providing transportation planning liaison with various city, county, state, and regional planning agencies; supervising the processing and approval of DPW and building permits, and Special Privileges, Subterranean and Airspace leases and outdoor cafes; coordinating activities with all railroad companies doing business in the City; reviewing paving projects for hollow sidewalks; supervising traffic related reviews for the Board of Zoning Appeals and DPW comments for the City Plan Commission; and coordinating public works activities relating to streetscape improvements.

In addition, two positions of Civil Engineer III and one position of Engineering Technician IV have moved from the Infrastructure Services Division to the Administrative Services Division and are now reporting to the Public Works Coordination Manager. Other duties performed by the Civil Engineer V have been divided up and absorbed by other positions in the Infrastructure Services Division.

In conjunction with these changes several duties and responsibilities of the Public Works Coordination Manager position were given to the Public Works Personnel Administrator as is explained below. Other separate changes have been made to the duties and responsibilities of the Recycling Specialist. As a result of these changes the Department has requested a reclassification of the Public Works Personnel Administrator and the Recycling Specialist. This report is regarding the Public Works Personnel Administrator position. The Recycling Specialist position will be reviewed in a subsequent report.

The basic function of the Public Works Personnel Administrator is, under the general direction of the Commissioner of Public Works and the Operations Division Director, to represent DPW on a wide variety of employee relations and contractual matters including labor relations; contract bid, award, compliance, and dispute resolution; personnel; discrimination complaints; benefits and payroll; and safety. Duties and responsibilities include the following:

- 30% Advise and represent DPW management regarding disciplinary actions, employment law, and civil service benefits. This includes development and implementation of personnel policies; providing training on various topics as needed; preparing and presenting cases before the Civil Service Commission; and advising and consulting with City Attorney staff on matters involving employee discrimination complaints.
- 30% Manage the DPW contract function with the award and administration of \$150 - \$200 million in construction and professional service contracts. This includes monitoring contractor compliance based on various statutes, ordinances, and contract law; conducting legal and procedural analysis to determine whether contractor's actions are in violation of any provisions, laws or agreements; mediating alleged violations and creating and implementing proposed economic or procedural remedies; and supervising contract staff.
- 20% Supervise Payroll, Safety, Driving Training Instructors and the Public Works University. This includes developing, implementing and monitoring the DPW Safety Program, overseeing training activities, and monitoring legislation regarding federally mandated drug and alcohol programs; developing, implementing and monitoring the payroll function and policies; and advising and training management regarding payroll and personnel related matters; developing, implementing and monitoring compliance with the Americans with Disabilities Act (ADA), case review and analysis of the Transition Duty Program, accommodations and fitness for duty requests, and referrals to the Disabled

- Employee Placement Program; monitoring and analysis related to the Family and Medical Leave Act (FMLA), case review and analysis of FMLA certification and requests for recertification, second opinions, etc; and overseeing, researching, developing, and implementing curriculum for the Public Works University and developing and implementing website training modules.
- 5% Represent DPW during grievance hearings and arbitrations, unemployment compensation hearings, and discrimination hearings. This includes researching, interpreting, and implementing various facets of employment law and matters subject to arbitration process; preparing data and exhibits; providing testimony regarding DPW policies, procedures and actions on various matters; and advising and consulting with City Attorney and Labor Relations staff regarding matters involving employee relations.
- 5% Serve as the DPW point of contact for contract compliance related matters. This includes advising the Common Council, developers, DPW personnel, community groups, and the public regarding various projects and programs; initiating planning meetings and consultations with principals as needed; and representing the Commission of Public Works at these and other related meetings.
- 5% Resolve complex problems related to personnel administration, payroll, safety, and contract administration. This includes investigating, reviewing, preparing reports and solving complex and/or politically sensitive issues and problems regarding planning and implementation of projects and programs; and representing the Commissioner of Public Works before the Common Council and at other related meetings.
- 5% Review programs, program changes, and contractual changes. This includes reviewing formal programs submitted to the Common Council, ordinance language changes, specifications and proposals, and contract bids, change orders and time extensions.

Requirements include a Bachelor's Degree in Human Resource Management or related area and eight years of experience as a high level management representative in contract management and labor relations. Equivalent combinations of education and experience may be considered. Other requirements include the ability to interpret and apply highly complex legal and contract principles to construction contracts and employee relations matters; highly developed written and oral communication skills; and high level interpersonal skills to effectively interact with the Common Council, State and Federal Courts, contractors, citizens, and other City and government agencies.

The changes in this position include responsibility for managing the award and administration of construction and professional services contracts and evaluating and implementing citywide workforce programs such as the Resident Preference Programs and the "Minority, Woman, and Small Business Enterprise Program" under Chapter 370 of the Milwaukee Code of Ordinances. These changes have greatly strengthened this position and comprise 30 – 40%, depending on the time of the year, of the position's total duties and responsibilities. The position will also supervise two additional staff, Contract Compliance Officer in Pay Range 2GX and Office Assistant IV in Pay Range 6HN which will mean supervisory responsibility for 22 positions.

These additional duties have a high consequence of error and require good judgment in making decisions related to contracts worth a total of \$150 - \$200 million per year. Previously the position was focused primarily on internal DPW operations and employee relations. With these new duties this position will also be responsible for interactions with numerous contractors and for implementing these citywide workforce programs that directly affect the public. Other positions in the requested level of Pay Range 1KX include Public Works Coordination Manager,

Facilities Manager, and Administration and Projects Manager. All of these positions have widespread authority and responsibility within DPW and are comparable to the position under study. The requested title of "Public Works Personnel and Compliance Manager" reflects well the responsibilities of the position.

Based on the above analysis we recommend that the Public Works Personnel Administrator in Pay Range 1IX be reclassified to Public Works Personnel and Compliance Manager in Pay Range 1KX.

DEPARTMENT OF PUBLIC WORKS – INFRASTRUCTURE SERVICES

Current:	Bicycle and Pedestrian Coordinator	PR 3NN
Request:	Bicycle and Pedestrian Coordinator	PR 2IN
Recommended:	Bicycle and Pedestrian Coordinator	PR 2IN

The basic function of this position is to administer the City of Milwaukee's Bicycle and Pedestrian Plan. The specific duties and responsibilities are as follows:

- 15% Serve as the Project Manager for various bicycle and pedestrian related grant and city funded projects.
- 15% Serve as staff to the City's Bicycle and Pedestrian Task Force; serve as the City's bicycle/pedestrian liaison; and coordinate programs and activities with regional agencies.
- 15% Administer the City's Neighborhood Traffic Management Program.
- 10% Design bicycle and pedestrian facilities within the right of way and oversee the work of consultants designing bicycle and pedestrian related facilities.
- 10% Coordinate efforts in complying with ADA (Americans with Disabilities Act) requirements as they relate to City facilities
- 10% Analyze reports, studies, bicycle/pedestrian plans, and related information; and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities.
- 10% Review major projects to ensure compliance with City plans and goals for bicycles, pedestrians, and accessibility; and monitor compliance with ADA requirements.
- 10% Administer and expand various City bicycle and pedestrian programs
- 5% Perform other related duties as assigned.

Requirements include four years of experience in the planning and designing of bicycle and pedestrian facilities or other duties listed above; or current status as a regularly appointed City of Milwaukee employee with at least two years of experience at the level of Civil Engineer II or Engineering Technician V with experience in the planning and designing of bicycle and pedestrian facilities. A Bachelor's Degree in Planning, Engineering, Communication, or related field is desired. Equivalent combinations of education, training and experience may also be considered. Other requirements include knowledge of principles and practices of planning and design related to bicycle and pedestrian facilities according to the American Association of State Highway and

Transportation Officials (AASHTO) standards and of the Americans with Disabilities Act (ADA) requirements as they relate to City facilities; an ability to design bicycle and pedestrian facilities according to state and federal guidelines, plan and organize public education and promotion programs, and use computer applications for data management and analysis, word processing and drafting; and strong oral and written communication skills. It should be noted that these requirements have not yet been assessed for the purposes of staffing.

This position was first created in 2005 by using the authority of a vacant position of Engineering Drafting Technician IV in Pay Range 604 (which is currently 3NN). In 2006 the title was changed to Bicycle and Pedestrian Coordinator. The requirements at that time were two years of experience in the planning and designing of bicycle and pedestrian facilities or other experience performing duties related to those listed above; or current status as a City employee with at least two years of experience at the level of an Engineering Drafting Technician II or in planning and designing bicycle and pedestrian facilities. Equivalent combinations of job-related training and experience could be considered.

The Department indicated that there have been a number of changes in the position since it was first created that have made the position stronger and at a higher level. These changes include serving as a project manager for various bicycle and pedestrian related projects and administering the Neighborhood Traffic Management Program. The purpose of the Neighborhood Traffic Management Program is to "slow motor vehicle traffic in a particular neighborhood or on a particular street in order to improve safety and comfort of residents, businesses, pedestrians, and bicyclists" and includes several steps and options to achieve these goals. This position also has much interaction with the community to implement this and other programs and projects.

The Department has revised the requirements for the position to include four years of experience in the planning and designing of bicycle and pedestrian facilities or current status as a regularly appointed City of Milwaukee employee with at least two years of experience at the level of Civil Engineer II or Engineering Technician V with experience in the planning and designing of bicycle and pedestrian facilities. A Bachelor's Degree in Planning, Engineering, Communication, or related field is desired. The level and amount of experience required are generally consistent with the requirements for Engineering Technician VI and Civil Engineer III which vary according to location and assignment.

An Engineering Technician VI is the highest level of the Engineering Technician series and performs advanced technical work in subprofessional engineering. Duties may include technical and complex work in surveying and drafting, making engineering investigations and inspections, and being responsible for a significant phase or section of work. This level is distinguished from the other levels of Engineering Technician by the scope of oversight responsibility and the complexity of work. A Civil Engineer III is distinguished from the journey level Civil Engineer II level by the need to work more independently and be responsible for a particular area of engineering. The position may also have oversight of other staff, serve as a project manager, and/or serve as staff for a board or committee.

The position under study will not directly supervise employees on a consistent basis but will have project and program management responsibilities that include oversight of other positions on a project basis. The position also serves as staff for the Bicycle and Pedestrian Task Force and has extensive community outreach responsibilities relating to the City-Wide Bicycle Plan in addition to the Neighborhood Traffic Management Program. A review of job descriptions for the classifications of Engineering Technician IV, V, and VI and Civil Engineer II and III indicates that

the duties and responsibilities of the position under study are comparable to those of an Engineering Technician VI or Civil Engineer III in Pay Range 2IN.

Based on the above analysis we recommend this position be classified as Bicycle and Pedestrian Coordinator in 2IN with a recruitment rate at \$64,697.

Prepared by: _____
Sarah Trotter, Human Resources Representative

Reviewed by: _____
Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
Maria Monteagudo, Employee Relations Director