



Department of Employee Relations

Tom Barrett
Mayor
Maria Monteagudo
Director
David Heard
Fire and Police Commission
Executive Director
Michael Brady
Employee Benefits Director
David Kwiatkowski
Labor Negotiator

January 13, 2005

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

Dear Committee Members: Re: Common Council File Number 040845

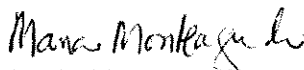
The following new position classifications were approved by the City Service Commission on December 21, 2005:

In the Department of Employee Relations, one new position was classified as Labor Research Analyst, Salary Grade 002

In the Department of Neighborhood Services, one new position was classified as Electrical Inspector II, Pay Range 589.

The Job evaluation report covering the above position is attached.

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, David Kwiatkowski, Martin Collins, Jeffrey Crouse, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields

Job Evaluation Report

City Service Commission Meeting: December 21, 2004

This report recommends appropriate classification and compensation levels, as part of the 2005 budget, for two new positions. One position is located in the Department of Neighborhood Services and the other position is located in the Department of Employee Relations.

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

DEPARTMENT OF EMPLOYEE RELATIONS (2004 Rates)

Current	Request	Recommendation
New Position	Labor Research Analyst SG 002 (\$35,729-\$50,014)	Labor Research Analyst SG 002 (\$35,729-\$50,014)

DEPARTMENT OF NEIGHBORHOOD SERVICES (2005 Rates)

Current	Request	Recommendation
New Position	Electrical Inspector II PR 589 (\$53,666-\$56,935)* Underfill title of Electrical Inspector I PR 549 (\$47,066-\$55,277)	Electrical Inspector II PR 589 (\$53,666-\$56,935)* Underfill title of Electrical Inspector I PR 549 (\$47,066-\$55,277)

*Educational requirements must be met before an employee is paid at steps 4 (\$58,642) and 5 (\$60,402) of Pay Range 589. Consideration is also given for the attainment of professional licenses such as Professional Engineer or Professional Architect.

Action Required (Effective Pay Period 1, 2005 – December 19, 2004):

In the 2005 Salary Ordinance:

Under Salary Grade 002, add the title "Labor Research Analyst".

In the 2005 Positions Ordinance:

Under Department of Employee Relations, Administration Division, Labor Relations Section, delete one position of "Research Analyst (D)", delete footnote (D) in its entirety, and add one position of "Labor Research Analyst".

DEPARTMENT OF EMPLOYEE RELATIONS

Current: **New Position**
Request: **Labor Research Analyst SG 002**
Recommended: **Labor Research Analyst SG 002**

The basic function of this position is to assist labor relations personnel by obtaining, organizing, analyzing and presenting data and information for collective bargaining, interest arbitration and grievance arbitration. Duties, responsibilities and requirements include:

- 30% Assist Labor Negotiator and Labor Relations Officers as they prepare for and conduct collective bargaining and interest arbitrations by obtaining and analyzing data on a broad range of labor relations issues.
- 25% Obtain, organize and present data and information for costing and implementing collective bargaining agreements. Organize and present such data and information for purposes of collective bargaining, mediation, interest and grievance arbitration proceedings.
- 15% Design and conduct on an ongoing basis, surveys of comparable jurisdictions on a broad range of labor relations issues. Maintain results of surveys in appropriate databases.
- 20% Provide information support at negotiations, interest and grievance arbitrations as needed.
- 10% Research contractual provisions for purposes of collective bargaining, mediation, interest and grievance arbitrations. Perform other duties as assigned.

The position requires a bachelor's degree in public administration, business, human resources, industrial and labor relations or related field and a strong emphasis on research methods, statistics and computer applications. An advanced degree or coursework is desirable. An equivalent combination of education and relevant experience may substitute for up to two years of the educational requirement.

This position will be located in the Labor Relations Division of the Department of Employee Relations and will report to the Labor Negotiator. The nature of work for this new position is similar to that of the Research Analyst-Senior with the Fire & Police Commission Research Section, but with an emphasis on researching data and information for collective bargaining, interest arbitration, and grievance arbitration instead of public safety issues. The level of work proposed for this new position is entry level in nature but may serve as a career ladder within the division. Based on the above the management job evaluation factors would be as follows:

	<u>Level</u>	<u>Points</u>
Impact & Accountability	2	52
Knowledge & Skills	3	49
Reporting Relationships	3	22
Working Conditions	1	<u>5</u>
		128

Salary Grade 002: 115-131

We therefore recommend that this new position be classified as Labor Research Analyst in Salary Grade 002.

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current:	New Position	
Request:	Electrical Inspector II	PR 589
Recommended:	Electrical Inspector II	PR 589

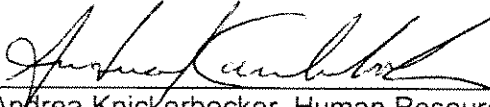
The basic function of this position is to conduct electrical system inspection in commercial, industrial and residential buildings to ensure compliance with applicable codes. Duties and responsibilities are as follows:

- 65% Inspect all electric service installations and electrical installations outside and inside of buildings. Review and process plans and permits.
- 7% Inspect occupancies and write work orders to correct conditions when necessary.
- 12% Investigate complaints and aldermanic service requests and write work orders to correct conditions when necessary.
- 5% Advise journey level and master electricians of code requirements to make an installation compliant with existing regulations; consult with contractors, builders, architects, and other inspectors on electrical installations; explain electrical rules and regulations to owners of buildings when requested; and provide training to department personnel and others on electrical codes and practices.
- 11% Keep accurate records of inspections and make detailed reports on complaints and rejections; prepare, maintain and process city forms and record; identify improvements and changes needed in ordinances, policies, and code provisions; and draft suggested changes for review.

The requirements of this position include a current state commercial and Uniform Dwelling Code (UDC) electrical inspector's certificate; thorough knowledge of the City Code of Ordinances, State Electrical Code, National Electrical Code and the State Illuminary Code; and an ability to read blueprints.

The City currently has seven positions of Electrical Inspector II and this new position will be performing the same duties as the current positions. Employees typically are appointed at the underfill title of Electrical Inspector I in Pay Range 549. We therefore recommend that this new position be classified as Electrical Inspector II in Pay Range 589.

Prepared by:


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Prepared by:


Sarah Trotter, Human Resources Representative

Reviewed by:


Maria Monteagudo, Employee Relations Director