



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: January 10, 2023

Department of Administration – Community Development Grants Administration

Current	Recommended
Grant Compliance Manager PR 2KX (\$67,763 - \$94,870) FN: Recruitment at \$74,539 (One Position)	Assistant Grants Fiscal Manager PR 1HX (\$72,244 - \$101,137) FN: Recruitment at \$79,467 (One Position)

Note: Residents receive a rate that is 3% higher.

The Department of Administration submitted a request to reclassify one position of Grant Compliance Manager in Pay Range 2KX (\$67,763 - \$94,870 with a recruitment rate of \$74,539). A new job description was provided, and discussions were held with Mario Higgins, Associate Director.

This position provides direct assistance to the Director and Associate Director to assure compliance with the City's grant development and reporting under the federal community development grant programs; acquires and maintains knowledge of all funded programs and procedures, grant regulations, and computer related programs necessary to train and supervise the Grant Monitoring staff; develops and manages the operating budget; prepares quarterly and annual financial reports; and complies with federal, state, and city reporting requirements and produces reports. Duties and responsibilities include:

- 75% Supervise the program monitoring staff in managing, monitoring and evaluating various funded programs including providing technical assistance to funded organizations, follow-up and resolution of issues; develop and manage the annual operating budget for the division including the coordination of multiple grant and tax levy funding sources; maintain current records of financial status for auditing and quarterly and annual reconciliations of fund balances; prepare and submit annual and quarterly financial performance reports; oversee funding proposal review process and the development of funding recommendations for annual funding allocations; prepare or assist in preparing various programmatic and financial reports that provide the Director and funding sources a detailed analysis of grant programs and community effectiveness; and perform other duties as assigned.
- 20% Work with the Associate Director to coordinate the management of the day-to-day activities of the office including the proper maintenance and preserving of program records.
- 5% On a regular and continuous basis, measure and evaluate specific operational activities against broad policy positions of the Mayor and Common Council and other policy making bodies.

Minimum requirements include a bachelor's degree in business administration or related field; and two years of experience in related grant activities. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

There are currently four positions of Grant Compliance Manager in Pay Range 2KX (\$67,763 - \$94,870) with a recruitment rate of \$74,539 that provide direct assistance to the Director and Associate Director to assure compliance with grant programs, train and supervise Grant Monitoring staff, and comply with federal, state, and city reporting requirements and produce reports. This position under study has additional duties and responsibilities related to developing and managing the operating budget, preparing financial reports, and maintaining records of financial status for auditing and reconciliation of fund balances. This position also has a greater role in supervision and oversight of staff.

We recommend a higher pay range and that it be in Section 1 (Officials and Administrators), instead of Section 2 (Professionals) of the Salary Ordinance due to the stronger supervisory and oversight responsibilities. We recommend Pay Range 1HX (\$72,244 - \$101,137) with a recruitment rate of \$79,467. This rate of pay is supported by comparisons to positions in other cities as well as other positions within the City of Milwaukee. Other titles in this pay range include Assistant Accounting Manager and Assistant City Payroll Manager. Positions in other cities include the following.

City/County	Title	Rate of Pay	Adjusted Rate
Nashville/Davidson County	Compliance Monitor Senior	\$76,236 - \$107,045	\$77,016 - \$108,141
Madison, Wisconsin	Community Development Grants Supervisor	\$93,387 - \$112,440	\$88,884 - \$107,019
Phoenix, Arizona	Compliance Supervisor	\$67,538 - \$102,565	\$63,425 - \$96,319

We therefore recommend one position of Grant Compliance Manager in Pay Range 2KX (\$67,763 - \$94,870) with a recruitment rate of \$74,539 be reclassified to Assistant Grant Fiscal Manager in Pay Range 1HX (\$72,244 - \$101,137) with a recruitment rate of \$79,467.

Action Required – Effective Pay Period 20, 2022 (September 18, 2022)

*** See addendum included in CCFN: 221152 for Salary and Position Ordinance changes.**

Rates reflected in the addendum will take into account the Pay Period 2, 2023 Across the Board.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue
Harper Donahue, IV, Employee Relations Director