



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

The Department of Employee Relations presents this report to classify or repurpose positions within multiple departments due to action taken for the 2023 budget. Job descriptions were provided and conversations were held with directors and human resources staff in effected departments.

DOA and DPW – Admin

Current	Recommended
New Position	Vision Zero Policy Director PR 2MX (\$76,988 - \$107,782) FN: Recruitment at \$93,297 (One Position - DOA)
New Position	Leave Administration Coordinator PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position – DPW Admin)

Note: Residents receive a rate that is 3% higher

DOA

Current	New Position		One Position
Recommended	Vision Zero Policy Director	PR 2MX (\$76,988 - \$107,782) FN: Recruitment at \$93,297	One Position

The Department of Administration submitted a request to classify a new position in the 2023 budget and provided a job description. This position will lead the City's efforts towards achieving the goal of eliminating all fatalities and serious injuries from traffic violence; be the City's leader in coordinating comprehensive, systems level approaches to this goal; and work across City departments and with community members and organizations to advance initiatives related to Vision Zero. This position will:

- Lead the creation of the City's Vision Zero Working Group with internal and external stakeholders and serve as staff liaison.
- Develop, update and coordinate implementation of the City's Vision Zero Action Plan through a collaborative process with residents, community-based organizations, City departments, and other governmental agencies.
- Assist with developing the messaging, graphics, and narratives of websites, brochures, annual reports, and other communication materials.
- Disseminate general information to neighborhood leaders, advocacy groups, and the public through grassroots outreach.

- Maintain working relationships with a diverse range of neighborhood and community-based organizations, advocacy groups, members of the public.
- Collect input from stakeholders on traffic safety issue.
- Facilitate a two-way flow of information between external groups and internal team members.
- Lead internal policy changes and educational campaigns.
- Set performance targets for the Vision Zero program in coordination with Vision Zero Working Group, monitor and track performance of key metrics, analyze and summarize data, and provide reports on a regular basis.
- Identify opportunities where modifications to current state and federal laws, regulations, or policies would help advance the City's Vision Zero goals.
- Assist with identifying and applying for grants and other funding opportunities.

Duties and responsibilities include:

- 25% Develop, update, and coordinate implementation of the Vision Zero Action Plan, set performance target for the Vision Zero program and monitor performance.
- 25% Be responsible for Vision Zero messaging and materials; and develop and conduct presentations, informational sessions, and other educational opportunities related to Vision Zero for internal and external audiences.
- 20% Attend internal and external stakeholder meetings related to Vision Zero and reckless driving.
- 15% Lead and staff Vision Zero Working Group.
- 15% Assist with developing and managing Vision Zero website.

Minimum requirements include a bachelor's degree in urban planning, urban studies, public health, public administration, public policy, engineering, geography, sociology, or related area; and related experience and knowledge of the principles of Vision Zero and system level change, community engagement, coalition-building, local government structure and intergovernmental coordination, and City plans, policies and procedures related to transportation and mobility, climate change, health equity, national and international best practices around innovative transportation planning and design that supports safe streets. Equivalent combinations of education and experience may be considered. The Staffing Division has not yet assessed these requirements.

This position will be a high-profile position that will focus on the goal of eliminating all fatalities and serious injuries from traffic violence. The position will work with other government entities, including state and city governments, the media, universities, community organizations and politicians and will require leadership skills and authority. A comparable position is the Chief Equity Officer in Pay Range 1IX (\$76,988 - \$107,782) with a recruitment rate of \$93,297. This position leads and coordinates efforts to promote equity and inclusion with the goal of institutionalizing equity within city government; directs and leads the Small Business Enterprise Program and the Residential Preference Program; and supervises a staff of four.

The position under study will serve as a leader within the city and in the community but does not directly supervise any staff. We therefore recommend that the position be placed in the comparable pay range of 2MX (\$76,988 - \$107,782) in Section 2 (Professionals) of the Salary Ordinance and have the same recruitment rate of \$93,297. We agree with the requested title of Vision Zero Policy Director as it reflects the focus and level of the position.

DPW - Administration

Current	New Position		One Position
Recommended	Leave Administration Coordinator	PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539	One Position

This new position administers FMLA leave and ensure compliance with state and federal laws pertaining to leave under the FMLA for the Department of Public Works. The incumbent serves as the subject matter expert for the Department of Public Works and acts as liaison to the Department of Employee Relations for FMLA related matters. Duties and responsibilities include:

- 50% Serve as DPW's FMLA Leave Administration Coordinator; in conduction with DER's Leave Administration Coordinator, ensure compliance with state and federal laws pertaining to leaves under the Family and Medical Leave Act (FMLA); utilize FMIS queries to determine FMLA eligibility for employees; and work with payroll and HR staff to track and approve staff FMLA usage to ensure staff does not exceed the limits provided under the law.
- 20% Provide information/resources to employees related to FMLA leave; answer questions from managers and employees regarding FMLA laws, policies, and procedures; track and monitor leaves of absence in compliance with the civil service rules and department procedures; and coordinate with HR and safety regarding possible ADA cases.
- 15% Prepare written reports, PowerPoint presentations and make recommendations to the Director and Commissioner and provide training on FMLA processes to DPW management and supervisory staff.
- 10% Monitor communications from DER's Leave Administration Coordinator for changes and updates, and communicate these changes to managers and employees. Work closely with department and division heads to update FMLA policies and procedures.
- 5% Assist in preparation of requested FMLA information for cases related to Federal/State Discrimination, Worker's Compensation, and Unemployment Compensation matters.

Minimum qualifications include a bachelor's degree in human resources management, public administration, organizational development, business administration, or a closely relate field from an accredited college or university; three years of progressively responsible experience performing duties related to the essential functions listed above, such as employee relations, interpreting, applying, and administering federal and state employment laws, local ordinances, and City Service Commission rules, and training diverse employee groups.

This new position will administer FMLA for DPW employees, while ensuring compliance with state and federal laws and city and departmental policies. The incumbent will coordinate with HR and the Safety section regarding interplay between FMLA and ADA requirements and will serve as the subject matter expert on FMLA for DPW employees, management and leadership. This position will be the liaison to DER's Leave Administration Coordinator and will work in tandem with them to ensure compliance and timely submission of FMLA paperwork. Furthermore, this position provides training on FMLA processes to DPW managers and supervisors and works with the department and division heads to update FMLA procedures in alignment with state and federal laws and city and departmental policies.

The incumbent will perform similar duties to those of the classified Leave Administration Coordinator in the Department of Employee Relations. This includes but is not limited to overseeing intake, processing, administration, and compliance of all federal and state FMLA requests; ensure uniform and consistent tracking of utilization and accurate record keeping; and train and educate employees, supervisors, managers, and departmental leave Administrations regarding all aspects of WFML and FMLA.

Departments currently have a human resources professional compile, track and submit FMLA paperwork, however this is only supposed to be a portion of their specified duties. The Department of Public Works is a large department with over 1,750 employees and goes up to almost 2,000 during the summer. This position will be responsible for all sections within DPW: Administration, Operations, Infrastructure, and Water. This will give a main contact person within the department as a whole for the employees, management, and the Leave Administration Coordinator within DER.

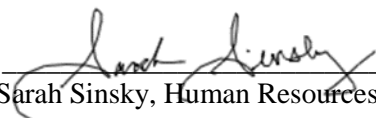
We are further requesting that the Leave Administration Coordinator in DER and this requested position be moved from Pay Range 1GX (\$67,763 - \$94,870) with the recruitment rate of \$74,539 to 2KX (\$67,763 - \$94,870) with the recruitment rate of \$74,539. This is due to the fact that both positions have no duties and responsibilities in supervising or managing employees.

We therefore recommend this new position be classified as a Leave Administration Coordinator in Pay Range 2KX (\$67,763 - \$94,870) with the recruitment rate of \$74,539.


Action Required – Effective Pay Period 1, 2023 (December 25, 2022)

*** Please see submitted addendum to 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

Prepared By: 
Sarah Sinsky, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director