



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: March 12th, 2024

Department of Public Works – Operations - Administration

Current	Recommended
Program Assistant II PR 5IN (\$57,620-\$72,025) (One Vacant Position)	Human Resources Assistant PR 5JN (\$60,036-\$75,045) FN: Recruit Rate: \$62,229 (One Vacant Position)

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

Department of Public Works – Operations – Transportation Fund

Current	Recommended
Transportation Accounting Assistant PR 5GN (\$53,351-\$66,689) (One Position)	Transportation Accounting Assistant 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 (One Position)

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

Fire and Police Commission

Current	Recommended
Administrative Support Specialist 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 (One Position)	Administrative Specialist-Senior 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 (One Position)

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and HR personnel.

Department of Public Works – Operations - Administration

Current	Recommended
Program Assistant II PR 5IN (\$57,620-\$72,025) (One Vacant Position)	Human Resources Assistant PR 5JN (\$60,036-\$75,045) FN: Recruit Rate: \$62,229 (One Vacant Position)

The Department of Public Works has requested the reclassification of a Program Assistant II position in their Operations - Administrative Section to Human Resources Assistant due to the current level of responsibility, technical skills, and minimum qualifications. This position will provide confidential administrative support to the Human Resources Administrator.

The department indicated that this position has the potential to perform a full-range of professional duties relating to the human resources function including investigations, compliance audits, absence tracking, and maintaining confidential employee records.

Essential Functions:

- Assist HR Administrator with updating and maintain current Job Descriptions for all Operations positions, ensuring accuracy of essential job functions, competencies and compliance with ADA requirements.
- Initiate background checks for recommended candidates
- Provide the most recent job description and interview materials to managers as requested
- Maintain operations HR electronic filing system
- Track staff probationary reviews, performance reviews and promotion after underfill criteria
- Serve as a liaison between hiring managers and DER for by processing Hirenotify email notifications, promotions, underfills and transfer paperwork by obtaining necessary signatures and verify completeness of paperwork
- Provide confidential administrative support
- Process and coordinate documents required for disciplinary meetings and actions
- Maintain internal employee status spreadsheet (VOI) by maintaining position management tracking, current and previous incumbents and vacancies
- Create and update spreadsheets for tracking personnel actions including query reports from HCM
- Update employee personal information forms
- Create and update organizational charts
- Register Operations employees for seminars and training classes
- Process tuition reimbursement requests for all Operations employees
- Create requisitions for vacant positions using the JobAps software
- Assist with Tracking FMLA designations and monitor FMLA usage using CityTime
- Track sick leave use for the division
- Coordinate employee emergency paid sick and vacation leave approvals
- Participate in various HR projects
- Assure front office is organized and well maintained
- Greet and screen visitors
- Ensure telephone calls and email correspondence are handled properly, professionally, and redirected appropriately
- Order office supplies and print jobs; schedule shipping pick-ups; serve as Division Coordinator for programs, events, such as the Combined Giving Campaign, Summer Youth Interns, and UPAF; coordinate various DPW training programs.
- Assume responsibilities of the Operations Section Administrative Specialist Senior in his/her absence.

Minimum qualifications include an associate degree in human resources, business administration, or a related field from an accredited college or university and two years of experience providing direct support to a human resources function or comparable business function such as payroll, employee relations, benefits, or leave administration.

Based on the essential functions including assistance in investigations and disciplinary meetings, job description and employee file maintenance, and confidential administrative support to the HR Administrator, we recommend reclassifying this Program Assistant II position to a Human Resources Assistant position in pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Department of Public Works – Operations – Transportation Fund

Current	Recommended
Transportation Accounting Assistant PR 5GN (\$53,351-\$66,689) (One Position)	Transportation Accounting Assistant 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 (One Position)

The Department of Public Works has provided new information to the Department of Employee Relations related to the classification of a Transportation Accounting Assistant position in their Operations - Administrative Section. An updated job description was provided and discussions were held with Makisha Porter, DPW Human Resources Administrator.

This position performs daily accounting activities for DPW – Parking sections and accurately audits and reconciles revenue records and record revenue for various City Parking sections (tow lot, structures, meters, violations bureau, etc.) as well as DPW – Admin, Infrastructure and Operations.

Essential Functions:

Financials – Deposits – Auditing and recording

- Review/audit and reconcile revenue paperwork and documents and then record revenue for various City Parking sections (Tow Lot, structures, meters, violations bureau, etc.) as well as DPW – Admin, Infrastructure and Operations.
- Use PeopleSoft Financials Management System (FMIS) to create and record deposits and maintain records of all deposits for all cash receipts received which includes cash, credit slips and deposit slips.
- During review/audit of this information, it is sometimes necessary to discuss inaccuracies with providing divisions (users) and follow-up to make sure all deposit information is corrected.
- Create adjustments (in FMIS) if necessary.
- Work with City Treasurer's Office in reconciliation of deposits if needed, and to deposit actual revenue for various Parking sections, Admin, Infrastructure and Operations.
- Maintain Excel spreadsheets related to financial information. Track Parking capital accounts.

Accounts Payable – Invoices & Vouchers

- Review and sort invoices for all DPW Parking sections that are received from vendors and need to be processed for payment.

- Assign proper accounting information to each invoice prior to giving them to the Parking Financial Manager for review and signature which authorizes payment.
- Receives tow refund information from City Attorney's Office or Municipal Court, and creates invoices for same.
- Receives, reviews and reconciles all ProCard invoices from DPW – Admin, and all of the Parking Division sections.
- Creates Control Groups and vouchers (in FMIS) for such invoices (including any RUSH payments), tow refunds and ProCard invoices.
- Enters new vendor information into FMIS when needed in order to process invoices and tow refunds.
- Assist other DPW – Admin accounts payable staff if necessary.

Contracts and Purchase Orders

- Creates Direct Purchase Orders (which is a release against a vendor contract) so that money is pre-encumbered for payment of invoices against such contracts.
- This involves assigning appropriate accounting information, and allocating enough funds for term of PO and/or contract.
- If changes/modifications are made to contracts, change orders must be done in FMIS.
- Invoices for contracted vendors are sorted, monthly invoice charges are checked against contracts to assure that contractors are billing, and can be paid accordingly, and payment vouchers are created in FMIS. Spreadsheets are maintained for all such contract payments, as well as change orders.

Accounts Receivable

- Create and mail out invoices to companies and/or individuals that rent parking lot space and parking spaces from the City.
- Create invoices for: parking meter damage, or other miscellaneous damages; rents; or miscellaneous purchases.
- Retain department copies and send copies of invoices to proper divisions.
- Match company/vendor check with correct Accounts Receivable coupons and send to Treasurer's Office.
- Create, update and maintain records for rents and rental contracts.
- Creates and assigns appropriate accounting information for monthly IRI for all money pertaining to Parking.

Minimum qualifications include four years of experience performing accounting and/or bookkeeping work; or an associate degree in accounting, finance, business or related field and one year of experience in performing accounting and/or bookkeeping work.

Comparison to Internal Position

Classification	Function
Title: Water Billing Specialist Pay Range: 5KN \$63,038 - \$78,798 FN: Recruit at \$63,530 Department: Water Works	Conducts the detailed, accurate and deadline-driven prebilling review for over 165,000 Milwaukee Water Works (MWW) customers, including quarterly residential and monthly large commercial, industrial and suburban wholesale accounts. Duties and responsibilities include: <ul style="list-style-type: none"> • Conduct entire pre-billing process, generate multiple billing reports, review data and make necessary changes. Ensure that billing record integrity is

	<p>maintained by updating records, ordering investigations and recording the results accurately in the enQuesta system.</p> <ul style="list-style-type: none"> • Validate billing calculations throughout the pre-billing process using various reporting systems, formulas or data extraction tools, such as Cognos. • Maintain financial data relating to account receivable balances for various City funds and review daily, monthly and annual trial balances. • Update accounts receivable and prepare related documents, including general ledger adjustment entries, tax roll analysis and write off reviews. • Prepare and run customer information programs on a regular basis, completing maintenance and updates for customer accounts and system testing to verify results. • Resolve customer complaints by investigating, collecting and analyzing information and by composing responses or preparing reports. • Assist with running various financial reports, verifying daily, monthly, and year-end balances and updating daily cash receipts.
<p>Minimum qualifications: Four years of progressively responsible accounting or book keeping experience performing duties closely related to the duties listed above.</p>	

Based on the similarities of essential functions to the Water Billing Specialist including accounting and auditing functions related to department accounts payable and receivable, account and data maintenance, and financial reporting, as well as similar minimum qualifications to the Water Billing Specialist, we recommend reallocating this Transportation Accounting Assistant position to pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Fire and Police Commission

Current	Recommended
Administrative Support Specialist 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 (One Position)	Administrative Specialist-Senior 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 (One Position)

The Fire and Police Commission has requested the reclassification of an Administrative Support Specialist position to Administrative Specialist – Senior due to the current level of responsibility, technical skills, and minimum qualifications.

This position serves as the confidential assistant to the Fire and Police Commission Executive Director and prepares, for review and approval, the annual department operating budget, manages department accounts and records, handles procurement needs, directs and ensures the monitoring of police and fire payrolls, and functions as the personnel support to the Fire and Police Commission Deputy Director.

Essential Functions:

Budget/Finance:

- Prepare annual budget documents, required reports and supporting documentation.

- Perform on-going monitoring and reconciliation of all financial, salary, and special account expenditures with FMIS budget reports.
- Provide budget projections of salaries and expenditures.
- Prepare reports, correspondence and forms relative to budget and appropriation accounts.
- Prepare fund transfers and carry-over requests.
- Provide Executive Director with regular budget status reports.

Procurement and Contract Administration:

- Review specifications, meet with vendors and plan purchases of materials, services and equipment.
- Prepare RFPs, contracts, amendments, purchase orders, vouchers and other purchasing documents, track requisitions, monitor contract expiration dates, and prepare needed reports. Prepare an analysis of bids or proposals received as needed and make a recommendation regarding the award. Work with vendors on contract/invoice issues.
- Determine what general office purchases are necessary to maintain inventory and place all orders for supplies, services and equipment.
- Utilize a ProCard account and review department ProCard Statement for all ProCard users, verifying charges for accuracy, allocating expenditures to the appropriate accounts, making the requisite FMIS entries on a bi-weekly basis and ensuring compliance with program controls.
- Prepare various reports, correspondence and forms for the Executive Director relative to budget and appropriation accounts, procurement and service contracting functions, and information systems functions as needed

Oversee Office Functions:

- Prepare various reports, correspondence and forms to the Executive Director and Deputy Director as needed regarding payroll, personnel administration, and other administrative concerns.
- Oversee Department files and records by creating and maintaining financial, budgetary and personnel files, update/create record retention schedules and procedures, perform record searches, and prepare documentation for records transfer/destruction.
- Ensure coverage of front desk operations.
- Oversee work product of two Program Assistant I staff members and serve as lead worker in the Administrative Division, filling in for absent staff members.
- Handle citizen complainants in the absence of other available complaint staff

Personnel Administration:

- Conduct new employee orientation and training on office procedures, Time Entry, HCM and FMIS or other systems as needed. Arrange for supplies, equipment, ID badges and appropriate security access.
- Process new employee, vacancy, promotion, transfer, and retirement requests in HRMS, JobAps and other platforms.
- Create and maintain employee personnel records.
- Train all staff on new procedures or policy changes.

Other duties:

- Staff assistance to Executive Director: Function as a personal and confidential assistant to the Executive Director; initiate and compose general and confidential correspondence, reports and special projects.
- Run reports and prepare correspondence for the Deputy Director as needed.
- Monitor Public Safety Departments: Monitor personnel transactions; serve as a resource person for Fire and Police Departments and Department of Emergency Communications regarding issues affecting position authority and Commission procedures; liaison with other City Departments regarding Commission business.
- Serve as a back-up for the Program Assistant I in preparing for and attending Commission meetings and conducting post-meeting procedures; serve as a back-up for the Program Assistant I performing payroll duties; and also back up some of the functions of the Paralegal positions.

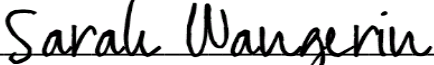
- Monitor employee payroll and act as payroll clerk in the absence of the Program Assistant I. Process pay progression, promotions, demotions, and leaves of absence, track FMLA, run HRMS queries, and create and update job descriptions. Answer/resolve payroll inquiries and discrepancies.


Minimum qualifications include a bachelor's degree in business administration, marketing, human resources, management, public administration, economics, sociology, or a related field from an accredited college or university, and two years of experience performing complex administrative duties related to the essential functions above.

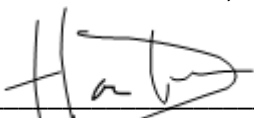
Based on the essential functions including high level, confidential administrative support to elected or appointed officials, procurement and payroll administration functions, as well as general office administration, we recommend reclassifying this Administrative Support Specialist to Administrative Specialist-Senior in pay range 2GX: \$54,619-\$76,474 with a recruitment rate of \$66,992.

Action Required – Effective Pay Period 08, 2024 (March 31st, 2024)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: 
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Reviewed by: 
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