



Department of Employee Relations

Tom Barrett
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Director

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Labor Negotiator

January 8, 2014

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

Dear Committee Members: Re: Common Council File Number 131268

The following classification and pay recommendations were approved by the City Service Commission on December 17, 2013.

In the Department of Administration - ITMD, one position of Enterprise Systems Manager, PR 1JX was recommended for reclassification to Enterprise Resource Planning Manager, Pay Range 1IX.

In the Department of Neighborhood Services,

Two new positions were recommended for classification to Special Enforcement Inspector, PR 2EN.

One new position was recommended for classification to Program Assistant II, PR 5FN.

One new position was recommended for classification to Condemnation Program Coordinator, PR 2HX.

One position of Neighborhood Services Operations Manager, PR 1KX was recommended for reclassification to Neighborhood Services Operations Director, PR 1LX.

In the Department of Public Works - Infrastructure Services Division:

One position of Infrastructure Operations Manager, PR 1MX was recommended for reclassification to Infrastructure Administration, PR 1MX.

One position of Facilities Director, PR 1MX was recommended for reclassification to Engineer in Charge, PR 1KX.

One position of Administration & Transportation Design Manager, PR 1MX was recommended for reclassification to Engineer In Charge, PR 1KX.




One position of Environmental Manager, PR 1MX was recommended for reclassification to Engineer in Charge, PR 1KX.

In the Department of Public Works - Operations Division, one position of Program Assistant I, PR 5EN was recommended for reclassification to Program Assistant II, PR 5FN.

The job evaluation report covering the above positions, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,



Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, James Carroll, Dennis Yaccarino, Deborah Ford, Nicole Fleck, Sharon Robinson, Nancy Olson, Tom Bolton, Art Dahlberg, Thomas Mishefske, Lynne Steffen, Richard Pfaff, Mary Turk, Ghassan Korban, Preston Cole, Jeff Polenske, Dan Thomas, Dawn Crowbridge, Paul Klajbor, Boyd McCamish, Kenneth Wischer, Daniel Panowitz, Calvin Lee, and Penni Secore (DC48)

JOB EVALUATION REPORTCity Service Commission Meeting Date: December 17, 2013**DOA – INFORMATION AND TECHNOLOGY DIVISION**

Current	Request	Recommendation
Enterprise Systems Manager PR 1JX (\$79,646 - \$111,512)	ERP Manager PR 1IX (\$74,731 - \$104,623)	Enterprise Resource Planning Manager PR 1IX (\$74,731 - \$104,623)

DEPARTMENT OF NEIGHBORHOOD SERVICES

Current	Request	Recommendation
Two New Positions	Special Enforcement Inspector PR 2EN (\$52,227 - \$62,799)	Special Enforcement Inspector PR 2EN (\$52,227 - \$62,799)
New Position*	Program Assistant II PR 5FN (\$42,118 - \$47,771)	Program Assistant II PR 5FN (\$42,118 - \$47,771)
New Position**	Condemnation Program Coordinator PR 2HX (\$54,322 - \$76,046)	Condemnation Program Coordinator PR 2HX (\$54,322 - \$76,046)
Neighborhood Services Operations Manager PR 1KX (\$84,908 - \$118,875)	Neighborhood Services Operations Director PR 1LX (\$90,499 - \$126,695)	Neighborhood Services Operations Director PR 1LX (\$90,499 - \$126,695)

* New position is not in the budget and would be authorized through one auxiliary position of Residential Code Enforcement Inspector.

**New position is not in the budget and would be authorized through the Auxiliary Resource Program.

DPW-INFRASTRUCTURE SERVICES DIVISION

Current	Request	Recommendation
Infrastructure Operations Manager PR 1MX (\$96,456 - \$135,045)	Infrastructure Administration Manager PR 1MX (\$96,456 - \$135,045)	Infrastructure Administration Manager PR 1MX (\$96,456 - \$135,045)
Facilities Director PR 1MX (\$96,456 - \$135,045)	Engineer In Charge PR 1KX (\$84,908 - \$118,875)	Engineer In Charge PR 1KX (\$84,908 - \$118,875)
Administration & Transportation Design Manager PR 1MX (\$96,456 - \$135,045)	Engineer In Charge PR 1KX (\$84,908 - \$118,875)	Engineer In Charge PR 1KX (\$84,908 - \$118,875)
Environmental Manager PR 1MX (\$96,456 - \$135,045)	Engineer In Charge PR 1KX (\$84,908 - \$118,875)	Engineer In Charge PR 1KX (\$84,908 - \$118,875)

DPW – OPERATIONS DIVISION

Current	Request	Recommendation
Program Assistant I PR 5EN (\$40,100 - \$46,261)	Program Assistant II PR 5FN (\$42,118 - \$47,771)	Program Assistant II PR 5FN (\$42,118 - \$47,771)

Action Required – Pay Period 1, 2014 (December 22, 2013)

In the Salary Ordinance, under Pay Range 1IX, add the title “Enterprise Resource Planning Manager”; under Pay Range 1JX, delete the title “Enterprise Systems Manager”; under Pay Range 1KX, delete the title “Neighborhood Services Operations Manager”; under Pay Range 1LX, add the title “Neighborhood Services Operations Director”; under Pay Range 1MX, delete the titles “Infrastructure Operations Manager”, “Facilities Director”, “Administration & Transportation Design Manager”, and “Environmental Manager” and add the title “Infrastructure Administration Manager”; and under Pay Range 2HX, add the title “Condemnation Program Coordinator”.

In the Positions Ordinance, under the Department of Administration – Information and Technology Management Division, Enterprise Systems Section, delete one position of “Enterprise Systems Manager (Y)” and add one position of “Enterprise Resource Planning Manager” (Y); under Department of Neighborhood Services, Office of the Commissioner, delete one position of “Neighborhood Services Operations Manager (X)(Y)” and add one position of “Neighborhood Services Operations Director (X)(Y)”; under Department of Public Works – Infrastructure Services Division, Field Operations – Construction Decision Unit, delete one position of “Infrastructure Operations Manager (X)(Y)” and add one position of “Infrastructure Administration Manager (X)(Y)”; under Department of Public Works – Operations Division, Administration Section, General Office, delete one position of “Program Assistant I” and add one position of “Program Assistant II”; and under DPW-Infrastructure Services Division-Sewer Maintenance Fund, Environmental Decision Unit, delete one position of “Environmental Manager (Y)” and add one position of “Engineer In Charge (Y)”.

DEPARTMENT OF ADMINISTRATION – INFORMATION AND TECHNOLOGY DIVISION

Requested:	ERP Manager	PR 1IX
Recommended:	Enterprise Resource Planning Manager	PR 1IX

The Chief Information Officer of the Information and Technology Division (ITMD), Nancy Olson, has requested one position of Enterprise Systems Manager in Pay Range 1JX be reclassified to ERP Manager in Pay Range 1IX. This will align the pay of this position with the pay of other Section Heads in the Division.

Duties and Responsibilities

- 30% Financials – manage the planning (including upgrades), development, implementation and extensions of the Enterprise-wide financial systems and related modules.
- 30% Human Resources – manage the planning (including upgrades), development, implementation, and execution of the Enterprise-wide Human Resources system and related modules.
- 10% Communication – work closely with customers, follow up on issues and concerns, and keep customers informed; and fully inform ITMD management about staff, financial details, activities and status for all Enterprise activities, and provide memoranda, reports and presentations.
- 10% Serve as a member of the Division’s “senior staff” who advise and support the activities of the Chief Information Officer, and help in developing strategic and operational direction for Division activities.
- 10% Perform various administrative duties, including various personnel-related functions such as staff management, performance reviews, timecard approvals, and staff scheduling.

- 5% Budget and Resource Planning – prepare budget for support/upgrade activities and match resource requirements to the budget.
- 5% Perform other duties as assigned.

Minimum requirements include a Bachelor's Degree in Management Information Systems or related field and five years of Enterprise systems experience related to financials and/or human resources including payroll and benefits administration, and project management methods and procedures. Equivalent combination of education and experience may be considered.

Analysis & Recommendation

This vacant position is currently in Pay Range 1JX (\$79,646 - \$111,512) and is one level above other Section Heads in the Division, including Telecommunications Manager, Applications Development Manager, Information Services Manager and Call Center Operations and Analytics Manager, that are in Pay Range 1IX (\$74,731 - \$104,623). The Department considers the level of duties and responsibilities of these Section Head positions to be comparable to that of the position under study. Upon review of the duties and responsibilities of the other Section Head positions we agree with the Department that they are at a similar level and we recommend the level for this position be downgraded to pay Range 1IX.

The Department also requested a change in title to ERP Manager. The letters "ERP" represent "Enterprise Resource Planning". Although we use acronyms for Departments we generally don't recommend them for titles. We therefore recommend the official title be Enterprise Resource Planning Manager.

Based on a review of the duties and responsibilities of the position and communication with the Department we recommend this position of Enterprise Systems Manager in Pay Range 1JX be reclassified to Enterprise Resource Planning Manager in Pay Range 1IX.

DEPARTMENT OF NEIGHBORHOOD SERVICES

Requested: Special Enforcement Inspector (Two Positions) PR 2EN
Recommended: Special Enforcement Inspector (Two Positions) PR 2EN

The 2014 budget adds two additional positions of Special Enforcement Inspector in Pay Range 2EN. Generally, the basic function of these positions is to provide a higher level of specialized inspections and investigative service relating to intensive enforcement of building and zoning codes. These positions are at the highest level of the Department of Neighborhood Services' (DNS) defined code enforcement career ladder and handle a broad array of the most challenging enforcement situations employing a variety of enforcement techniques.

These two new positions will specifically work with the Police Department and the Community Prosecution Unit to investigate complaints that occur in the evenings and weekends. These complaints often involve drug houses, taverns, nightclubs, roaming party houses, and illegal auto repairs.

Duties and Responsibilities

- 20% Proactively evaluate inspection districts and/or neighborhoods to identify and address problem properties in conjunction with community prosecution teams, the Milwaukee Police Department, neighborhood groups, and/or other interested groups.

- 20% Conduct field inspections of residential and commercial properties for compliance with the building, zoning and historic preservation codes.
- 10% Conduct research relating to property ownership and persons with financial interest in properties to improve enforcement activities.
- 10% Meet with property owners or operators whose properties are not in compliance with the code to determine appropriate means of gaining compliance.
- 10% Assist in identifying special compliance problems associated with specific owners/operators or specific geographic or historic areas.
- 10% Assist with special programs such as targeted enforcement, In Rem property inspections, receivership, and essential service program; conduct TIN (Targeted Investment Neighborhood) surveys; and assist with the DNS's Complaint Center and other job-related duties.
- 5% Meet with community groups, and other City departments and enforcement agencies to discuss enforcement problems and strategies.
- 5% Conduct nuisance property inspections at the request of the City Attorney's Office or the Police Department.
- 5% Prepare reports and correspondence relating to enforcement activities.
- 5% Perform other job-related responsibilities as assigned.

Minimum requirements include current status as a regularly appointed employee in the Department; and two years of experience as an Inspector within DNS or a Bachelor's Degree in Architecture, Engineering, Construction Management or highly related degree, or current status as a Residential or Commercial Code Enforcement Inspector and possession of core competencies and certifications required for the third step of the DNS Code Enforcement Career Ladder, or current status as an Environmental Risk Officer and passage of the International Property Maintenance and Housing Inspector examination. Equivalent combination of education and experience may also be considered.

Analysis & Recommendation

These two positions will be performing duties that are consistent with the duties and responsibilities of other positions of Special Enforcement Inspector. Based on a review of the duties and responsibilities of the position and communication with the Department we recommend these two positions be classified as Special Enforcement Inspector in Pay Range 2EN.

Requested:	Program Assistant II	PR 5FN
Recommended:	Program Assistant II	PR 5FN

DNS has a new initiative to demolish properties that have deteriorated beyond repair, present a safety hazard and/or have an extensive history of criminal activity. This position will be authorized through one auxiliary position of Residential Code Enforcement Inspector in Pay Range 3LN.

The basic function of this position is to support the DNS Condemnation Section by providing program coordination and administrative assistance for the City's "in-house" demolition activities and deconstruction/asset recovery initiative; serve as the expediter for the project which includes the demolition of over 100 City-owned properties; and be responsible for maintaining and regularly updating departmental records of demolition activity.

Duties and Responsibilities

- 30% Assist in identifying parcels that are appropriate for Department of Public Works (DPW) demolition and/or deconstruction and asset recovery, located within targeted neighborhoods, approved by the Department of City Development (DCD) and the local alderman, have demolition specifications in the file and photographs that adequately document the condition of the property, and the Commissioner's approval; and maintain accurate records of demolition activity.
- 20% Coordinate referrals to We Energies for disconnects, and a contractor for environmental assessment and abatement work with asbestos; track all referrals and payment/billing information; and coordinate with other referrals to expedite project activities.
- 15% Prepare documents; and collect verifications and all other documentation necessary for a formal referral of a parcel to DPW for demolition.
- 15% Assist in preparing demolition specifications, bid packages and vendor contracts for demolition programs administered by DNS.
- 15% Collect verifications of completed work, signed-off permits, and miscellaneous completion documentation; seek payment approvals, and prepare file close-out activities.
- 5% Perform other duties as assigned.

Minimum requirements include four years of office experience with at least one year of experience at the level of Office Assistant III or higher. Equivalent combinations of education and experience may also be considered.

Analysis & Recommendation

This position will be performing duties and responsibilities that are similar to those of a Program Assistant II position in DNS that performs work required to administer contracts associated with the demolition of buildings. This includes document preparation and maintenance, prevailing wage compliance, invoice review and payment, and writing contract and bid specifications.

Based on a review of the duties and responsibilities of the position, the comparison to other Program Assistant II positions, and communication with the Department we recommend this position be classified as Program Assistant II in Pay Range 5FN.

Requested:	Condemnation Program Coordinator	PR 2HX
Recommended:	Condemnation Program Coordinator	PR 2HX

This position will also be working with the DNS initiative to demolish properties that have deteriorated beyond repair, present a safety hazard and/or have an extensive history of criminal activity. This position will be authorized through the Auxiliary Resource Program.

The Department of Employee Relations has several auxiliary positions that can be offered to City departments to use through the Auxiliary Resource Program. These positions can be used when there is a significant increase in departmental workload, a special project of limited duration, or during the extended leave of an employee from a critical position. This position of Condemnation Program Coordinator is part of a special project of a limited duration and was approved for the Auxiliary Resource Program.

The basic function of this position is to assist in the coordination of demolition activity under the Mayor's Strong Neighborhood Investment Program; be responsible for monitoring the inventory of active raze files to assure timely progression of cases through the condemnation process; oversee the condemnation inspector activity as well as distribution of workloads between

inspectors; and ensure the timely updating of raze file activity in the Neighborhood Services System (NSS) and other tracking databases for reporting purposes.

Duties and Responsibilities

- 30% Assist in the planning and coordination of demolition activity under the Mayor's Strong Neighborhood Investment Program.
- 20% Inspect and evaluate demolition candidates, make recommendations for assignment of parcels to the DPW demolition program, deconstruction, asset recovery program, or other program; assist in the identification of demolition candidates in target neighborhoods, seek demolition approval from DCD and the alderperson, verify demolition specifications are complete and adequate photographs are taken that document the condition of the property; and obtain Commissioner's approval of raze file.
- 10% Be responsible for the oversight of condemnation inspector field activity, coordinate and implement special condemnation projects, and assign work to condemnation inspectors assuring an even distribution of workload.
- 10% Assist in the preparation of demolition specifications, bid packages and contracts for demolition work including environmental assessment contracts, abatement contracts, landscaping contracts, tank removal contracts, and other contracts necessary to raze buildings.
- 10% Review inspector work product for consistency and adherence to program requirements, policies, and procedures.
- 5% Respond to referrals; inspect and issue condemnation orders; enforce orders; prepare raze cases; conduct permit inspections; and sign-off on completed demolition or rehabilitation work.
- 5% Approve and issue demolition and erosion control permits; and obtain required signatures from authorized parties.
- 5% Respond to complaints and other inquiries.
- 5% Work with the City Attorney on cases appealed to circuit court and perform other duties as assigned.

Minimum requirements include current status as a regularly appointed employee in the Department; and five years of experience as a certified building construction inspector; journey-level carpenter, mason, steamfitter, or sheet metal worker; construction superintendent, or contractor; or a Bachelor's Degree in Architecture, Engineering, Building Construction or related field and one year of experience in building construction or related field; or an Associate's Degree in Architecture, Engineering, Building Construction or related field and three years of experience in building construction or related field. Equivalent combinations of education and experience may be considered.

Analysis & Recommendation

A review of the job duties and responsibilities indicates that the position would be similar in level to the first-line supervisory position of Building Codes Enforcement Supervisor in Pay Range 1DX (\$54,322 - \$76,046). The basic function of the Building Codes Enforcement Supervisor position includes program oversight, training and supervision of staff, and coordination with other managers to assist in the completion of program activities. Other duties include outlining, reviewing and evaluating work of staff;

The position under study will not have direct reports but will have extensive oversight and coordinating responsibilities related to the Mayor's Strong Neighborhood Investment Program. In recognition of the independence and authority exercised we recommend a level that is equivalent to that of a first-line supervisor in DNS. Since the position does not have direct

reports we recommend that the position be placed in Pay Range 2HX which has the same rates as 1DX. The requested title of Condemnation Program Coordinator reflects well the function of the position.

Based on a review of the duties and responsibilities of the position and communication with the Department we recommend this position be classified as Condemnation Program Coordinator in Pay Range 2HX.

Requested:	Neighborhood Services Operations Director	PR 1LX
Recommended:	Neighborhood Services Operations Director	PR 1LX

The Department of Employee Relations received a request from Art Dahlberg, Commissioner-Department of Neighborhood Services, to reclassify the position of Neighborhood Services Operations Manager to Neighborhood Services Operations Director. In addition to the request, staff received an updated job description.

The basic function of this position is to assist the Commissioner in overall administration of the department; and in the absence of the Commissioner performs all acts required by law to be done by the Commissioner. The position functions as the chief personnel officer for the department and as technical advisor to the Commissioner and the various boards and commissions on matters relating to building and fire codes, and the zoning code.

Duties and Responsibilities

- 20% Assist the Commissioner of Neighborhood Services in the performance of duties, and during the Commissioners absence perform all acts required by law to be done by the Commissioner.
- 20% Consult regularly with managers and supervisors in charge in various sections of the department for the purpose of resolving problems which may arise in the performance of departmental functions
- 20% Plan and direct staff services and supervision of the departments involving personnel, fiscal management, budget preparation, and public relations.
- 20% Plan, develop and direct the implementation of departmental administrative programs, policies and regulations
- 20% Maintain an effective working relationship with legislative committees, administrators of other departments, with communications media and other organizations interested in the policies and activities of the department, and generally develop methods of informing and gaining the cooperation of the public in departmental programs.

The position requires a related bachelor's degree with demonstrated administrative and supervisory experience. A master's degree is preferred, in the fields of science, law, architecture, or engineering which contain disciplines applicable in the field of code enforcement.

Analysis and Recommendation

The principal requirement of this position is the capacity to administer and supervise a code enforcement agency of various technical and legal responsibilities, including housing and sanitation codes, plumbing codes, electrical codes, building, heating, ventilating, elevator, fire, and environmental health codes. The multiplicity of code provisions enforced also requires that the incumbent possess an analytical capacity to grasp the technical advice supplied by various code specialists of the department and to make decisions based on equitable and legal

principles, which will in day-to-day operations of the department, result in effective code enforcement without unjust injury to the legal rights of property owners.

The specific positions directly and indirectly supervised vary depending on specific assignments. However, as second in authority, the position exercises supervision and administration over a department of 240+ employees in the various divisions of Information Technology, Support Services, Commercial Inspection and Condemnation, Construction and Trades, Development Center, Residential Inspection and Environmental Health, Special Enforcement, Courts, Outreach and Training and Neighborhood Improvement Project.

Historically, with the implementation of the Management Pay Plan in 1988, this position was placed into a range comparable to Pay Range 1LX (\$90,499 - \$126,695). In 2002, when a vacancy occurred in the position, the position was downgraded with the proposal that the position prospectively not have the full scope and level of responsibility. Over time, in recognition of the responsibilities of the position, and in the context of reorganization, the position has been upgraded to Pay Range 1KX (\$84,908 - \$118,875).

However, as reflected in the current job description, the current compliment of duties and responsibilities indicate that the position functions fully as second in command in the department. The incumbent of the position performs all duties of the Commissioner when the Commissioner is absent. It is Commissioner Dahlberg's assertion that given the broad managerial and highly technical duties currently handled by the position that the position should be reclassified to recognize this higher level of responsibility.

For comparison, other positions in Pay Range 1LX (\$90,499 - \$126,695) which function as second in command in their given department include:

- Chief Assessor
- Deputy Comptroller
- Deputy Library Director-Public Services
- Employee Retirement System-Deputy Director

Therefore, based upon the level of duties and scope of responsibility required of the position, it is recommended that this position be reclassified as Neighborhood Services Operations Director in Pay Range PR 1LX (\$90,499 - \$126,695).

DEPARTMENT OF PUBLIC WORKS – INFRASTRUCTURE SERVICES DIVISION

City Engineer Jeff Polenske has requested three downgrades and one title change related to the reorganization of functions within the Department of Public Works-Infrastructure Services Division.

The City Engineer has requested the title of Engineer in Charge for the positions that will manage the Transportation Operations, Transportation Engineering & Maintenance, and Sewer's & Storm Water Management Sections. A fourth section manager in charge of the Bridges & Buildings Section will retain the title of Facilities Manager. Also one position title of Infrastructure Administration Manager is requested. This position will assist in oversight of the overall Infrastructure goals, objectives and performance as well as central service activities.

During the recent past functional changes have taken place in both the Sewer's & Storm Water Management Section and the Bridge & Buildings Section that align the work of staff responsible for engineering design with the work of staff responsible for operations and maintenance. The

intent of these functional changes has been to improve organizational efficiency through improved staff communications. The intent of this larger reorganization is to continue the integration of design and operations work within all sections of the Infrastructure Services Division.

Current: Infrastructure Operations Manager PR 1MX
Recommendation: Infrastructure Administration Manager PR 1MX

The basic function of this position is to assist in developing, directing and monitoring the Division's goals, objectives and performance; and manage the administrative activities related to the Infrastructure Services Division; oversee preparation of the Divisions's Budget; and manage central service activities such as the Central Drafting & Records unit and the Construction Management unit. The incumbent will also represent the City Engineer on or before various bodies and boards at it may relate to the Infrastructure Services Division. Specific duties, responsibilities and requirements include:

- 30% Provide overall direction and management of the Administration and Central Services Section.
- 35% Assist the City Engineer with developing, directing and monitoring the Division's goals, objectives, strategies and performance measures to obtain maximum results with available personnel and resources.
- 10% Advise the City Engineer in matters pertaining to Infrastructure Services, including timely reports as to the status of the Division's budget and performance.
- 15% Oversee the preparation of the Division's budget request and expenditures of those appropriations.
- 10% Manage and coordinate all personnel related activities including discipline for division employee and other related duties.

Minimum requirements include a Bachelor's Degree in Civil Engineering and at least 10 years of professional transportation engineering experience, and registration as a Professional Engineer. This should include at three years of experience while in charge of design, construction or maintenance of public infrastructure and three years of management experience in a professional engineering organization.

Current: Facilities Director PR 1MX
Recommendation: Engineer-In-Charge PR 1KX

The basic function of this position is to manage all activities related to the engineering and maintenance of the City of Milwaukee's street lighting system and the multi-modal traffic management program. This position represents the City Engineer as a member of or before various bodies and boards as it relates to the responsibilities of the Transportation Operations Section. Specific duties, responsibilities and requirements include:

- 50% Provide overall direction and management of the Transportation Operations Section.
- 20% Coordinate the activities of the Section to maximize the benefit of the investment that the City budgets for when improving and maintaining the operation of the City's transportation system.
- 10% Prepare and track the Section's performance measures, annual budget and expenditures
- 10% Advise the City Engineer on matters pertaining to the operations of the transportation system and the recommended resources and best practices needed to improve and maintain operations for all users of the public way.

- 5% Represent the City Engineer in front of various Common Council Committees, the City Service Commission and on various task forces and committees as assigned by the City Engineer
- 5% Represent the City Engineer in providing input on labor relations issues and other assigned duties.

Minimum requirements include a Bachelor's Degree in Civil Engineering and at least 10 years of professional transportation engineering experience, and registration as a Professional Engineer. This should include at three years of experience while in charge of design, construction or maintenance of public infrastructure and three years of management experience in a professional engineering organization.

Current: Administration & Transportation Design Mgr. PR 1MX
Recommendation: Engineer-In-Charge PR 1KX

The basic function of this position is to manage all activities related to the programming, design and maintenance of streets, alleys, and sidewalks under the City of Milwaukee's jurisdiction of responsibility. This position represents the City Engineer as a member of or before various bodies and boards as it related to the responsibilities of the Transportation Engineering & Maintenance Section. Specific duties, responsibilities and requirements include:

- 50% Provide overall direction and management of the Transportation Engineering & Maintenance Section.
- 20% Coordinate the activities of the section to maximize the benefit of investment that the City budgets for when improving and maintaining our streets, alleys and sidewalks.
- 10% Prepare and track the Section's performance measures, annual budget and expenditures
- 10% Advise the City Engineer on matters pertaining to the condition of our transportation infrastructure and the recommended resources and best practices needed to improve and maintain such infrastructure.
- 5% Represent the City Engineer in front of various Common Council Committees, the City Service Commission and on various task forces and committees as assigned by the City Engineer.
- 5% Represent the City Engineer in providing input on labor relations issues and other assigned duties.

Minimum requirements include a Bachelor's Degree in Civil Engineering and at least 10 years of professional transportation engineering experience, and registration as a Professional Engineer. This should include at three years of experience while in charge of design, construction or maintenance of public infrastructure and three years of management experience in a professional engineering organization.

Current: Environmental Manager PR 1MX
Recommendation: Engineer-In-Charge PR 1KX

The basic function of this position is to manage all activities of the Sewer's & Storm Water Management Section. Ensure the City remains in compliance with Federal, State and Regional requirements placed on the City's sewerage system. This position represents the City Engineer as a member of or before various bodies and boards as it related to the responsibilities of the Sewer's & Storm Water Management Section. Specific duties, responsibilities and requirements include:

- 50% Provide overall direction and management of the Sewer's & Storm Water Management Section.
- 20% Coordinate the activities of the section to maximize the benefit of investment that the City budgets for when improving and maintaining the city's sewer and storm water management system
- 10% Prepare and track the Section's performance measures, annual budget and expenditures
- 10% Advise the City Engineer on matters pertaining to the condition of our sewer infrastructure and the recommended resources and best practices needed to improve and maintain such infrastructure.
- 5% Represent the City Engineer in front of various Common Council Committees, the City Service Commission and on various task forces and committees as assigned by the City Engineer.
- 5% Represent the City Engineer in providing input on labor relations issues and other assigned duties.

Minimum requirements include a Bachelor's Degree in Civil Engineering and at least 10 years of professional transportation engineering experience, and registration as a Professional Engineer. This should include at three years of experience while in charge of design, construction or maintenance of public infrastructure and three years of management experience in a professional engineering organization.

Analysis & Recommendation

The City Engineer has proposed that all section managers in Infrastructure Services be compensated in Pay Range 1KX, and that three of the four section managers be classified as Engineer in Charge. Currently two of the four section managers are compensated in Pay Range 1KX: a Facilities Manager (PR 1KX) in the Bridges & Buildings Section and an Engineer in Charge (PR 1KX) underfilling an Environmental Manager (PR 1MX) in the Sewer's & Storm Water Management Section.

Implementing this reorganization would mean the downgrade of three positions in Pay Range 1MX to the classification of Engineer in Charge in Pay Range 1KX to manage the functional areas of Transportation Operations, Transportation Engineering & Maintenance, and Sewer's & Storm Water Management. A current incumbent managing the Bridges & Buildings Section would retain the title of Facilities Manager (PR 1KX). While duties vary within the four functional sections, each manager would have comparable scope of responsibility and level of authority. Based upon new job descriptions provided by the City Engineer we recommend that these positions be classified as Engineer in Charge in Pay Range 1KX.

In addition, the City Engineer has requested a retitle for the position of Infrastructure Operations Manager to Infrastructure Administration Manager in Pay Range 1MX. This position will serve as second in command in Infrastructure Services and will assist the City Engineer in providing oversight of the overall Division's goals, objectives and performance as well as manage central service activities. Based upon the duties and responsibilities provided in a new job description we recommend this position be retitled to Infrastructure Administration Manager in Pay Range 1MX.

DEPARTMENT OF PUBLIC WORKS – OPERATIONS DIVISION

Current:	Program Assistant I	PR 5EN
Recommendation:	Program Assistant II	PR 5FN

The Department of Public Works has requested that a vacant position of Program Assistant I in its Operations Division, Sanitation Section, be reclassified to a Program Assistant II. In studying this request, the staff reviewed a new job description for the position, viewed online tutorials for some functionality of RouteSmart, and held discussions with Paul Klajbor, Administrative Services Manager for the department.

Beginning in 2014, the Sanitation area will implement a new software application, called RouteSmart, to improve the effectiveness and efficiency of its route operations which include solid waste collection, recycling collection, and snow and ice control. This application, which will be used with ArcGIS, is designed to optimize routes through the use of powerful algorithms, streamline operations, and provide city-wide route information in real time, thereby reducing operating costs, and improving customer service. The Department has worked with the Department of Administration-Information Technology and Management Division to identify the software and vendor for this project, and will continue to do so during implementation. In the future, the Department plans to implement this application throughout Public Works.

Duties and Responsibilities, Analysis and Recommendation

The team that is charged with the implementation of RouteSmart will consist of the Administrative Services Manager, managers in the Sanitation section, and a system analyst from ITMD. As the sole full-time employee assigned to this project, this position will play a key role in coordinating all aspects of implementation. The first phase of the project will require the team to identify operational rules and criteria that are currently in place and import currently existing data into the system. It will also be necessary to collect and input field information into the system. The second phase of the project will be to work with management in creating new routes and testing them in the field with drivers, making modifications as necessary. The third phase of the project will involve assisting personnel in other DPW sections to learn and use the software and process involved with improving route operations. The employee performing the job will also work closely with the vendor who provides the software and recommend any changes in the contract with the vendor that may be needed. Lastly, the employee performing this job will serve as a substitute for the Program Assistant II in the Sanitation section who performs all the record keeping, accounting, and auditing work associated with solid waste fees, snow and ice control fees, cart fees, and billing for solid waste collection from apartment buildings.

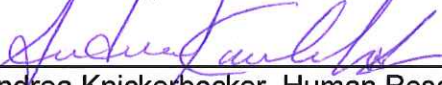
The nature of work performed by Program Assistants falls into the broad category of administrative work. Program Assistants at the II level in City government are typically responsible for independently administering a specific program or project in a department. The role of analysis, the scope of the project or program administered and the degree of independent decision-making required are all factors that distinguish a Program Assistant II from that of Program Assistant I. More simply stated, Program Assistants at the II level are expected to have responsibility for larger programs and projects than those at the 'I' level. Positions at the 'II' level are also expected to require a higher degree of technical knowledge and skill or higher degree of soft skills such as those related to relationships with others, than those at the 'I' level. Another way to view the level of work Performed by a Program Assistant II is that this level is considered commensurate with a professional job requiring a four-year degree.

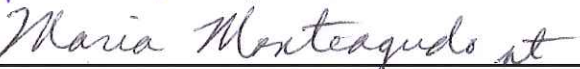
This position is presently classified as a Program Assistant I. The job analysis indicates that the degree of knowledge and skill required for the job has increased. The employee appointed to the job will be required to possess a higher level of knowledge and ability regarding Microsoft software such as Word, Excel, Access, PowerPoint, Windows, and Outlook and perhaps Project Manager. In addition, the employee performing the work will be required to learn the fundamentals of GIS, become an expert user of RouteSmart, and later train other employees in DPW how to use the software to improve the effectiveness and efficiency of route operations. This set of higher level knowledge and skills indicates that it is appropriate to reclassify the position to a Program Assistant II.

We therefore recommend that one position of Program Assistant I in Pay Range 5EN be reclassified to Program Assistant II in Pay Range 5FN.

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