



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

January 13, 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 will be submitted to the City Service Commission on **January 14, 2014**. We recommend these changes subject to approval by the City Service Commission.

In the Common Council – City Clerk, one position of Accounting Assistant II, Pay Range 6HN is recommended for reclassification to Program Assistant I, Pay Range 5EN.

In DOA - Office of Environmental Sustainability, one position of Project Manager – Milwaukee Shines, Pay Range 2IX is recommended for retitle to Environmental Sustainability Program Coordinator, Pay Range 2IX.

In the Health Department, one new position is recommended for classification as Human Resources Analyst – Senior, Pay Range 2FX.

In the Library, one new position is recommended for classification as Library Volunteer Coordinator, Pay Range 2DN.

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, James Owczarski, Rebecca Grill, Angelyn Ward, Mary Cardosa, Sharon Robinson, Matthew Howard, Bevan Baker, Joe'Mar Hooper, Yvette Rowe, Barbara Henry, Consuelo Hernandez, Boyd McCamish, Kenneth Wischer, Daniel Panowitz, Calvin Lee, and Penni Secore (DC48)



JOB EVALUATION REPORT

City Service Commission Meeting Date: January 14, 2014

COMMON COUNCIL – CITY CLERK

Current	Request	Recommendation
Accounting Assistant II PR 6HN (\$37,456 - \$41,449)	Program Assistant I PR 5EN (\$40,100 - \$46,261)	Program Assistant I PR 5EN (\$40,100 - \$46,261)

DOA – OFFICE OF ENVIRONMENTAL SUSTAINABILITY

Current	Request	Recommendation
Project Manager-Milwaukee Shines PR 2IX (\$57,884 - \$81,034)	Environmental Sustainability Program Coordinator PR 2IX (\$57,884 - \$81,034)	Environmental Sustainability Program Coordinator PR 2IX (\$57,884 - \$81,034)

HEALTH DEPARTMENT

Current	Request	Recommendation
New Position	Human Resources Analyst - Senior PR 2FX (\$47,816 - \$66,946)	Human Resources Analyst - Senior PR 2FX (\$47,816 - \$66,946)

LIBRARY

Current	Request	Recommendation
New Position	Personnel Analyst PR 2DN (\$42,079 - \$58,907)	Library Volunteer Coordinator PR 2DN (\$42,079 - \$58,907)

COMMON COUNCIL – CITY CLERK

Requested: **Program Assistant I** **PR 5EN**
Recommended: **Program Assistant I** **PR 5EN**

Through a reorganization that included the elimination of one position of Council Files Specialist in Pay Range 5IN (\$47,306 - \$54,128), and the restructuring of duties and responsibilities the Department has requested that we study one position of Accounting Assistant II that has acquired a number of additional duties. This position performs departmental personnel, payroll, and accounting functions; manages GovQA for citywide departments; assists with the introduction of new matters to the Common Council; and assists in the publication of matters as required by the City Charter and State Statutes.

Duties and Responsibilities

- 50% Enter employee and elected official time records; maintain payroll records and salary histories for the Common Council and all Divisions of the City Clerk's Office; answer questions regarding pay practices and administer benefits; input data, including personnel transactions, into the Human Resources Management System (HRMS); process payroll and allowances for elected officials, management, represented employees and Milwaukee Police Association Liaisons; process pay increases and other adjustments; produce reports for departmental management; and retrieve information from HRMS.

- 10% For the Finance and Personnel Committee Chairperson: type correspondence, speeches, petitions and inquiries; set-up and maintain filing systems; and process mailings.
- 10% Provide administrative support and backup for posting notices, updating website calendar, scheduling meeting rooms, administering oaths of office, scheduling temporary staff etc.
- 10% Maintain up-to-date calendar/database and schedule of meetings for committee room assignments; and schedule use of these committee rooms by all City departments and outside agencies.
- 10% Assist the City Clerk or designee in the introduction of new matters to the Common Council.
- 5% Be responsible for handling data transaction reports between GovQA and City departments; troubleshoot GovQA requests as they arise; and be responsible for training Common Council/City Clerk employees on the system.
- 5% Assist in the publication of matters as required by the City Charter and State Statutes; proofread published matters; and file affidavits with the State of Wisconsin and Milwaukee County as required.

Minimum requirements include four years of office experience including at least one year of experience at the Accounting Assistant I or Personnel Payroll Assistant I level. College-level or technical coursework may be substituted for part of the experience requirement but not for the one year of experience at the level of Accounting Assistant I or Personnel Payroll Assistant I.

Analysis & Recommendation

The duties and responsibilities of the Council Files Specialist have been distributed to other positions in the Department including the position under study. As a result this position is now responsible to maintain an up-to-date calendar/database and schedule of meetings for committee room assignments, and to schedule the use of committee rooms by City departments and outside agencies; assist in the publication of matters as required by City Charter and State Statutes, proofread published matters, and file affidavits with the State of Wisconsin and Milwaukee County; and assist the City Clerk or designee in the introduction of new matters to the Common Council.

To study this position, comparisons were made to several other classifications including Program Assistant I in Pay Range 5EN. The job specification for Program Assistant I indicates that these positions perform a variety of office support and administrative work in support of a program or distinct area of operations within a City department, carry out duties and responsibilities independently, and consult with managers and professionals regarding unusual situations requiring the interpretation of policies. Requirements include a good working knowledge of policies and procedures associated with a particular program or area of operations and significant on-the-job work experience.

The level of this position has increased as it will be performing additional duties and serving as a backup for other office functions. We agree with the requested classification of Program Assistant I in Pay Range 5EN as the level is appropriate and the title reflects the wider variety of office support and administrative work being performed. We therefore recommend that this position of Accounting Assistant II in Pay Range 6HN be reclassified to Program Assistant I in Pay Range 5EN. As the reorganization was implemented Pay Period 20, 2013 and related promotions took place at that time James Owczarski, City Clerk, has requested that this reclassification also be effective Pay Period 20, 2013.

DOA – OFFICE OF ENVIRONMENTAL SUSTAINABILITY

Requested:	Environmental Sustainability Program Coordinator	PR 2IX
Recommended:	Environmental Sustainability Program Coordinator	PR 2IX

Background

On January 8, 2014, we received a request from Matthew Howard, Environmental Sustainability Director, to change the title of the position of Project Manager - Milwaukee Shines in Pay Range 2IX to Environmental Sustainability Program Coordinator in the same pay range to more accurately reflect the position's different responsibilities and duties. In studying this request, a revised job description for the position was reviewed.

The requested change is due to the expiration of the grant that funded Milwaukee Shines and a subsequent shift in in the position's responsibilities to other environmental sustainability programs, specifically ReFresh Milwaukee and the Milwaukee Energy Efficiency (Me²) Program.

Responsibilities and Recommendation

The Department has stated that this position is now performing the following responsibilities:

- Provides support in implementing goals and strategies outlined in *ReFresh Milwaukee*.
- Works with various departments to align budgets and goals to *ReFresh Milwaukee*.
- Directly manages several priority areas within *ReFresh Milwaukee* including
 - Providing land use planning and zoning support to the Department of City Development and other City departments;
 - Developing a City green infrastructure policy plan in conjunction with DPW sewer maintenance programs;
 - Preserving and expanding riparian corridors as redevelopment occurs; and
 - Providing support as needed to the Inner Harbor Redevelopment catalytic project.
- Leads *Milwaukee Shines* solar program in post-grant capacity, to implement goals and strategies outlined in *ReFresh Milwaukee*.
- Supports *Milwaukee Energy Efficiency (Me²)* program through promotion of residential program and support implementing commercial PACE.
- Leads and develops neighborhood outreach to expand engagement with *ReFresh Milwaukee* goals for the broader community.
- Manages outreach, design, social media and marketing for the Office of Environmental Sustainability, as directed by the Director.

Due to the fact that the title requested is descriptive of the actual duties and responsibilities of the job we recommend that it be changed to the title of Environmental Sustainability Program Coordinator in Pay Range 2IX.

HEALTH DEPARTMENT

Requested:	Human Resources Analyst - Senior	PR 2FX
Recommended:	Human Resources Analyst - Senior	PR 2FX

Background

In November of 2013, we received a request from Barbara Henry, Health Personnel Officer, to classify a new position in the 2014 budget for the Milwaukee Health Department. In studying

this position, a job description, provided by the department, was reviewed. The employee performing this job will report to the Health Personnel Officer.

Responsibilities and Recommendation

The duties and responsibilities of the position, as reflected in the job description, fall into the following categories:

- Staffing
- Human Resources Administration
- Employee Relations
- Other Responsibilities

Staffing includes the full range of work needed to hire new employees. Working independently and with the Department of Employee Relations, the employee filling this position will recruit employees, assist with interviewing potential employees, extend job offers, and perform pre-employment work such as verifying credentials and references, and ensuring that drug tests are conducted. This area also includes conducting the Department's new employee orientation program.

Human Resources Administration includes administering family and medical leave; coordinating the department's sick leave control program; coordinating the department's accident reporting system; working with Employee Relations on worker's compensation claims; ensuring compliance with job-related requirements such as certifications, license renewals, and immunizations; and administering benefits such as parking placards, reimbursement for safety shoes, and requests for tuition reimbursement.

Employee Relations duties include answering questions from staff regarding the department's work rules, policies, and procedures; investigating personnel matters; advising managers and supervisors on issues that potentially involve disciplinary action; and composing warning notices and disciplinary actions as required.

Other Responsibilities include performing short and long-term special projects and assisting the Health Personnel Officer with all aspects of human resources administration.

The requirements for the job include a Bachelor's Degree with an emphasis in Human Resources Management or related area and a minimum of two years of relevant work experience.

The nature and level of work associated with this job is consistent with the existing job classification of Human Resources Analyst-Senior in Pay Range 2FX. We therefore recommend this new position be classified as Human Resources Analyst-Senior in Pay Range 2FX.

LIBRARY

Requested:	Personnel Analyst	PR 2DN
Recommended:	Library Volunteer Coordinator	PR 2DN

The 2014 budget includes a new position at the Library that will, under general supervision, coordinate the Library's Volunteer Program including recruitment, interviewing, selecting, training, placing, recognizing and rewarding volunteers; develop and implement program goals and objectives, and methods to sustain participation; maintain records; and assist in promoting

the Library's Volunteer Program through public speaking and participating in community events and activities.

Duties and Responsibilities

- 40% Assist in assessing volunteer needs; plans, coordinates, and oversees the Library's Volunteer Program; recruits, interviews, tests and selects volunteer applicants and determines what knowledge, skills and abilities are needed; receives and maintains a file of volunteer applications; handles all correspondence; determines suitability of assignments and refers volunteers to managers; works closely with Administrators and Managers to identify opportunities for volunteer support and maintains listing of positions; identifies and implements recruitment strategies through outreach to organizations and agencies; plans, directs, and organizes orientation for new volunteers; and coordinates training between staff and volunteers.
- 40% Develop and maintain a volunteer handbook and ensure that all volunteers receive a copy; maintain contact with volunteers throughout their involvement with the Library through in-person, telephone and email communications; receive feedback from staff and volunteers; conduct meetings with staff to determine ways to maximize the value of the Volunteer Program; prepare and maintain records of work performed; and prepare reports regarding the Volunteer Program.
- 10% Develop and implement activities and programs to promote volunteer recognition, motivation and retention; develop and maintain positive relationships with volunteers; and plan coordinate formal recognition program.
- 5% Assist administrators and managers in addressing performance deficiencies and issues by providing additional training, reassigning the volunteer, or terminating the assignment.
- 5% Work with the Library Marketing and Communications Department to prepare brochures and marketing tools to publicize and advertise the Volunteer Program and to attract volunteers; and may write grants in support of or to enhance the Volunteer Program.

Minimum requirements include a Bachelor's Degree in Education, Public Administration or related field with an emphasis in social services and three years of professional experience in a public service organization. Experience as a volunteer coordinator is preferred and equivalent combinations of education and experience may be considered.

Analysis & Recommendation

Comparisons were made to other positions in the City including the following positions in the requested level of Pay Range 2DN.

Election Services Specialist
Human Resources Analyst
Personnel Analyst

There are two positions of Election Services Specialist and one has the basic function of overseeing campaign finance reports; early voting; recruitment and training of chief inspectors, election inspectors, and special registration deputies; the hiring and managing of temporary office staff; coordinating the "Adopt-a-Voting Site Program"; procurement and contract administration; and general office support. The basic functions of the Human Resources Analyst and the Personnel Analyst are similar and consist of performing professional level human resources functions such as staffing, training, compensation, administration and discipline.

The position under study has some similar duties and responsibilities and the requested level of 2DN is appropriate. We recommend the title of Library Volunteer Coordinator since the position has some unique functions of coordinating and working directly with numerous volunteers. We therefore recommend this new position be classified as Library Volunteer Coordinator in Pay Range 2DN.

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


In the Salary Ordinance, under Pay Range, 2DN, add the title "Library Volunteer Coordinator"; under Pay Range 2IX, delete the title "Project Manager – Milwaukee Shines" and add the title "Environmental Sustainability Program Coordinator".


In the Positions Ordinance,

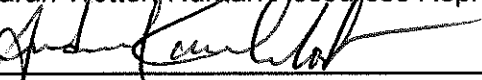
under Department of Administration – Office of Environmental Sustainability, delete one position of "Project Manager-Milwaukee Shines (A)(X)(Y) and add one position of "Environmental Sustainability Program Coordinator (A)(X)(Y)".;


under Health Department, Human Resources, delete one position of "Human Resources Analyst" and add one position of "Human Resources Analyst – Senior".;

under Library, Administrative Services Decision Unit, Administration Bureau, Personnel Section, delete one position of "Personnel Analyst (X)" and add one position of "Library Volunteer Coordinator (X)".

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