



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

June 12, 2015

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

Dear Committee Members: Re: Common Council File Number **150258**

The following classification and pay recommendations were approved by the City Service Commission on **June 9, 2015**.

In the Department of Employee Relations, one position of Human Resources Analyst-Senior, Pay Range 2FX was recommended for reclassification to Human Resources Representative, Pay Range 2HX.

In the Department of Neighborhood Services, one position of Commercial Code Enforcement Inspector, Pay Range 3LN was recommended for reclassification to District Code Enforcement Supervisor, Pay Range 1EX.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 2 Job Evaluation Reports
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Deborah Ford, Victoria Robertson, Arthur Dahlberg, Thomas Mishefske, Lynne Steffen, Boyd McCamish, Kenneth Wischer, Daniel Panowitz, Calvin Lee, and Penni Secore (DC 48)



JOB EVALUATION REPORT

City Service Commission Meeting: June 9, 2015

Department of Employee Relations

Current	Request	Recommendation
Human Resources Analyst - Senior PR 2FX (\$48,294 - \$67,616)	Human Resources Representative PR 2HX (\$54,865 - \$76,806)	Human Resources Representative PR 2HX (\$54,865 - \$76,806)

Action Required

In the Positions Ordinance, under Department of Employee Relations – Operations Division, Certification and Salary Services, delete one position of "Human Resources Analyst-Senior" and add one position of "Human Resources Representative".

Background

In April of 2013 the Department of Employee Relations (DER) transferred a Labor Relations Analyst-Senior position in Pay Range 2FX from the Labor Relations Division to the Operations Division. At that time the title of the position became Human Resources Analyst-Senior but there was no change in pay range. The reassignment of this position stemmed from the impact of the State of Wisconsin Act 10 legislation on the City's responsibilities and obligations in the field of human resources, employee relations, and grievance administration.

Prior to Act 10, the Labor Relations Division had three full time equivalents (FTE) of staff, including the City's Labor Negotiator. With bargaining responsibilities limited to protective service personnel and a small number of certified bargaining groups able to bargain only over base wages, a decision was made to reassign the Labor Relations Analyst-Senior position to the Operations Division of DER. The duties and responsibilities were redefined to better address the general human resources needs of the department including employee investigations, leave administration, disciplinary advice, employee complaint investigation and processing, supervisory development and training, policy development and administration, and human resources compliance.

Duties and Responsibilities

A summary of the duties and responsibilities of this position is presented below.

- Manages City-wide audit program to ensure compliance with the Department of Homeland Security Employment Verification requirement whereby a Form I-9 (Employment Eligibility Verification Form) is processed for each City of Milwaukee employee; monitors compliance of other verifying Departments; coordinates legal changes and challenges with an Assistant City Attorney; and communicates updates with team members and trains when necessary.
- Manages the City's Unemployment Insurance function in conjunction with the third party administrator, including electronic, written and verbal responses to the State Department of Workforce Development; advises Department managers on appropriate action; creates and files Quarterly State Reports and Twelfth of the Month Reports; and provides training as needed.
- Researches, develops and administers human resources policies, guidelines and procedures when requested by the Employee Relations Director, Certification and Salary Systems Administrator, and other senior managers including the Family and Medical Leave Act (FMLA),

leave benefits, workplace violence, accommodations under the Americans with Disabilities Act (ADA), and residency.

- Provides guidance to City managers and employees regarding their rights, roles and responsibilities in the areas of FMLA, ADA, Equal Employment Opportunity (EEO), employee relations, leave benefits, hours, pay, performance management and related areas in compliance with the Milwaukee Code of Ordinances, the Salary Ordinance, and state and federal laws and regulations.
- Provides coverage for the Certification and Salary Systems Administrator and assists with implementation of City-wide mass rate changes for general City employees and protected service employees.
- Serves in rotation with other DER staff to facilitate New Employee Orientation; serve as the Department's Records Retention Coordinator; and assists with developing annual training goals.

The minimum education and experience requirements for this position include a Bachelor's Degree in Human Resources, Public Administration or closely related field; and three years of professional experience successfully performing duties equivalent or closely related to the essential functions of this position. Equivalent combinations of education and experience may be considered.

Analysis

Over the past two years this position has evolved significantly and taken on complex and difficult administration of human resources functions on behalf of the City and in support of operating departments. This position is independently responsible for unemployment insurance administration, FMLA administration, and compliance with Identity and Employment Eligibility Verifications (I-9s) under Homeland Security regulations.

Within DER there is a career ladder for human resources positions as shown below.

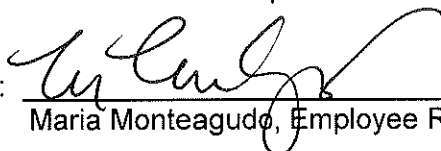
Human Resources Analyst	PR 2DN	\$42,500 - \$59,498
Human Resources Analyst-Senior	PR 2FX	\$48,294 - \$67,616
Human Resources Representative	PR 2HX	\$54,865 - \$76,806

Human Resources positions assigned to the Staffing or Compensation Divisions perform specialized work within those functional areas. At the senior level they are expected to have two years of experience performing the duties related to their positions in addition to a Bachelor's Degree with a major in Human Resources, Industrial Relations, Education, Psychology or related field. Equivalent combinations of education and experience may be considered. Supervision and guidance is provided on a regular basis until employees have achieved proficiency and developed an advanced understanding of civil service regulations and applicable state and federal employment laws.

When promoted to the Human Resources Representative level employees are expected to perform independent analyses of complex human resources issues within their area of expertise and across the field of human resources. The position under study has responsibilities commensurate with the Human Resources Representative level and should therefore be reclassified to reflect those responsibilities.

It is therefore recommended that one position of Human Resources Analyst-Senior in Pay Range 2FX be reclassified to Human Resources Representative in Pay Range 2HX.

Prepared by:



Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: June 9, 2015

Department of Neighborhood Services

Current	Request	Recommendation
Commercial Code Enforcement Inspector PR 3LN (\$42,539 - \$59,095)	District Code Enforcement Supervisor PR 1EX (\$63,810 - \$81,844)	District Code Enforcement Supervisor PR 1EX (\$63,810 - \$81,844)

Action Required

In the Positions Ordinance, under Department of Neighborhood Services, Commercial Inspection Division, Commercial Inspection Section, delete one position of "Commercial Code Enforcement Inspector (X)"; and under Residential Inspection Division, Code Enforcement Section, add one position of "District Code Enforcement Supervisor (X)".

Background

The Department of Neighborhood Services has requested the repurposing of one vacant position of Commercial Code Enforcement Inspector to a supervisory position. A job description was provided and discussions were held with Art Dahlberg, Commissioner of Building Inspection; and Thomas Mishefske, Neighborhood Services Operations Director.

Duties and Responsibilities

The basic function of this position is to manage the staff and operations of the Environmental Code Section. Duties and responsibilities include the following:

- 10% Together with the Division Manager establishes program goals, objectives, and performance measures for the Environmental Code Section; determines resources needed and submits requests for resources through the annual budget and other means; controls resources appropriately; gathers and analyzes data; prepares various written and statistical reports on program accomplishments and policy matters; participates in hiring decisions and makes hiring recommendations; and issues discipline as necessary.
- 40% Supervises the investigation, enforcement, local licensing, and local permit activities of Environmental Risk Officers in the following programs: hazardous material storage and use, permitting of asbestos hazards, vibration noise nuisances and variances; environmental glare and spill light nuisances and control measures; drycleaner license inspection, masonry building cleaning permits, and massage establishment licensing.
- 25% Works with the Division Manager in supervising fire inspections and fire code modification inspections including high hazard occupancies using large amounts of hazardous materials; investigates and enforces compromised life safety systems and illegal high hazard occupancy and use; participates in Fire Code Emergency appeal meetings and Fire Code Modification meetings; oversees special inspection warrants for right of entry for fire inspections; reviews permit applications for the Commercial Division programs including fire prevention, masonry cleaning, and back yard pool construction; and reviews Hazardous Material Management Plans, Fire Code Modification requests,

and Fire Watch plans for hazardous occupancies, special events, and emergency situations.

- 15% Participates as board member for Local Emergency Preparedness Committee meetings on High Hazard Occupancy facilities and works in conjunction with federal and state enforcement agencies including the EPA (Environmental Protection Agency), OSHA (Occupational Safety and Health Agency), DNR (Department of Natural Resources) and the Department of Justice; acts as a liaison with community groups, neighborhood organizations, aldermanic staff, the Milwaukee Fire Department, and others to coordinate environmental, fire and building code compliance; and represents the Department at public hearings, community meetings, and other public forums.
- 10% Develops, implements, and evaluates coaching and training programs for Environmental Risk Officers and other Division employees; reviews employee quantitative and qualitative job performance; supervises office staff and coordinates office activities related to permitting and licensing; and performs other related duties as required or assigned.

Requirements include a Bachelor's Degree in Chemistry, Biology, Physical Science, Environmental Health, Engineering, Architectural Sciences or related field; and three years of experience in environmental code enforcement of commercial fire code enforcement that includes experience as a team or project leader. Equivalent combinations of education and experience may be considered.

Analysis and Recommendation

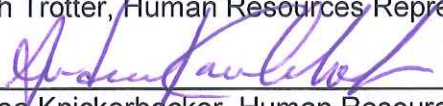
In a recent classification report, submitted for the May 26, 2015 meeting, it was recommended and approved that the five positions of Environmental Risk Officer be reallocated to Pay Range 2FN due to additional higher level duties and responsibilities. These positions have been located at the Lake Tower facility and supervised by a manager who also supervises Residential Code Enforcement Inspectors.


As part of this change in duties and responsibilities the Department is transferring the Environmental Health Section from the Residential Code Enforcement Division to the Commercial Code Enforcement Division to enhance collaboration between the Commercial Code Enforcement Inspectors and the Environmental Risk Officers. This will involve a physical move to the downtown offices. The Department wishes to repurpose one vacant position of Commercial Code Enforcement Inspector to create a supervisory position for this Section. A current District Code Enforcement Supervisor will remain at the Lake Tower location supervising Residential Code Enforcement Inspectors.

A review of the duties and responsibilities indicates that the best fit would be the current classification of District Code Enforcement Supervisor in Pay Range 1EX. The standard job description for this classification indicates that these positions direct, coordinate, develop and supervise an inspection and administrative staff to ensure neighborhoods are maintained to prevent deterioration and preserve property values, while keeping and improving the health, safety and overall quality of life for citizens and business owners. While this new position will have some specific duties related to environmental health the overall supervisory duties and responsibilities are comparable to those of a District Code Enforcement Supervisor.

We therefore recommend that one position of Commercial Code Enforcement Inspector in Pay Range 3LN be reclassified to District Code Enforcement Supervisor in Pay Range 1EX.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director