



Department of Employee Relations

May 13, 2016

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

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

Dear Committee Members:                      Re: Common Council File Number **151764**


The following classification and pay recommendations were approved by the City Service Commission on **April 26, 2016**.

In the Common Council – City Clerk’s Office, one new position was recommended for classification to Workforce Development Coordinator, PR 2GX.

In the Department of Neighborhood Services, one new position was recommended for classification to Compliance Programs Coordinator, PR 2FX.

In the Department of Public Works – Infrastructure Services, DPW – Water Works and the Library, the positions of Electrical Mechanic and Electrical Mechanic Apprentice were recommended for reclassification and pay recommendations.

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: 3 Job Evaluation Reports  
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Eric Pearson, William Christianson, Deborah Ford, Nicole Fleck, James Owczarski, Richard Pfaff, Angelyn Ward, Terry MacDonald, Thomas Mishefske, Lynne Steffen, Emily McKeown, Ghassan Korban, Preston Cole, Jeffrey Polenske, Dan Thomas, Rollin Bertran, Thomas Pechacek, Carrie Lewis, Laura Daniels, Dawn Crowbridge, Paula Kiely, Jennifer Meyer, Arvis Williams, and Kenneth Wischer (AFSCME32)



**JOB EVALUATION REPORT**

City Service Commission Meeting: April 26, 2016

**COMMON COUNCIL-CITY CLERK**

<b>Current</b>	<b>Request</b>	<b>Recommendation</b>
New Position	Study of Position	Workforce Development Coordinator PR 2GX (\$51,469 - \$72,063)

**Action Required**

In the Salary Ordinance, under Pay Range 2GX, add the title "Workforce Development Coordinator".

In the Positions Ordinance, under Common Council – City Clerk, Central Administration Division, delete one position of "Community Economic Development Director" and add one position of "Workforce Development Coordinator".

**Background**

This position was created in conjunction with the City's 2016 budget as a workforce development champion, service coordinator, and one-stop source of information regarding workforce development programs for elected officials. It was placed in the Office of the Common Council/City Clerk under the direction of the City Clerk. While holding discussions with the City Clerk and Deputy City Clerk regarding the job, the Department of Employee Relations provided assistance in developing the position's job description.

**Duties and Responsibilities**

This position will champion workforce development and training programs for City residents, including those participating in the City of Milwaukee's Residents Preference Program by connecting City residents to programs and services, particularly those leading to employment in the construction industry, and acting as a clearing house for all workforce training and development programs in the City. Specific areas of responsibilities will include the following:

- Creating and maintaining relationships with private companies and organizations involved with workforce development, such as the Milwaukee Area Workforce Investment Board, and many others.
- Providing elected officials with a single source of information and referral regarding construction projects in the City that may offer employment, work readiness training, apprenticeships, specialized training, job search assistance, and the like
- Referring residents to appropriate community organizations and educational institutions offering job training apprenticeships, workforce readiness training, career development and job search assistance, and following up with individuals referred to evaluate their experience.
- Monitoring every major current or proposed development project being undertaken in the City to identify potential training and employment opportunities for residents. Monitoring training and apprenticeship programs for residents, identifying barriers to enrollment in programs and post-completion challenges to employment.
- Developing a wide range of materials and media to promote training and development opportunities to City of Milwaukee residents
- Planning, organizing, and participating in outreach events for different populations to promote job training and employment opportunities; participating in outreach events sponsored by other organizations.

### Knowledge, Skills, Abilities, and Competencies (KSAs)

This job analysis, which was conducted to recommend an appropriate job title and pay level, indicates that the most prominent KSAs for fully satisfactory job performance are as follows:


- Knowledge of workforce development and workforce training programs
- Knowledge of urban economic and social issues related to employment
- Knowledge of workforce training regarding special populations such as veterans, members of minority groups, those who have served time in correctional facilities, women, older workers, those with chronic health issues, those with disabilities, and others
- Ability to create and maintain relationships with members of community organizations, private employers, members of the media, elected officials, and other stake holders
- Ability to recruit residents to participate in programs
- Ability to create a variety of media communications for different audiences

Although a separate job analysis will be conducted to establish the minimum requirements for the position, it appears that a bachelor's degree in public policy, urban affairs, business administration, or human resources may be appropriate in combination with at least three years of related professional experience.

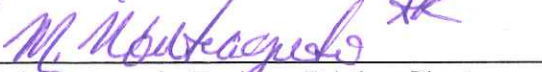
The nature of work associated with this job combines community outreach; public relations (in terms of media development); liaison work between elected officials, residents, and businesses and workforce development programs; and that of an information broker for residents, elected officials and others regarding workforce development opportunities. The level of work, meaning the degree of responsibility exercised, and degree of knowledge, skill, abilities, and competencies required for successful job performance appears to place the job among those requiring a four-year degree or equivalent and work experience in workforce development programs.

Our study indicates that the jobs of Staff Assistant and Staff Assistant to the Mayor function at a similar level in terms of responsibility for creating and maintaining relationships, serving as a liaison to the public, and performing extensive outreach work to a number of different constituencies. Those job classifications are assigned to Pay Range 2GX which is compensated from \$51,469 to 72,063 annually.

Taking this analysis into consideration, we recommend that this new position be classified as a Workforce Development Coordinator in Pay Range 2GX. It should be noted that the budgeted salary for this new position falls within the 25<sup>th</sup> percentile of the recommended pay range.

Prepared by:   
Laura Sutherland, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 26, 2016

NEIGHBORHOOD SERVICES

Current	Request	Recommendation
New Position	Program Manager PR 2GX (\$51,469 - \$72,063)	Compliance Programs Coordinator PR 2FX (\$48,294 - \$67,616)

The Department of Neighborhood Services (DNS) has requested a classification study of one new position that will work with the Compliance Loan Program and the Compliance Assistance Program. A job description was provided and discussions were held with Lynne Steffen, Business Operations Manager-Neighborhood Services.

The basic function of this new position is to manage the Compliance Loan Program and oversee the \$500,000 budget; work with homeowners to provide financing to abate code violations; manage the Compliance Assistance Program (Alternative Code Enforcement); and work with homeowners to develop abatement strategies and obtain proper financing for home rehabilitation projects. Duties and responsibilities include the following:

- 35% Compliance Loan Program – manage the program and explain details to interested homeowners; screen homeowners for program eligibility; review submitted applications; work with applicants to ensure proper documentation is submitted; refer non-qualified applicants to other community resources; coordinate with DNS Inspectors who make referrals; act as a liaison between homeowners, contractors, and DNS Inspectors to ensure proper completion of projects; and conduct loan closings.
- 35% Compliance Assistance Program – manage the program and serve as a liaison between DNS, homeowners, neighborhood groups, Office of the City Attorney, and other interested parties; oversee other alternative enforcement strategies; screen homeowners for eligibility for available resources; review submitted applications; refer individuals to appropriate services for which they qualify including home repair programs, legal services, foreclosure counseling, and financial counseling; assist individuals with filling out applications and explain the qualification process for assistance programs; and establish deadlines and ensure that individuals adhere to them.
- 15% Outreach – represent DNS to community and neighborhood groups; establish and maintain an extensive referral network between all City programs and community resources available to homeowners; partner with community groups to gain compliance on specific properties with struggling homeowners; and give professional presentations on program goals and accomplishments to City leaders and community members.
- 15% Records Management, Research and Other Duties – record mortgages with Milwaukee County; ensure loan agreements are signed by all appropriate parties; monitor expenditures against the budget; monitor trends; track applicant statistics and prepare reports as needed; conduct research and complete special projects as directed by the Commissioner of Neighborhood Services and Division Managers; and perform other duties as assigned.

Minimum requirements include a bachelor's degree in Business, Finance, Public Policy, Political Science, Economics, Communications or related field OR four years of office support experience with at least one year at or above the level of an Office Assistant III or at least one year as a senior or lead worker. Equivalent combinations of education and experience may also be considered. These requirements have not yet been assessed by the Staffing Division.

This new position was created in the 2016 budget to provide administrative support for the Code Compliance Loan Program. This program provides deferred payment loans to eligible homeowners to pay for repairs to correct code violations. It is expected that 30-35 loans will be provided in 2016 with a funding of \$500,000. The supervisor of this position will have responsibility to manage and oversee the program but this position will be performing the day-to-day functions including screening homeowners for eligibility, reviewing submitted applications, acting as a liaison between homeowners, contractors, and DNS Inspectors, scheduling and holding loan closings, and referring non-qualified applicants to other community resources. This position will also be performing the day-to-day functions of the Compliance Assistance Program. This program provides referrals to other community resources such as home repair programs, legal services, foreclosure counseling, and financial counseling.

Comparisons were made to other City positions including the following:

Title	Pay Range and Rates	Department
Community Outreach Liaison	2EX (\$45,305 - \$63,426)	DCD and Mayor's Office
Community Outreach Project Liaison	2FX (\$48,294 - \$67,616)	DCD
Grant Monitor	2GX (\$51,469 - \$72,063)	Department of Administration

Community Outreach Liaison – the position in the Mayor's Office serves as the point-of-contact for the Mayor's constituency to address their concerns through public interaction and written and oral communication. Duties and responsibilities include constituent relations, internship coordinator, open records requests, and managing the appointments to twenty boards. The position in DCD focuses on community outreach efforts for the City's Foreclosure Initiative. Duties and responsibilities include promoting and providing information on department programs; representing the City and DCD at meetings and events; working with City Departments, political representatives, schools, community-based organizations, businesses, lenders and real estate professionals to identify potential homebuyers for foreclosed properties and promote homeownership opportunities in the community; and prepare and present reports to policymakers, funders and other stakeholders.

Community Outreach Project Liaison spearheads the Community Outreach Program on behalf of the Neighborhood Improvement Development Corporation (NIDC) to create a bridge between the NIDC housing development programs and the community, including residents, neighborhood organizations, real estate professionals, lenders and other community stakeholders. Duties and responsibilities include managing the Community Improvement Project (CIP) grant program that provides grants for community projects that involve community members and make physical improvements to Milwaukee neighborhoods; and reviewing applications, making recommendations to the NIDC Administrative Review Committee for approval, preparing and closing grant agreements, reviewing and approving grant reimbursements, and monitoring projects.

Grant Monitor is responsible for monitoring and evaluating several Community Development projects; providing technical assistance to project operators on an ongoing bases in the implementation of approved activities; ensuring that grant funded activities conform to all program requirements; evaluating the effectiveness of project activity and the performance of project operators; and preparing related reports.

The closest match is the Community Outreach Project Liaison in Pay Range 2FX which also has responsibility for a community program, reviews applications, prepares and closes financial agreements, performs outreach activities and monitors projects. As the term "manager" is usually reserved for higher level positions with supervisory responsibility; and to describe the type of programs this position works with, we recommend the title "Compliance Programs Coordinator".

We therefore recommend classifying this new position as "Compliance Programs Coordinator" in Pay Range 2FX.



**Action Required**

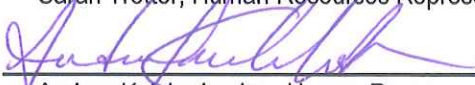
In the Salary Ordinance, under Pay Range 2FX, add the title "Compliance Programs Coordinator".

In the Positions Ordinance, under Department of Neighborhood Services, Support Services Division, Administrative Services Section, delete one position of "Administrative Specialist Senior" and add one position of "Compliance Programs Coordinator".

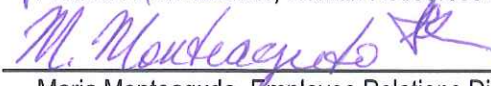
Prepared by:

  
\_\_\_\_\_  
Sarah Trotter, Human Resources Representative

Reviewed by:

  
\_\_\_\_\_  
Andrea Knickerbocker, Human Resources Manager

Reviewed by:

  
\_\_\_\_\_  
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: April 26, 2016

**DPW-INFRASTRUCTURE SERVICES, DPW- WATER WORKS, & LIBRARY**

Current	Recommendation
Electrical Mechanic PR 7MN (\$56,703 - \$63,003) Footnoted Rates	Municipal Services Electrician PR 7QN (\$63,169 - \$72,221) Footnoted Rates
Electrical Mechanic Apprentice PR 7JN (\$31,491, \$37,814, \$47,247, \$56,701) Footnoted Rates	Municipal Services Electrician Apprentice PR 7KN (\$33,247, \$39,896, \$49,871, \$59,845) Footnoted Rates
This report recommends a change in classification titles and rates of pay for electricians and electrician apprentices employed by the City of Milwaukee. The low applicant response to recent City of Milwaukee job postings for Electrical Mechanic as well as cost of labor data for southeastern Wisconsin shows that the current rates of pay are not competitive. Increasing the rates of pay will impact the City's ability to attract viable candidates and to retain current employees.	

**Background**

The Department of Employee Relations has received a request from Jeff Polenske, City Engineer, and Carrie Lewis, Water Works Superintendent to study the market rate of pay for Electrical Mechanic to assist in recruitment and retention for these positions. In addition, the Water Works has requested the reclassification of two positions of Water Plant Instrumentation Specialist to the electrician title because of the difficulty in recruiting candidates with the experience required for an Instrumentation Specialist.

The City of Milwaukee employs electricians in the current title of Electrical Mechanic in the Department of Public Works in the Infrastructure Services Division and also Water Works. The Milwaukee Public Library employs an Electrical Mechanic in their Facilities and Fleet Section. The chart below shows the position authority within each department and division as well as the recommended changes to classifications.

Department/Division	Section	#	Current	#	Recommendation
DPW-Infrastructure Services Transportation Operations	Signal Shop	13	Electrical Mechanic	13	Municipal Services Electrician
	Street Lighting	47		47	
	Underground Communications	17		17	
	Auxiliary Positions	5		5	
DPW-Infrastructure Services Bridges and Buildings	Bridge Operations & Maintenance	2	Electrical Mechanic	2	Municipal Services Electrician
DPW-Infrastructure Services Sewer Maintenance	Underground	1	Electrical Mechanic	1	Municipal Services Electrician
DPW-Water Works Plants	Electrical and Instrumentation	6	Electrical Mechanic	8	Municipal Services Electrician
		2	Water Plant Instrumentation Specialist	0	
Library Administrative Services	Facilities and Fleet	1	Electrical Mechanic	1	Municipal Services Electrician
<b>Total Positions</b>		<b>94</b>		<b>94</b>	

## Duties and Responsibilities of Positions

### Electrical Mechanic, DPW-Infrastructure Services & Water Works, Library, PR 7MN (\$56,703 - \$63,003)

These positions are responsible for inspecting, installing, servicing, repairing, and maintaining electrical equipment for the City's street lighting, traffic control, water and sewer instrumentation, communication network systems, buildings, and facilities. A City electrician will inspect, install, service, repair and/or maintain the following:

- Overhead and underground wires, cables, transformers, switchgear and other accessories, underground conduits, manholes, and vaults.
- Electronic/electrical and mechanical equipment and poles used to carry wires and cable. Computerized systems, monitoring/control systems, DC battery systems, high voltage systems (>7KV), variable speed drive equipment, HVAC systems, alarms, and various motor types.
- Cranes, telemetry, fiber optic and metallic cable, data-line telemetry, parking control, and other electric/electronic systems. Programmable logic controllers and all types of raceway systems.
- Drive or operate commercial and/or non-commercial vehicles as needed in the assigned work unit.

Minimum requirements include two year of experience installing, maintaining and repairing electrical services and equipment, a Commercial Driver's License A, B, and C covering general, air brakes and combination sections within six months of appointment. Desirable qualifications include successful completion of an electrical apprenticeship program and State of Wisconsin certification as a Master or Journey-level Electrician.

### Electrical Mechanic Apprentice, DPW, PR 7JN (\$31,491 - \$56,701)

The Apprentice program provides for the recruitment, selection, and subsequent preparation of employees who have sufficient aptitude and background to underfill City of Milwaukee Electrical Mechanic positions as Apprentices. Apprentices who satisfactorily complete this program and who are recommended by the Department's Training Advisory Committee and approved by the Department of Employee Relations per City Service Commission rules will then fill Electrical Mechanic positions in the Department of Public Works. Currently 10 positions in DPW are filled at the apprentice level.

Apprentices are paid a percentage of the hourly wage paid to Electrical Mechanics in four increments. (At 50%, 60%, 75%, 90%). Advancement through the pay steps is based upon satisfactory performance and the number of hours completed in the training program.

### Water Plant Instrumentation Specialist, DPW-Water Works, PR 3KN (\$47,779 - \$54,669)

This position installs, repairs, services and calibrates process and control instrumentation of the Milwaukee Water Works. Duties and responsibilities include:

- Install, repair, service, calibrate to specification, and perform preventive maintenance of plant process instrumentation essential to the operation of the plants and production of high quality water. Data generated by these instruments is used for documenting regulatory compliance and process control. Instrumentation includes turbidimeters, particle counters, and pH meters, ultrasonic level indicators and readouts telemetering, transmitting and receiving/recording equipment, flow meter equipment, and on-line analyzers associated with the following chemicals: ozone, oxygen, alum, fluoride, sodium hypochlorite, phosphoric acid, ammonia. Interpret and utilize electrical, electronic, pneumatic, and control schematics and technical data supplied with instruments relative to their ranges and calibration curves. Use related test equipment and methods and software applications to diagnose system problems and locate malfunctioning equipment.



- Use computerized Maintenance Management System for maintaining records of preventive and demand maintenance requests. Maintain equipment repair logs and system status reports. Recommend items for and levels of inventory to maximize workplace efficiency and reduce "down time".
- Install, repair, service and calibrate to specification bench top laboratory quality control instrumentation.
- Independently research and order parts from vendors to complete tasks.
- Promote workplace safety by demonstrating and maintaining knowledge of safety equipment.

Minimum requirements include an Associate's degree in Electronics Technology and three years' experience working with electronics technology field with demonstrated ability in diagnosing and repairing process control equipment.

### **Recruitment and Retention Issues**

#### DPW-Infrastructure Services:

Within DPW-Infrastructure Services there have been ten retirements of Electrical Mechanics between 2010 and 2015 with three additional employees indicating they will retire in 2016. In 2015, two relatively newer employees (hired in 2012 and 2013) resigned from City employment to take higher paid positions. One additional employee has resigned in 2016 to take a position with the local union hall.

The Department of Employee Relations last posted a job announcement for Electrical Mechanic in November of 2015. This recent recruitment yielded a limited number of viable candidates. From this recruitment ten applications were received, five candidates were placed on the eligible list, and two candidates were hired effective March 2016. Based upon the projected number of retirements in DPW, it is likely that this job announcement will be posted in the future as a continuing examination.

#### DPW-Water Works:

The DPW-Water Works currently has five Water Plant Instrumentation Specialists (PR 3KN) and six Electrical Mechanics (PR 7MN). DPW has requested the reclassification of two vacant Water Plant Instrumentation Specialists to the higher level Electrical Mechanic title due to the inability to recruit candidates. The Instrumentation Specialist title has typically been filled as an internal promotional opportunity. In addition, the department anticipates an additional retirement from this title in the near future.

Water Plant Instrumentation Specialists conduct low voltage work such as installations, replacement and calibration of instruments in the water treatment plants, pumping and booster stations. These various instruments monitor chlorine levels, turbidities, water flows and pressures, etc. Because of the inability to fill the positions, the department has requested reclassification of the positions to an Electrical Mechanic that is able to work on both high and low voltage and thereby perform the duties of both the Instrumentation Specialist and the Electrical Mechanic. It is the Water Work's intention to eliminate the Water Plant Instrumentation Specialist title when the three remaining positions are vacant.

### **Market Rates of Pay**

An assessment of labor market rates in southeastern Wisconsin using data from the Economic Research Institute (ERI) and the Bureau of Labor Statistics indicate the City's current rate for Electricians is not competitive.

#### Pay Data from the Economic Research Institute (ERI) March 2016

Pay data from the ERI, a service to which the City subscribes, indicates an annual mean salary of \$57,970 for Journeyman Electricians. The functions of these positions include:

*Installs, connects, tests, and sustains electrical systems for a variety of purposes, including climate control, security, and communications. Figures layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools.*

Pay data from ERI for a Substation Electrician indicates an annual mean salary of \$67,726. The functions of these positions include:

*Installs, inspects, tests, troubleshoots, repairs, and maintains electrical equipment in generating stations, substations, and in-service relays, including transformers, regulators, load tap changers, circuit switches and breakers, motor-operated and manual switches, bus work, wiring, battery banks and chargers, metal clad switchgear, and other electrical equipment and circuits. Performs testing on substation apparatus, such as power factor, transformer turns ratio, megger, ductor, battery load testing, oil sampling in circuit breakers and transformers, dielectric testing, gas sampling and processing, and other analytical tests as assigned.*

Pay data from the Bureau of Labor Statistics (BLS) May 2014

BLS pay data indicates an annual median rate of pay for Electricians at \$63,814 annually. BLS describes the job tasks of an electrician as:

*Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers"*

BLS pay data for Electricians that perform electrical and electronics repair, or perform powerhouse, substation and relay work is a median rate of \$85,608 annually. BLS describes the job tasks for these jobs as:

*Inspect, test, repair, or maintain electrical equipment in generating stations, substations, and in-service relays.*

An electrician employed by the City of Milwaukee has responsibilities that include inspecting, installing, servicing, repairing, and maintaining electrical equipment for the City's street lighting, traffic control, water and sewer instrumentation, communication network systems, buildings, and facilities. These positions are more similar in nature of work and level of responsibility to that of a Substation Electrician with median rates of pay at \$67,726 or higher.

### **Prevailing Wage Rates**

Historically, the pay rates for Electrical Mechanics at the City of Milwaukee have been established at a rate less than the prevailing wage paid to electricians represented by the Electrical Contractors Association, Milwaukee Chapter NECA, and Local Union 494, IBEW, AFL-CIO. When these employees were previously represented by a union at the City of Milwaukee, the rate of pay negotiated was a percentage of the prevailing wage paid to a Journeyman Wireman employed through the union hall. The last contract settled for 2013 set the City's rate for an Electrical Mechanic at 95% of the prevailing wage at that time with an hourly rate of \$29.99. As a result of across the board increases in 2013 and 2014 the pay rate for Electrical Mechanic is now \$30.29 per hour.

The prevailing wage for a Journeyman Wireman is currently \$35.13 per hour plus fringe benefits that include vacation and holiday pay, health insurance, and pension. These prevailing wage rates will increase in 2016 and 2017 under the current contract between Local Union 494 and Milwaukee area contractors.

Because of the low response to recent City of Milwaukee recruitments it is clear that the current rate of pay of \$30.29 per hour (\$63,003 annual) for Electrical Mechanic is problematic in terms of attracting viable candidates and in retaining current employees within the current labor market.

**Analysis and Recommendation**

Adjusting the rates of pay for this position is necessary to increase the City's ability to attract a higher caliber of candidates and retain employees. This report therefore recommends the creation of a pay range for a new title of Municipal Services Electrician that takes into consideration both the level of responsibility of the position as well as external market rates of pay over time. In this proposed pay range a new employee hired from outside of city employment would start at the minimum rate of the pay range, and then following successful completion of a nine month probationary period, would advance to the probationary increment. An employee who has successfully completed the City of Milwaukee Municipal Services Electrician Apprentice program would receive the probationary increment as a starting rate of pay in the Municipal Services Electrician title.

Consistent with the provisions of the Salary Ordinance if the recommendations of this report are implemented, employees in the Municipal Services Electrician title would receive a 5% increase in pay, or the minimum of the pay range, whichever is higher. Employees in this job title would also advance through the pay range based upon the results of an annual employee assessment. The creation of a pay range for the title will ensure recognition of an employee's successful performance as well as rates of pay that reflect increases in the external labor market.

Rates of pay for an Electrical Apprentice have historically been tied to the rates paid to City of Milwaukee Electricians. The pay range below continues this practice and recommends increments that represent 50%, 60%, 75%, and 90% of the probationary increment rate for Municipal Services Electrician. With the implementation of these recommendations, employees in the Municipal Services Electrician Apprentice title would receive the new rate of pay that is consistent with their current increment.

**Municipal Services Electrician  
 Pay Range 7QN, Footnoted Rates**

	Minimum	Probationary Increment	Maximum
Hourly	\$30.37	\$31.97	\$34.72
Biweekly	\$2,429.59	\$2,557.46	\$2,777.74
Annually	\$63,169.34	\$66,493.96	\$72,221.24

**Municipal Services Electrician Apprentice  
 PR 7KN, Footnoted Rates**

Increment	1	2	3	4
Hourly	\$15.98	\$19.18	\$23.98	\$28.77
Biweekly	\$1,278.73	\$1,534.48	\$1,918.10	\$2,301.72
Annually	\$33,246.98	\$39,896.48	\$49,870.60	\$59,844.72

As this report is recommended for implementation in Pay Period 10, 2016, the 2016 fiscal impact for DPW-Infrastructure Services, which employs the largest number of electricians, is anticipated at \$170,000. However as 36% of the DPW Infrastructure Services Electrician salaries are typically charged to capital projects, the actual impact for these positions on the operating budget in 2016 is anticipated at \$105,000.

### Recommended Salary Ordinance Titles, Pay Ranges and Footnotes

#### **Municipal Services Electrician**

PR 7QN \$2,429.59 - \$2,777.74 (\$63,169.34-\$72,221.24)

Footnote: Employees to be paid in the range of \$2,429.59 - \$2,777.74 biweekly (\$63,169.34-\$72,221.24 annually). An employee shall advance to a probationary increment of \$2,557.46 (\$66,493.96) following successful completion of the probationary period. An employee who has successfully completed the City of Milwaukee Municipal Services Electrician Apprentice program shall receive the probationary increment as the starting rate of pay.

Footnote: An employee shall be paid an additional \$1.50 when designated to hold the Type C Contractor's Electrical License for the City. An employee shall be paid an additional \$1.50 when assigned as a Crew Chief, Duty Electrician, Designated Electrician, Dispatcher, or to rotating telephone switch maintenance duties.

#### **Municipal Services Electrician Apprentice**

PR 7KN \$1,278.73, \$1,534.48, \$1,918.10, \$2,301.72 (\$33,246.98, \$39,896.48, \$49,870.60, \$59,844.72)

Footnote: Apprenticeship Position. An employee will advance through the following increments after 2080 hours of work at each increment: \$1,278.73, \$1,534.48, \$1,918.10, \$2,301.72. Recruitment is at the minimum increment. These increments represent 50%, 60%, 75% and 90% of the biweekly probationary increment rate for Municipal Services Electrician, respectively. An employee appointed as a Municipal Services Electrician Apprentice with biweekly rate of pay higher than the minimum rate for an apprentice shall retain the higher rate of pay or the maximum of the pay range, whichever is lower. The employee shall retain this rate of pay until such time as the increment of the apprentice pay range to which the employee is entitled by virtue of the employee's years of service as an apprentice equals or exceeds this rate of pay. Then, the employee shall be compensated at the applicable increment that equals or exceeds the employee's former rate of pay.

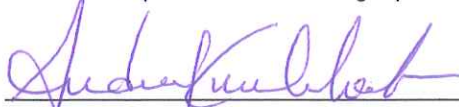
### **Action Required – Effective Pay Period 10, 2016 (April 24, 2016)**

In the Salary Ordinance, under Pay Range 7JN, delete the title "Electrical Mechanic Apprentice" and footnotes "3, 4, 5 and 10" in their entirety"; under Pay Range 7KN, add the title "Municipal Services Electrician Apprentice (7)" with footnote to read as follows: "(7) Apprenticeship Position. An employee will advance through the following increments after 2080 hours of work at each increment: \$1,278.73, \$1,534.48, \$1,918.10, \$2,301.72. Recruitment is at the minimum increment. These increments represent 50%, 60%, 75% and 90% of the biweekly probationary increment rate for Municipal Services Electrician, respectively. An employee appointed as a Municipal Services Electrician Apprentice with biweekly rate of pay higher than the minimum rate for an apprentice shall retain the higher rate of pay or the maximum of the pay range, whichever is lower. The employee shall retain this rate of pay until such time as the increment of the apprentice pay range to which the employee is entitled by virtue of the employee's years of service as an apprentice equals or exceeds this rate of pay. Then, the employee shall be compensated at the applicable increment that equals or exceeds the employee's former rate of pay."; under Pay Range 7MN, delete the title "Electrical Mechanic and footnotes "1, 2 and 3" in their entirety"; under Pay Range 7QN, add the title "Municipal Services Electrician (4)(5)" with the footnotes to read as follows: "(4) Employees to be paid in the range of \$2,429.59 - \$2,777.74 biweekly (\$63,169.34 - \$72,221.24 annually). An employee shall advance to a probationary increment of \$2,557.46 (\$66,493.96) following successful completion of the probationary period. An employee who has successfully completed the City of Milwaukee Municipal Services Electrician Apprentice program shall receive the probationary increment as the starting rate of pay.; (5) An employee shall be paid an additional \$1.50 when designated to hold the Type C Contractor's Electrical License for the City. An employee shall be paid an additional \$1.50 when assigned as a Crew Chief, Duty Electrician, Designated Electrician, Dispatcher, or to rotating telephone switch maintenance duties."

In the Positions Ordinance, under Library, Administration Services Decision Unit, Administration Bureau, Facilities and Fleet Section, Facilities Unit, delete one position of "Electrical Mechanic" and add one position of "Municipal Services Electrician"; under Department of Public Works – Infrastructure Services Division, Transportation Operations Decision Unit, Signal Shop, delete 13 positions of "Electrical Mechanic" and add 13 positions of "Municipal Services Electrician"; under Street Lighting, delete 47 positions of "Electrical Mechanic" and add 47

positions of "Municipal Services Electrician"; under Auxiliary Positions, delete five positions of "Electrical Mechanic" and add five positions of "Municipal Services Electrician"; and under Underground Communications, delete 17 positions of "Electrical Mechanic" and add 17 positions of "Municipal Services Electrician"; under Bridges & Buildings Decision Unit, Bridge Operations/Maintenance, delete two positions of "Electrical Mechanic" and add two positions of "Municipal Services Electrician"; under DPW-Infrastructure Services Division – Sewer Maintenance Fund, Underground Decision Unit, Sewer Underground Operations, delete one position of "Electrical Mechanic" and add one position of "Municipal Services Electrician"; Under Department of Public Works – Water Works, Plants – North Organization, Electrical and Instrumentation, delete six positions of "Electrical Mechanic" and delete two positions of "Water Plant Instrumentation Specialist" and add eight positions of "Municipal Services Electrician".

Prepared by:

  
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Andrea Knickerbocker, Human Resources Manager

Reviewed by:

  
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Maria Monteagudo, Employee Relations Director