



Department of Employee Relations

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Director

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Employee Benefits Director

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Labor Negotiator

September 25, 2008

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

Dear Committee Members: Re: Common Council File Number 080677

The following classification and pay recommendations were approved by the City Service Commission on September 23, 2008.

In the Comptroller's Office, one position titled Accounting Program Assistant I, PR 440 currently vacant was reclassified to Accounting Program Assistant III, PR 475.

In the Health Department, one new position was classified as MAIG Regional Coordinator, SG 006.

In the Department of Public Works-Operations Division, one new position was classified as Recycling Assistant, PR 530.

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

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 3 Job Evaluation Reports
1 Fiscal Note

C: Mark Nicolini, Renee Joos, Jennifer Meyer, Marianne Walsh, Troy Hamblin, Betty Schraith, Joe Alvarado, Bevan Baker, Raquel Filmanowicz, Ray Weitz, Victoria Robertson, Terry Perry, Jeffrey Mantes, James Purko, Dan Thomas, Preston Cole, Wanda Booker, Rick Meyers, Michael Daun, John Egan, Beverly LaFlex, John (Chuck) Weigman Local #61, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, Calvin Lee and James Fields (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 23, 2008

Department: Comptroller's Office

Current	Request	Recommendation
Accounting Program Assistant I Pay Range 440 (\$34,077 - \$37,568)* Vacant Position	Accounting Program Asst III Pay Range 475 (\$38,241 - \$45,901)*	Accounting Program Assistant III Pay Range 475 (\$38,241 - \$45,901)*

***2006 Rates**

Action Required

In the Position's Ordinance, under Comptroller, General Accounting Division, delete one position of "Accounting Program Assistant I" and add one position of "Accounting Program Assistant III".

Background

In a letter dated May 28, 2008, W. Martin Morics, Comptroller, requested that one position of Accounting Program Assistant I be reclassified to Accounting Program Assistant III. The Department indicated that the position would become vacant in July of 2008 and they would like to restructure the position and change some of the duties and responsibilities. These changes will allow the position to provide more assistance to the professional accountants and improve the workflow relating to accounts payable checks and related document imaging. They also would be able to assign additional fund and budgetary account analysis, accounts receivable analysis, and worksheet processing.

Duties and Responsibilities

The basic function of this position is to provide lead technical support in the areas of accounts payable processing, both internal and to other departments, including review, analysis, and reconciliation of check register and approved groups prepared by the Accounting Program Assistant II; direct and oversee accounts payable documentation retention processing; create and maintain a system of imaging contracts, agreements, and leases for the Comptroller's Office including required accounting standards data for financial report disclosure; provide support to professional accountants in various account reconciliations, analysis and data entry into various accounting modules; and perform accounting system testing and research as required. Specific duties and responsibilities include the following:

- 55% Provide support to professional accountants in the analysis of account queries, retrieval of documents, preparation of spreadsheets and worksheets, and data entry to accounts receivable and fixed assets modules; perform other various reconciliations for management, other departments, and internal and external auditors; and assist in accounting system testing and research.

- 15% Provide lead technical support in the accounts payable process; review, analyze, and match daily check attachments to accompany accounts payable checks; and analyze and reconcile checks issued to approved groups prepared by an Accounting Program Assistant II.
- 15% Direct and oversee the Accounting Program Assistant II positions in the maintenance of accounts payable documentation and preparation work for record retention digital scanning and indexing for use by all City Departments; assist in other record retention duties including drafting departmental procedures, form preparation, submission to records committee, and assisting other City Departments with retrieval of accounts payable related documents.
- 15% Establish and maintain a system of imaging contracts, agreements, and leases for Comptroller's Office with appropriate index of key elements for future inquiries; create and maintain a spreadsheet or other program of data pursuant to the accounting standards requirement for disclosure in the annual financial report of all future annual revenues and expenditures associated with on-going capital leases and on-going operating leases per recent audit findings.

Requirements include one year of experience at the Accounting Program Assistant II level; word processing, spreadsheet, calculator, math, and analytical skills; and an ability to communicate well verbally and in writing.

Analysis

The Comptroller's Office currently has one Accounting Program Assistant I position, three Accounting Program Assistant II positions and four Accounting Program Assistant III positions in their General Accounting Division. The Department would like to reclassify one position of Accounting Program Assistant I to Accounting Program Assistant III. The specifications for the Accounting Program Assistant job series is as follows:

Accounting Program Assistant I in Pay Range 440

Performs reoccurring support/accounting tasks in general accounting, accounts payable, accounts receivable, or a related accounting or financial area; posts journal entries, enters data into automated data bases, processes payments and purchasing documents, verifies information, and may assist in preparing accounting reports; uses microcomputer software and mainframe applications; may contact outside agencies to resolve problems; and may assist with basic payroll-related work, maintenance of personnel records, and benefits processing.

Accounting Program Assistant II in Pay Range 460

Performs more complex support and accounting functions in accordance with standard procedures in such areas as balancing general or subsidiary ledgers, processing payments, purchasing supplies, materials, and services, and compiling monthly closings, annual reports, and other financial statements; contacts other departments and/or outside agencies to resolve problems; responds to questions from other employees, vendors, and customers on a regular basis; prepares accounting documents and related correspondence; uses regular and advanced features of microcomputer software and mainframe applications; and may have authority to sign or countersign checks or payment certifications and perform the Personnel Payroll Assistant functions. This

position works independently. The consequence of error in this work is higher and may involve larger sums of money than at the Accounting Program Assistant I level.

Accounting Program Assistant III in Pay Range 475

Performs the most complex and responsible accounting related work in City government that does not require a college degree or equivalent. The work associated with this level carries a degree of responsibility and associated knowledge and skill significantly and demonstrably above that of the Accounting Program Assistant II level. The defining characteristic is that this level serves as a group leader for three or more employees or provides guidance and assistance to Accounting Assistants II regarding accounting practices and procedures throughout City government.


The Department wishes to upgrade the position under study to allow more flexibility in making assignments and provide more assistance to their professional accountants. This position will be a leadworker to two positions of Accounting Program Assistant II and will provide lead technical support, internal and to other Departments, in the area of accounts payable processing. This position will also direct and oversee accounts payable documentation retention processing and create and maintain a system of imaging contracts, agreements, and leases.

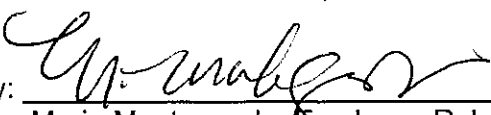
The defining characteristic of a Program Accounting Assistant III is serving as a group leader for three or more employees or providing guidance and assistance to Accounting Assistant IIs throughout City government. The position under study will serve as a group leader for two positions plus one alternate position and will provide guidance and assistance to positions in other City Departments related to accounts payable processing. With this combination of duties and responsibilities the best fit is Program Accounting Assistant III.

Recommendation

Based on the above analysis we recommend one vacant position of Accounting Program Assistant I in Pay Range 440 be reclassified to Accounting Program Assistant III in Pay Range 475.

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 Date: September 23, 2008

Department: Health

Current	Requested	Recommended
New Position	Mayors Against Illegal Guns (MAIG) Regional Coordinator SG 006 (\$50,206 - \$70,295)	Mayors Against Illegal Guns (MAIG) Regional Coordinator SG 006 (\$50,206 - \$70,295)

Action Required

In the Salary Ordinance, under Salary Grade 006, add the title of "MAIG Regional Coordinator".

In the Positions Ordinance, under Health Department, Office of Violence Prevention, delete one position of "Program Manager – Office of Violence Prevention (X) (UUU)" and add one position of "MAIG Regional Coordinator (X) (UUU)."

Duties and Responsibilities

The basic function of this new position is to be responsible for planning and coordinating gun violence prevention and illegal gun-related initiatives and events throughout the City of Milwaukee; focus on work related to illegal guns, crime reduction, violence prevention, and public safety including the dissemination of related public information; and serve as a liaison to intergovernmental affairs and/or public safety staff of the Mayor's Office to build new and sustain established collaborations with organizations affiliated with this initiative. The duties, responsibilities include the following:

50% Local/State Level Duties and Responsibilities

Develop and implement policies to combat illegal guns; collaborate with local, state, and federal criminal justice officials, monitor local gun store activities and support the Mayor's efforts to promote responsible firearm sales; develop illegal gun and gun safety messages and events to be utilized by City funded agencies that serve youth, public housing, the City's Fatherhood Initiative, and the Mayor's Ceasefire Sabbath Initiative; identify strategies to implement recommendations established by the Milwaukee Homicide Review Commission; work with other cities in the MIAG Coalition to develop and implement cooperative information-sharing efforts, enforcement strategies, and legislative initiatives; collaborate with local and statewide efforts to implement the recommendations of the International Association of Chiefs of Police (IACP) Great Lakes Summit on Gun Violence; join statewide gathering of Mayors/City Managers and other civic leaders to learn about current issues and to develop strategies to reduce illegal gun traffic; and serve as a resource to City Intergovernmental staff and legislators on firearm policy.

35% Regional/National Level Duties and Responsibilities

Recruit other mayors to join MAIC Coalition, secure participation of gun retailers in the region in the Responsible Firearms Retailer Partnership (RFRP); secure participation by regional mayors in MAIG Coalition events and initiatives, and work with community partners on projects focusing on illegal guns; serve as the primary regional liaison for the

MAIG Coalition; and assist in research, education, and advocacy activity to close gaps in federal law on gun background checks.

15% Other Functions

Be responsible for all program and financial reporting requirements; and perform other duties as assigned.

Requirements for this position include a Bachelor's Degree in Social Work, Criminal Justice, Political Science, Communications, Health Education, or related field and two years of related experience in a leadership position that included violence prevention, coalition building, and/or work within the legislative process. Equivalent combinations of education and experience may also be considered.

Analysis

The Joyce Foundation has provided funding for this position through a grant to the United Against Illegal Guns Support Fund (UAIGSF). This position will work in the Office of Violence Prevention in the Health Department and will report to the Violence Reduction and Prevention Initiative Manager. The position will also receive some direction from the Mayor's Office in relation to meeting goals towards combating illegal guns and preventing gun violence. Comparisons were made to several positions including the following:

Health Project Coordinator – Plain Talk in Salary Grade 004

The basic function of this position is to work with and support the national Plain Talk Program that provides an outline of a community-based strategy to reduce teen pregnancy. This includes fund development and the management of five or more grants from different agencies; building relationships with community partners; leadership development for professional and paraprofessionals; supervising other program staff; managing the program budget; working with outside organizations and/or consultants; garnering support from local community agencies and service providers; and developing donor support and sustainable funding resources.

Lead Project Coordinator (LDG) in Salary Grade 005

The basic function of this position is to provide management and technical support for grant funded lead hazard reduction processes, including the development and implementation of a maintenance plan for owners of multiple properties who are participating in the lead abatement program, assignment of contracts based on performance and compliance with field and office guidelines, facilitation of contractor payments, estimation of costs for scopes of work, and maintenance of multiple databases.

Environmental Policy Analyst in Salary Grade 006

The basic function of this position is to prepare and monitor grants, research alternative funding sources, carry out analysis, and make recommendations on policy initiatives that maximize the environmental efforts of the City of Milwaukee. This includes developing strategies to secure grant funding for programs related to solid waste, recycling, storm water, natural resource management, air quality, and environmental education; conducting complex policy, operational, organizational, and fiscal analysis; identifying citywide initiatives and non-profit collaborations that promote public/private partnerships; and reviewing materials and attending meetings, demonstrations, and lectures of an educational nature.

There are several Health Project Coordinator positions in the Health Department. These positions, including the Health Project Coordinator – Plain Talk position, are responsible for program management, coordination, and administration for a specific program and serve as a liaison with community organizations. Positions in Salary Grade 005, including the Lead Project Coordinator position, usually serve as the point person for a specific project with broad responsibilities and sometimes have supervisory responsibilities.

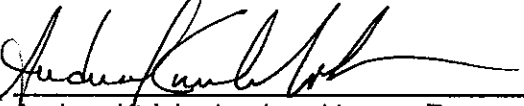
The position under study does not supervise staff but does have regional and federal responsibilities. Under the grant this position is one of four regional coordinators in the country and will be working on initiatives at local, state, regional and federal levels. The position will be the primary contact for the national Mayors Against Illegal Guns Coalition and will serve as a liaison for local and regional elected officials and other stakeholders.

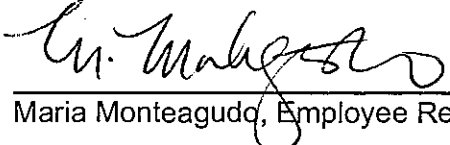
The Department indicated that this project is particularly sensitive and visible. With these broader duties and a high consequence of error this position is stronger than comparable positions in Salary Grades 004 and 005. The classification of Environmental Policy Analyst in Salary Grade 006 is more comparable in level to the position under study. Although it does not have extensive outreach and liaison work it does have more research and analytical responsibilities. Both positions require an expertise of a complex topic. The requested title reflects well the duties and responsibilities of the position.

Recommendation

Based on the above analysis we recommend that the new grant funded position in the Office of Violence Prevention be classified as MAIG Regional Coordinator in Salary Grade 006.

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 Date: September 23, 2008

Department: Department of Public Works-Operations Division

Current	Requested	Recommended
New Position	Recycling Program Assistant PR 530 (\$39,094 - \$44,257)*	Recycling Assistant PR 530 (\$39,094 - \$44,257)*

*2006 Rates

Action Needed

In the Salary Ordinance, under Pay Range 530, add the title "Recycling Assistant".

In the Positions Ordinance, under Department of Public Works - Operations Division, Sanitation Section, delete one position of "Recycling Program Assistant (B)" and add one position of "Recycling Assistant (B)".

Duties and Responsibilities

The basic function of this new position is to assist with recycling programs and activities conducted by the City of Milwaukee in fulfillment of State mandated recycling criteria; administer the recycling compliance enforcement system; and assist with outreach and education programs to promote recycling in the City. The duties and responsibilities include the following:

- 25% Under supervision, administer the recycling compliance enforcement program; maintain records and reports on compliance actions; and provide recycling information and general guidance to owners and property managers of multi-family dwellings, businesses, schools, and institutions to assist with compliance.
- 20% Assist in conducting a variety of recycling studies; and collection, marketing and public relations programs.
- 15% Obtain and compile data; and prepare records, reports, spreadsheets and surveys related to recycling and solid waste programs.
- 15% Prepare advertisements, press releases, brochures, and flyers; write and edit articles; and maintain website information for recycling activities and services.
- 10% Develop and maintain partnerships with community groups and local organizations to provide recycling outreach to the community.
- 10% Develop, coordinate, and present public education programs in waste reduction, recycling, composting, and household hazardous waste; and represent the City's Recycling Program at various community and special events.
- 5% Perform other duties as assigned.

Requirements for this position include a Bachelor's Degree in Environmental Science, Natural Resources, Public Administration, or closely related field. Equivalent combinations of education

and experience may also be considered. Other requirements include an ability to organize and coordinate multi-faceted tasks and projects; prepare and maintain accurate reports and records; exercise independent judgment; establish and maintain effective working relationships with community groups, department staff, schools, and volunteers; make presentations; and utilize the internet and word processing, database, and spreadsheet programs.

Analysis

This new grant funded position will report to the Recycling Specialist and assist with recycling programs and activities. Comparisons were made to various other positions in the City including the following:

Program Assistant Job Series

The Program Assistant series was established for positions that perform a variety of office support and administrative work supporting a program or distinct area of operations within a City department. The term "program" as it is used here, is intended to be broad in application, encompassing the work of a division, section or specific program within a department.

Program Assistant I in Pay Range 460 (\$37,221 - \$41,715)

Performs duties and responsibilities to support the work of professionals and/or managers in a specific area of operations or program within a City department. Requires good working knowledge of policies and procedures associated with a particular program or area of operations and significant on-the-job work experience in the area. Carries out duties and responsibilities very independently. Consults with managers and professionals regarding unusual situations requiring the interpretation of policies.

Requirements: Four years of office support experience performing duties related to the occupational area in which the position is assigned, with at least one year of experience at the Office Assistant III level or above. The knowledge and skills required are equivalent to an associate's degree. Equivalent combinations of education and experience may be considered.

Program Assistant II in Pay Range 530 (\$39,094 - \$44,257)

Performs a variety of duties and responsibilities to support a program or area of operations within a City department. In addition to the knowledge and skill required of the "I" level, positions assigned to the "II" level require the equivalent knowledge and skill normally obtained with a bachelor's degree. Some Program Assistant II positions function as group leaders for other employees.

A hallmark of the Program Assistant II is the analysis of information, in contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistant II positions are expected to independently initiate new work projects and improve processes on a continuous basis.

Health Project Assistant in Pay Range 530 (\$39,094 - \$44,257)

The basic function of this position is to ensure the efficient operation, maintenance, and quality assurance of the Fetal Infant Mortality Review (FIMR) project by abstracting

medical and social service system data on all City of Milwaukee fetal and infant deaths. This position also assists with program reporting; and data analysis and evaluation.

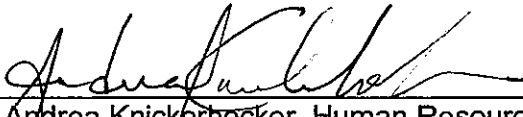
The requested level of Pay Range 530 is appropriate when comparing the duties and responsibilities to other positions in the City. The classification of Program Assistant II has similar administrative and analytical type duties to the position under study but does not emphasize community outreach, education, and presentation responsibilities. There are other classifications in Pay Range 530 that do have these responsibilities. For example, the classification of Communicable Disease Specialist spends 30% of the time on education, consultation, technical assistance, and training of public and private health agencies and community groups.


A specialized title is therefore appropriate. The requested title reflects the nature of the work but we recommend "Recycling Assistant" instead of "Recycling Program Assistant" to avoid confusion with the classification of "Program Assistant II" in the same pay range.

Recommendation:

Based on the above analysis, we recommend this new grant funded position in the Operations Division of the Department of Public Works be classified as Recycling Assistant in Pay Range 530.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
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