



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

January 6, 2017

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

Dear Committee Members:

Re: Common Council File Number 160931

Attached is report regarding a title change for one position in the Library. This report was approved by the City Service Commission on December 13, 2016.

The job evaluation report and fiscal note covering the above position, including the necessary Salary Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo  
Employee Relations Director

MM:fcw

Attachment: Job Evaluation Report  
Fiscal Note

C: Paula Kiely, Joan Johnson, Jennifer Meyer, and Arvis Williams.



**JOB EVALUATION REPORT**

City Service Commission Meeting Date: December 13, 2016

**LIBRARY**

Current	Request	Recommendation
General Accounting Manager PR 1DX (\$54,865-\$76,806)	Management Services Analyst PR 2HX (\$54,865-\$76,806)	Library Business Manager PR 1DX (\$54,865-\$76,806)

**Action Required**

In the Salary Ordinance, under Pay Range 1DX, add the title "Library Business Manager" and delete the title "General Accounting Manager".

In the Positions Ordinance, under Library, Administrative Services Decision Unit, Administration Bureau, Administrative Services Division, Payroll and Accounting Section, delete one position of "General Accounting Manager (Y)" and add one position of "Library Business Manager (Y)".

**Background and Analysis**

The Director of the Milwaukee Public Library System, Paula Kiely, recently requested a title change for the position of General Accounting Manager due to a change in the job's focus. It is anticipated that the position will become vacant in the near future. In studying this request, a revised job description was reviewed; discussions were held with Jennifer Meyer, Assistant Director of Library Operations, and Arvis Williams, Human Resources Officer; related job titles in City government were reviewed; and job descriptions and titles from a number of different public library systems were reviewed.

As stated in the Library's correspondence, the position has changed its focus from overseeing accounting and payroll work to the oversight of financial, budgetary, and service delivery systems with an emphasis upon analyzing information and producing management reports for the Library Board and others. The position reports to the Assistant Director of Operations and supervises three employees: a personnel payroll assistant and two accounting assistants. As a professional accounting and finance-related position with supervisory and managerial responsibilities, the job will require a bachelor's degree in a related area and at least three years of relevant work experience. These minimum requirements will be assessed by the Staffing Division.

The majority of libraries employ one or more individuals to manage and perform the financial, business, operational, and budgetary operations of the organization. The nature of work performed by this position is aligned with this category. As this position will continue to supervise three employees we recommend the title include the word "Manager" rather than "Analyst". We also recommend including the more general term "Business" rather than "Accounting" due to the wider scope of responsibility. To distinguish this position from other Business Managers in the City we recommend including the word "Library".

We therefore recommend that the position of General Accounting Manager, Pay Range 1DX, be retitled to Library Business Manager, Pay Range 1DX.

Prepared by:   
 Laura Sutherland, Human Resources Representative

Reviewed by:   
 Andrea Kriekerbocker, Human Resources Manager

Reviewed by:   
 Maria Montegudo, Employee Relations Director