



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

March 20, 2017

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

Dear Committee Members:

Re: Common Council File Number **161581**

The following classification and pay recommendations were approved by the City Service Commission on **February 21, 2017**.

In the Department of Administration –Intergovernmental Relations Division, one position of Legislative Fiscal Manager - Senior, PR 2MX and one position of Legislative Fiscal Manager, PR 2LX were recommended for reclassification to Intergovernmental Policy Manager – Senior PR 2MX and Intergovernmental Policy Manager, PR 2KX as an underfill title.

In the Common Council – City Clerk's Office, one position of Legislative Coordinator – Senior, PR 2KX was recommended for reclassification to Intergovernmental Policy Manager – Senior, PR 2MX and Intergovernmental Policy Manager, PR 2KX as an underfill title.

The job evaluation report covering the above position, 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, Dennis Yaccarino, John Ledvina, Nicole Fleck, Sharon Robinson, Jim Owczarski,
Kimberly Montgomery, Brenda Wood and Sarah Zarate



Department of Employee Relations

Job Evaluation Report

City Service Commission Meeting: February 21, 2017

Consistent with past practice the Department of Employee Relations has prepared a report with classification recommendations for new and changed positions. In reviewing these positions staff analyzed job descriptions and held discussions with management representatives. Requirements listed have not been assessed by the Staffing Division. The following chart summarizes the recommended classifications.

Department of Administration – Intergovernmental Relations Division

Current/Request	Recommendation
Legislative Fiscal Manager - Senior PR 2MX (\$75,478 - \$105,669) One Current Position	Intergovernmental Policy Manager - Senior PR 2MX (\$75,478 - \$105,669) Two Current Positions
Legislative Fiscal Manager PR 2LX (\$70,827 - \$99,154) One Current Position	Intergovernmental Policy Manager PR 2KX (\$66,435 - \$93,010) Underfill Title

Common Council – City Clerk

Current/Request	Recommendation
Legislative Coordinator - Senior PR 2KX (\$66,435 - \$93,010) One Current Position	Intergovernmental Policy Manager- Senior PR 2MX (\$75,478 - \$105,669) One Current Position
	Intergovernmental Policy Manager PR 2KX (\$66,435 - \$93,010) Underfill Title

The Department of Administration (DOA) and the Common Council – City Clerk's Office (CC-CC) requested a reclassification study of three positions that work with intergovernmental relations. Two of the positions are located in the Intergovernmental Relations Division (IRD) of the Department of Administration and one position is located in the Common Council – City Clerk's Office. There have been various reorganizations of this Division in the past and in 2008 one position of Legislative Coordinator – Senior was moved to the Common Council – City Clerk's Office.

The Departments indicated these three positions now have nearly identical responsibilities but are in three different titles and pay ranges. The Department has requested that they all be authorized at the level of Pay Range 2MX (\$75,478 - \$105,669) and that an underfill classification be created that may be used for new hires in the future. They have also requested a new title that better describes the current duties and responsibilities. A new job description for all three positions was provided.

The basic function of these positions is to manage and implement intergovernmental priorities as identified by City departments and elected officials; promote and advance the City's legislative and policy agenda at various levels of government; seek and secure intergovernmental funding opportunities; research and prepare reports on policy issues affecting the City; and perform duties independently in the absence of the Legislative Liaison Director. Duties and responsibilities include the following:

- 15% Analyze legislative bills to determine whether they affect the City and make recommendations on positions to be taken thereon; and work closely with City departments to develop and/or monitor proposed and pending legislation at various levels of government.
- 15% Research and prepare concise reports on local, state and federal policy as directed by the Legislative Liaison Director; and prepare background information needed for the decision-making process of the Common Council and Mayor's Office.
- 15% Support the Legislative Liaison Director in the development of the state and federal legislative agendas; assist with communicating legislative updates to the Mayor, Common Council, and City department heads; draft proposed legislation per the instructions of the Director, Mayor and Common Council (Judicial and Legislation Committee) for introduction in the State Legislature and U.S. Congress; proactively seek introduction and passage of such legislation; and work to obtain amendments as needed.
- 15% Conduct lobbying activity at various levels of government to advance the City's legislative agenda; prepare compelling testimony and speak in support or opposition to proposed legislation before committees of the governing bodies at various levels of government; assist in the effort to seek additional state and federal funds; proactively develop and maintain positive relationships with elected and agency officials at various levels of government, other lobbying entities, and membership organizations; and coordinate meetings between these entities and the Mayor, Common council and City departments.
- 10% Serve as a liaison between the Budget Office and IRD; under the direction of the Budget and Management Director identify opportunities to improve the City's fiscal capacity through State or Federal legislative change; and work with IRD to include and advance those initiatives through the legislative process as appropriate.
- 10% Prepare concise background documentation on policy and legislative issues as directed by the Legislative Liaison Director; prepare supporting information for press release, letters, resolutions and ordinances; and draft letters on behalf of the Mayor, members of the Common Council and City department heads.
- 10% Manage special projects and initiatives of city-wide importance; identify and develop organizational changes that improve productivity or service quality, or diversify revenues; provide general policy and advocacy support for the mayor, Common Council and the Department of Administration.
- 10% Identify and track ongoing external revenues that come to the City from the State, Federal, or other levels of government; track the status of legislation that affects those funding sources and identify opportunities to secure or increase funding as appropriate through the legislative agenda; and identify other external funding sources and coordinate with the City's Grant Manager as appropriate.

The Legislative Liaison Director indicated that all three positions have responsibility related to legislation at all levels of government and for maintaining positive relationships with elected officials at all levels of government.

Assignments are given to employees in a manner to balance the number of issues and workload and may change depending on changing needs and priorities and the incumbent's expertise, interests or relationships with relevant stakeholders. Some assignments, such as the State budget, may be assigned to all of the employees. Other examples of assignments include City departments, Milwaukee Public Schools, the University of Wisconsin – Milwaukee, County Relations, Federal relations, and the Milwaukee Metropolitan Sewerage District.

We agree with the requested classification of these three position to the level of Pay Range 2MX (\$75,478 - \$105,669) and recommend the title "Intergovernmental Policy Manager – Senior". The Departments indicated that these positions have grown beyond working with just legislation and also work with executive branches of government and are involved with internal and external policy setting. We further recommend an underfill classification of "Intergovernmental Policy Manager" in Pay Range 2KX (\$66,435 - \$93,010).

We therefore recommend that these three positions be reclassified as shown below:

Legislative Fiscal Manager – Senior PR 2MX (\$75,478 - \$105,669)	Intergovernmental Policy Manager- Senior PR 2MX (\$75,478 - \$105,669)
Legislative Fiscal Manager PR 2LX (\$70,827 - \$99,154)	Intergovernmental Policy Manager PR 2KX (\$66,435 - \$93,010)
Legislative Coordinator – Senior PR 2KX (\$66,435 - \$93,010)	Underfill Title

Actions Required

Effective Pay Period 1, 2017 (January 1, 2017)

In the Salary Ordinance, under Pay Range 2KX, delete the title "Legislative Coordinator – Senior" and add the title "Intergovernmental Policy Manager"; under the Pay Range 2LX, delete the title "Legislative Fiscal Manager"; under Pay Range under Pay Range 2MX, delete the title "Legislative Fiscal Manager – Senior" and add the position "Intergovernmental Policy Manager – Senior":

In the Positions Ordinance, under the Department of Administration – Intergovernmental Relations Division, delete two positions of "Legislative Fiscal Manager - Senior (Y)" and add two positions of "Intergovernmental Policy Manager – Senior (Y)"; under Common Council – City Clerk, Central Administration Division, delete one position of "Legislative Coordinator - Senior" and add one position of "Intergovernmental Policy Manager – Senior".

Prepared By: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed By: M. Monteagudo
Maria Monteagudo, Employee Relations Director