



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 7, 2017**.

In the Department of Neighborhood Services, one position of Building Codes Enforcement Manager, PR 1GX was recommended for reclassification to Neighborhood Services Operations Director, PR 2HX.

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, Eric Pearson, Nicole Fleck, Preston Cole, Thomas Mishefske, Lynne Steffen, and Emily McKeown



JOB EVALUATION REPORT

City Service Commission Meeting: February 7, 2017

Neighborhood Services

Current	Request	Recommendation
Building Codes Enforcement Manager PR 1GX (\$66,435 - \$93,010)	Neighborhood Services Operation Director-Development Center-Trades PR 1LX (\$91,404 - \$127,962)	Neighborhood Services Operations Director PR 1LX (\$91,404 - \$127,962)

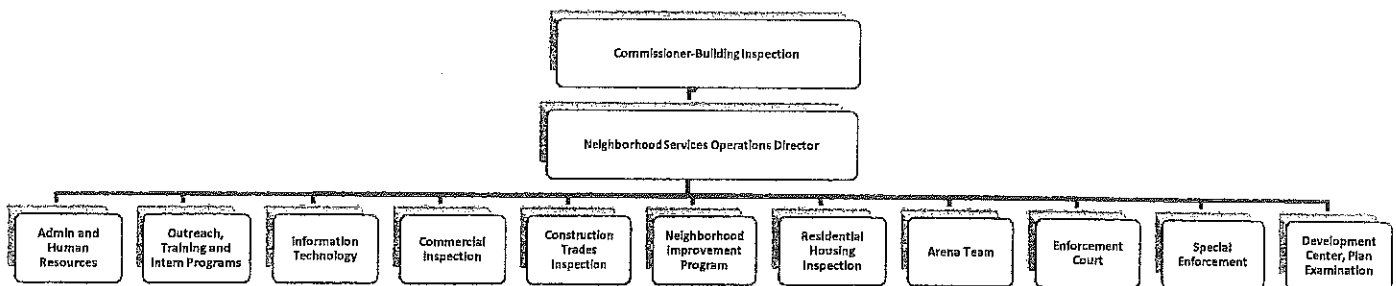
Background

The Department of Neighborhood Services has submitted a request to study the title and pay level for a new job of "Neighborhood Services Operation Director-Development Center-Trades Inspection" to meet the demand for increased permitting and inspectional services required by the number of construction projects now underway in the city, with particular focus on the construction of the new downtown arena. In studying this request job descriptions for affected positions were reviewed and discussions were held with departmental representatives.

Current and Proposed Organizational Structure

The current organizational structure consists of a Commissioner- Building Inspection (PR 10X \$110,689 - \$154,961), Neighborhood Services Operations Director (PR 1LX \$91, 404 - \$127,962) and 12 different program managers at differing pay levels reporting directly to the Neighborhood Services Operations Director, as illustrated below.

Department of Neighborhood Services Current Organization

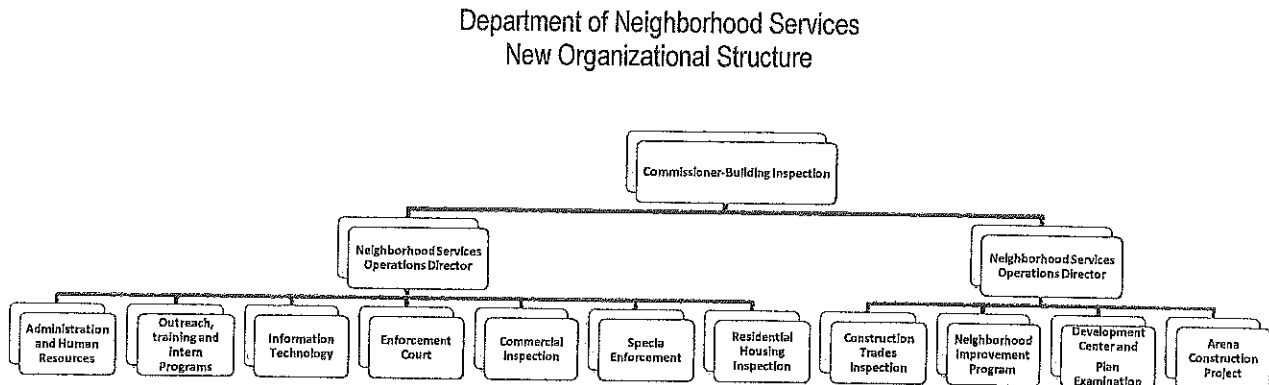


The Department proposes to create a different structure. Using a vacant position of Building Codes Enforcement Manager, a new position of Neighborhood Services Operations Director will be created to manage the following areas:

- Development Center and Plan Examination
- Construction Trades Inspection
- The Neighborhood Improvement Program
- The Arena Construction Project

The Arena Construction Project and its staff, added to the department in 2015, consist of the following five positions: a project leader, construction inspector, plumbing inspector, electrical inspector, and office assistant.

The department wishes to establish the new position at the same pay level as the current Neighborhood Services Operations Director, PR 1LX (\$91,404 - \$127,962) because both positions are seen as exercising the same degree of responsibility and authority. Importantly, each Director, in the absence of the Commissioner and the other Operations Director, will have the authority to direct the operations of the entire department consisting of some 255 employees and an annual operating budget of over \$20 million. The department's new organizational structure is shown below.



The minimum requirements for the new and presently existing Neighborhood Services Operations Director, as stated on the description provided by the department, are the same: a bachelor's degree in a relevant field such as engineering or architecture (or equivalent) and ten years of experience in code enforcement. These qualifications have not been assessed for purposes of staffing.

In considering an appropriate title and pay level for the position, it appears that both positions will in fact exercise the same degree of responsibility and authority. Further, the pay level of two managers reporting to this new director—a Permit and Development Center Manager and Building Construction Inspection Division Manager—must be considered. Each of these jobs is allocated to Pay Range 1IX which ranges from \$75,478 to \$105,669 annually. In order to provide an adequate pay differential between these direct reports and the new Operations Director, it will be necessary to place the position in Pay Range 1LX, (\$91,404 - \$127,962) as requested.

Recommendations

In light of the foregoing, it is recommended that the position be titled Neighborhood Services Operations Director and allocated to Pay Range 1LX.

Prepared by:

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Laura Sutherland, Human Resources Representative

Reviewed by:

Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by:

Maria Monteagudo
Maria Monteagudo, Employee Relations Director