



Department of Employee Relations

Tom Barrett
Mayor
Maria Monteagudo
Director
Renee Joos
Employee Benefits Director
Nicole Fleck
Labor Negotiator

February 16, 2018

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

RE: Common Council File Number 171599

Dear Committee Members

The following classification and pay recommendations were submitted for the City Service Commission meeting on February 6, 2018.

Milwaukee Public Library

Table with 2 columns: Current, Recommendation. Row 1: New Grant Funded Position (0.75 FTE) vs Arts Project Coordinator (0.75 FTE), PR 2CN (\$39,881 - \$55,825), Recruitment at \$45,473, One Position.

Sincerely,

Handwritten signature of Maria Monteagudo
Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Note

C: Paula Kiely, Jennifer Meyer-Stearns, Barbara Henry, Dawn Lauber, Eric Pearson, Dennis Yaccarino, Nicole Fleck, Ken Wischer



**JOB EVALUATION REPORT**

City Service Commission Meeting: February 6, 2018

**Milwaukee Public Library**

Current	Recommendation
New Grant Funded Position (0.75 FTE)	Arts Project Coordinator (0.75 FTE) PR 2CN (\$39,881 - \$55,825) Recruitment at \$45,473 One Position

**Background**

On November 28, 2017, we received a request from Paula Kiely, Milwaukee Public Library Director, to recommend an appropriate title and pay level for a new position that will coordinate a project entitled *Gathering Art, Stories, and Place* at the Mitchell Street Neighborhood Library. Funded by the National Endowment for the Arts, the overall goals of the project are to enhance the quality of life for neighborhood residents, provide opportunities for artistic expression, and create or preserve a sense of place. The specific grant from which this project will be funded is called *Our Town*. In studying this request, the job description prepared by the department was reviewed and discussions were held with Dawn Lauber, manager of neighborhood libraries and immediate supervisor of the position under consideration.

**Duties, Responsibilities and Qualifications**

Reporting to the Public Services Area Manager-Branch Libraries, the employee performing the job will plan, coordinate, implement, administer, and evaluate a variety of arts-related programs and activities related to the neighborhoods surrounding the Mitchell Street Library. Programs that are planned include a visual storytelling festival featuring deaf storytellers, exhibits, artist lecture series, artist-in-residence programs, displays, and writing workshops. In addition, the position will work with Artists Working in Education who will staff a mobile art studio. The position will also create an archive and permanent environment for the Listening to Mitchell Street narrative collection.

All phases of the project will involve collaboration with library staff and managers throughout the library system and community organizations and, as required, engagement with funders. This will include consultation with the Public Services Area Manager, Communications and Marketing Director, office support personnel, Facilities and Fleet Managers, Volunteer Coordinator, and others. As the primary contact for the project, this coordinator will interact with members of community organizations, library staff, the media, educators, facilities personnel, artists, and others. As the project's representative, the position will represent the Milwaukee Public Library at high-profile events. In order to evaluate the project, this coordinator will create evaluation tools, create and maintain records and data, evaluate programs and activities, and produce narrative and statistical reports of programs and activities. The job description for the position includes the following duties, competencies and requirements.

- 25% In collaboration with grant partners, develops programs and activities that center on meeting goals identified in the grant.
- 20% Plans, coordinates, manages, and implements special events, general exhibits, and programs related to the NEA Our Town grant; develops evaluation tools to measure and report on impact; assists the library in achieving both long and short term goals; and serves as the primary contact for all activities related to the grant.

- 10% Collaborates with library staff to reserve venue spaces/equipment, determine set-up, schedule event workers, and arrange for necessary rentals.
- 5% Represents the library in the community and keeps stakeholders aware of benefits associated with the use of library facilities and resources.
- 15% Attends high-profile events pertaining to the grant, prepares statistical/narrative reports pertaining to events, and other miscellaneous duties.

Notable knowledge, skills, abilities, and attributes include the following:

- Excellent customer service skills
- Excellent interpersonal skills; the ability to interact and work effectively with staff and public to assure good relations
- Knowledge and experience with social practice art production
- Ability to manage a budget
- Ability to properly document programs and activities
- Ability to share a cohesive story about the project in a compelling way
- Knowledge of project management practices
- Ability to coordinate multiple programs, making connections between different aspects of the project so that there is a common thread
- Knowledge of exhibits or curatorial practices
- Experience with community outreach and engagement, connecting residents and community members to the project in meaningful ways, at multiple levels
- Ability to ensure compliance with grant guidelines through evaluation processes and tools

The job description indicates that the position requires a bachelor's degree, with a degree in arts administration highly desirable. These requirements have not been assessed for purposes of staffing.

**Analysis and Recommendation**

The nature of work performed by this position falls into the occupation of an arts administrator. This type of job usually requires a bachelor's degree in arts administration or an equivalent amount of job-related work experience. Considering a level of pay, it is akin to entry-level professional positions such as the following:

Title	Pay Range	Minimum	Maximum
Accountant I	2CN	\$46,347.34	\$55,824.86
Media Specialist	2CN	\$45,012.76	\$55,824.86
Health Information Specialist	2CN	\$45,472.96	\$55,824.86
Graphic Designer-Lead	2CN	\$45,472.96	\$55,824.86
Public Health Educator II	2CN	\$45,472.96	\$55,824.86
Purchasing Agent	2CN	\$39,880.62	\$55,824.86

A position's job title should reflect its primary purpose or occupation and level within the organization. Due to the fact that this position has no subordinates, we would recommend using the term "coordinator". Secondly, as the activities of this job will involve the administration of various arts programs, it is recommended that the term "arts" be included in its title.

This report therefore recommends that this new grant funded position be titled Arts Project Coordinator and placed in Pay Range 2CN (\$39,881 - \$55,825) with a minimum recruitment rate of \$45,473 comparable to that of Graphic Designer-Lead and Public Health Educator.

**Actions Required – Effective Pay Period 1, 2018 (December 31, 2017)**

In the Positions Ordinance

Under the Library-Administrative Services Decision Unit

Add one position of "Arts Project Coordinator (0.75 FTE)"

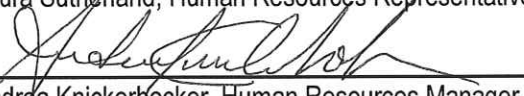
In the Salary Ordinance

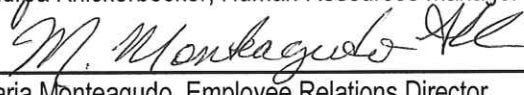
Under Pay Range 2CN

Add the following title and footnote designation:

ARTS PROJECT COORDINATOR (6)

Prepared by:   
Laura Sutherland, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

## A

<b>Date</b>	2/16/17	<b>File Number</b>	171599
<b>Subject</b>	Classification and pay recommendations submitted to the City Service Commission for February 6, 2018 meeting.		

## B

<b>Submitted By (Name/Title/Dept./Ext.)</b>	Sarah Trotter, Human Resources Representative Dept. of Employee Relations/X2398.
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## C

- This File**
- Increases or decreases previously authorized expenditures.
  - Suspends expenditure authority.
  - Increases or decreases city services.
  - Authorizes a department to administer a program affecting the city's fiscal liability.
  - Increases or decreases revenue.
  - Requests an amendment to the salary or positions ordinance.
  - Authorizes borrowing and related debt service.
  - Authorizes contingent borrowing (authority only).
  - Authorizes the expenditure of funds not authorized in adopted City Budget.

## D

- This Note**
- Was requested by committee chair.

## E

- Charge To**
- |                                                   |                                                   |
|---------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Department Account       | <input type="checkbox"/> Contingent Fund          |
| <input type="checkbox"/> Capital Projects Fund    | <input type="checkbox"/> Special Purpose Accounts |
| <input type="checkbox"/> Debt Service             | <input type="checkbox"/> Grant & Aid Accounts     |
| <input type="checkbox"/> Other<br>(Specify) _____ |                                                   |

**F**

Assumptions used in arriving at fiscal estimate.

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**G**

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
<b>TOTALS</b>			

**H**

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years     3-5 Years

1-3 Years     3-5 Years

1-3 Years     3-5 Years

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**I**

List any costs not included in Sections E and F above.

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**J**

Additional information.

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**Department of Employee Relations  
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of February 22, 2018  
City Service Commission Meeting of February 6, 2018

**NEW COSTS FOR 2018**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Library	New Position	NA	Arts Project Coordinator (0.75 FTE)	2CN	N/A	N/A	N/A	Grant Funded Position	
1								\$0	\$0	\$0

Assume effective date is Pay Period 1, 2018 (December 31, 2017).

**COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Library	New Position	N/A	Arts Project Coordinator (0.75 FTE)	2CN	N/A	N/A	N/A	Grant Funded Position	
1								\$0	\$0	\$0