



Department of Employee Relations

Tom Barrett  
Mayor

Maria Monteagudo  
Director

Renee Joos  
Employee Benefits Director

Nicole Fleck  
Labor Negotiator

March 16, 2018

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

RE: Common Council File Number 171742

Dear Committee Members

The following classification and pay recommendations will be submitted to the City Service Commission meeting on March 20, 2018.

**City Attorney**

Current	Recommendation
Legal Office Assistant-Lead PR 6NN (\$38,628 - \$51,547) One Position	Personnel Officer PR 1DX (\$54,865 - \$76,806) One Position
Special Assistant To the City Attorney PR 1FX (\$62,338 - \$87,270) One Position	Business Finance Officer PR 2HX (\$54,865 - \$76,806) One Position
Legal Office Assistant-Senior PR 6LN (\$43,000 - \$46,724) One Position	Program Assistant I PR 5EN (\$40,501 - \$46,724) One Position

**DPW-Administration**

Current	Recommendation
Accounting Assistant II PR 6HN (\$37,830 - \$41,863) One Position	Administrative Support Specialist PR 2DN (\$42,500 - \$59,498) One Position



**DPW-Infrastructure Services**

Current	Recommendation
Carpenter PR 7KN (\$59,390 - \$59,390) One Position	Carpenter Leadworker PR 7MN (\$61,785 - \$63,003) Recruitment rate of \$62,583 \$0.35 per hour for lead abatement duties requiring a respirator and protective clothing. One Position

**DPW-Water Works**

Current	Recommendation
New Position	Program Assistant III PR 5IN (\$47,779 - \$54,669) One Position

**Municipal Court**

Current	Recommendation
Court Administrative Coordinator PR 1CX (\$51,469 - \$72,063) One Position	Court Business Manager PR 1DX (\$54,865 - \$76,806) One Position
Management Accounting Specialist PR 2FX (\$48,670 - \$67,616) One Position	Court Services Supervisor PR 1BX (\$48,670 - \$67,616) One Position

Sincerely,



Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Note

C: Grant Langley, Miriam Horwitz, Amy Hefter, Dennis Yaccarino, Nicole Fleck, Molly King, Mornae Smith, Ken Wischer, Ghassan Korban, Laura Daniels, Dan Thomas, Shannon Goodwin, Dawn Crowbridge, Glenn Alioto, Bill Christianson, Thomas Bell, Timothy Thur, Jennifer Gonda, Mark Scheller, Craig Liberto, Sheldyn Himle, Jane Islo, Eric Pearson, Dawn Day-Hourigan, Mary O'Connor



**JOB EVALUATION REPORT**

City Service Commission Meeting: March 20, 2018

**City Attorney**

Current	Recommendation
Legal Office Assistant-Lead PR 6NN (\$38,628 - \$51,547) One Position	Personnel Officer PR 1DX (\$54,865 - \$76,806) One Position
Special Assistant To the City Attorney PR 1FX (\$62,338 - \$87,270) One Position	Business Finance Officer PR 2HX (\$54,865 - \$76,806) One Position
Legal Office Assistant-Senior PR 6LN (\$43,000 - \$46,724) One Position	Program Assistant I PR 5EN (\$40,501 - \$46,724) One Position

**Background**

The City Attorney's Office has requested a reclassification of two positions that will be vacant as of the recommended implementation date of Pay Period 7, 2018 (March 25, 2018) and a study regarding a third position. Currently, the position of Special Assistant to the City Attorney is responsible for human resources, budgeting and financial functions. Due to the volume of work, the department wishes to have two separate positions perform these functions. The duties and responsibilities of the third position are no longer consistent with the classification of Legal Office Assistant-Senior and the department has requested a study. New job descriptions were provided for all three positions and discussions were held with Miriam Horwitz, Deputy City Attorney; and Amy Hefter, Special Assistant to the City Attorney.

<b>Current</b>	<b>Legal Office Assistant-Lead</b>	<b>PR 6NN (\$38,628 - \$51,547)</b>	<b>1 Position</b>
<b>Recommended</b>	<b>Personnel Officer</b>	<b>PR 1DX (\$54,865 - \$76,806)</b>	<b>1 Position</b>

This position will be responsible for human resources/employee relations functions in the City Attorney's Office and will serve as the department's liaison to the Department of Employee Relations (DER) on matters relating to employment issues including Civil Service Commission rules, grievance administration, safety, discipline, employment discrimination claims, and leave administration policies; participate in the development of the annual departmental budget particularly related to staffing; oversee the implementation and administration of FMLA (Family and Medical Leave Act) benefits; and is directly or indirectly responsible for 19 support staff including professional, paraprofessional and office support positions. Duties and responsibilities include the following:

- 45% Human Resources Management and Administration:  
 Oversee staffing functions and activities, including job analysis, recruitment, interviewing, selection, background investigations, pre-placement duties, and managing the "on-boarding" of new employees; review job descriptions to ensure competencies are identified and there is compliance with ADA (Americans with Disabilities Act) requirements; develop and administer human resources policies, strategies and organizational development initiatives; identify legal requirements and government reporting regulations affecting human resources functions and ensure compliance; administer performance reviews and the compensation program; respond to inquiries regarding policies, procedures and interpretation of city employment ordinances and employment laws; oversee the implementation and administration of FMLA; manage employment investigations stemming from allegations of discrimination or harassment; participate in the development of the annual departmental operating budget, particularly related to staffing; administer training and development activities and services; provide guidance, direction, and oversight for personnel functions, including maintenance of personnel/payroll transactions and personnel records; respond to personnel questions, counsel employees, address work-related problems, resolve conflicts, and

recommend courses of action; process employee separations including resignations, layoffs, transfers, and retirements; and represent the department at City Service Commission and Finance and Personnel Committee meetings.

- 25% Payroll Management:  
Provide guidance, direction, and oversight for payroll functions, including maintenance of personnel payroll transactions, mileage, and time owed and allowed adjustments; estimate retirement and terminal leave payments; administer the Sick Leave Control and Incentive Program; oversee salary increases and vacation and sick leave accrual; coordinate the Employee Benefits Open Enrollment for department employees; and serve as the department's coordinator for the City's Combined Giving and UPAF(United Performing Arts Fund)/Visions Campaigns.
- 30% Staff Management and Special Projects:  
Manage administrative support staff of nineteen; serve as a backup for the Business Finance Manager and assume responsibility for financial operations as needed; manage special projects and conduct special personnel-related studies and analyses as requested by the City Attorney; and perform other related duties as assigned.

Minimum requirements include a bachelor's degree in public or business management, human resources, or a closely related field, plus five years of experience. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

In studying this position comparisons were made to other human resource generalist classifications in the City including those listed in the chart below.

Human Resources Administrator	Police	1HX	\$70,827 - \$99,154
Human Resources Officer	City Development; Library	1FX	\$62,338 - \$87,270
DNS Personnel Officer	Neighborhood Services	1DX	\$54,865 - \$76,806
Fire Personnel Officer	Fire	1DX	\$54,865 - \$76,806
Human Resources Specialist	Police	1DX	\$54,865 - \$76,806
Health Personnel Officer	Health	1DX	\$54,865 - \$76,806
Human Resources Analyst-Senior	Police, Library	2FX	\$48,670 - \$67,616

Although the City Attorney's Office is a smaller department, this position reports directly to the City Attorney, manages a large staff, and administers all aspects of human resources and employee relations. A comparison to other departments supports the classification of Personnel Officer in Pay Range 1DX. Other human resource positions in this pay range include DNS Personnel Officer, Fire Personnel Officer and Health Personnel Officer.

We therefore recommend the position of Legal Office Assistant-Lead in Pay Range 6NN (\$38,628 - \$51,547) be reclassified to Personnel Officer in Pay Range 1DX (\$54,865 - \$76,806).

<b>Current</b>	<b>Special Assistant To the City Attorney</b>	<b>PR 1FX (\$62,338 - \$87,270)</b>	<b>1 Position</b>
<b>Recommended</b>	<b>Business Finance Officer</b>	<b>PR 2HX (\$54,865 - \$76,806)</b>	<b>1 Position</b>

This position will be responsible for the overall administration and analysis of the budget, developing budget strategy, conducting research, and developing and implementing cost control functions; administering all financial aspects of the department including purchasing, accounts payable, accounts receivable/notices, and inventory controls; and monitoring departmental expenditures and revenues of all operational, special purpose accounts, and capital budgets. Duties and responsibilities include the following:

- 35% Be responsible for the management and oversight of all aspects of financial operations, including O&M (Operations and Maintenance), capital, and special purpose accounts; and oversee payroll and Procard administration. Be responsible for budget, fiscal policy, assisting with strategic planning and development, and communicating performance to the City Attorney and Deputy City Attorneys.
- 25% Develop and administer budget policy and procedures through budget research, auditing and analyzing historical performance, and evaluating future opportunities; work with management to plan and develop annual budget request; represent department on fiscal issues; and develop budget and fiscal presentations.
- 20% Work with the IT Support Specialist-Senior position to administer Interdepartmental Reimbursable (IRI) billing and to assess and coordinate departmental IT information needs, systems, and applications; and oversee the work of a Legal Office Assistant-Sr. as it relates to payroll, purchasing, accounts payable, and accounts receivable/invoices.
- 20% Serve as a backup for the City Attorney's Office Personnel Officer and IT Support Specialist-Senior positions; assume responsibility for supervision of support staff and for IT support as needed; research and analyze budgets of City Attorney's Offices in other communities of similar size, organization and structure to develop innovative management concepts and best practices; and perform other research and special projects as assigned.

Minimum requirements include a bachelor's degree in business administration, accounting, finance, or related field, and five years of progressively responsible professional experience in budget, financial management, or policy/productivity analysis. Experience with governmental budgeting and policy/productivity analysis is highly desirable. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

In studying this position, comparisons were made to other budget and financial classifications in the City including those listed in the chart below.

Port Finance Officer	Port	2JX	\$62,338 - \$87,270
Business Finance Manager	Fire	1FX	\$62,338 - \$87,270
Business Operations Manager – Health	Health	1FX	\$62,338 - \$87,270
Budget and Management Special Assistant	DOA-Budget	2IX	\$58,462 - \$81,844
Business Operations Manager	DPW	1EX	\$58,462 - \$81,844
Library Business Manager	Library	1DX	\$54,865 - \$76,806
Budget and Policy Specialist (Underfill Classification)	DOA-Budget	2HX	\$54,865 - \$76,806
Budget and Management Analyst-Lead (Underfill Classification)	DOA-Budget	2GX	\$51,469 - \$72,063
Budget and Management Analyst-Senior (Underfill Classification)	DOA-Budget	2FX	\$48,670 - \$67,616

Although the City Attorney's Office is a smaller department, this position reports directly to the City Attorney, and administers all aspects of budgeting and finance for the department. A comparison to other departments supports the classification of Business Finance Officer in Pay Range 2HX (\$54,865 - \$76,806). The classification that is most similar is Library Business Manager in Pay Range 1DX (\$54,865 - \$76,806) which has the same rates of pay as Pay Range 2HX. The Library Business Manager oversees financial, budgetary and service delivery systems with an emphasis upon analyzing information and producing management reports. It supervises three positions and so it is in the Officials and Administrators Section of the Salary Ordinance in Pay Range 1DX (\$54,865 - \$76,806). As the position under study does not have regular supervisory duties, we recommend the same rates but in the Professionals Section of the Salary Ordinance in Pay Range 2HX (\$54,865 - \$76,806).

We therefore recommend the position of Special Assistant to the City Attorney in Pay Range 1FX (\$62,338 - \$87,270) be reclassified to Business Finance Officer in Pay Range 2HX (\$54,865 - \$76,806).

<b>Current</b>	<b>Legal Office Assistant-Senior</b>	<b>PR 6LN (\$43,000 - \$46,724)</b>	<b>1 Position</b>
<b>Recommended</b>	<b>Program Assistant I</b>	<b>PR 5EN (\$40,501 - \$46,724)</b>	<b>1 Position</b>

Under the direction of the Human Resources Officer and Business Finance Manager, this position performs personnel, payroll, and accounting functions for the City Attorney's Office.

45% Financial Operations - Update and maintain spreadsheets for financial tracking and forecasting purposes, including accounts receivable and operating expenditures tracking; process vouchers through the City's financial accounting system; process interdepartmental requisitions and invoices; maintain various contracts for the department; process outside counsel and expert witness agreements; encumber funds for special purposes; process all payments and expenses incurred in claims operations and tort lawsuits; maintain office supply inventory and order office supplies; and be responsible for utilizing the Procard and approving expenditures.

45% Human Resources Operations - Be responsible for payroll administration; assist in calculating pay rates, benefits service dates, years of service, seniority, and other salary and/or benefit information as needed; input data and personnel transactions, process pay increases and adjustments, and retrieve information from the Human Resources Management System (HRMS); maintain compensatory time balances; prepare bi-weekly time owed and allowed and payroll register reports; enter new employee information in HRMS; assist new City Attorney employees on how to do time entry; maintain salary histories; and answer employee questions regarding pay practices.

10% Other Duties - Serve as a back-up for receptionist and perform other duties as assigned.

Minimum requirements include four years of progressively responsible office support experience performing similar duties.

The City Attorney's Office indicated that the duties and responsibilities of this position have changed over time and are now focused on providing administrative support for financial operations and human resources operations. Comparisons were made to other City positions including including those listed in the chart below.

Accounting Assistant III	5EN	\$40,501 - \$46,724
Personnel Payroll Assistant III	5EN	\$40,501 - \$46,724
Program Assistant I	5EN	\$40,501 - \$46,724

The Accounting Assistant III positions perform complex administrative and accounting related tasks in the areas of purchasing, paying bills, receiving payments, maintaining production and budgetary records, checking payroll records, and examining accounting records. The Personnel Payroll Assistant III positions perform complex and difficult payroll processing, maintain personnel records, compile and create special personnel reports, and perform other human resources administrative tasks. The Program Assistant I positions perform a variety of office support and administrative duties to support the work of professionals and/or managers in a specific area of operations or program within a City department. This is higher level administrative work and is considered semi-professional. As the position under study will be focusing on both financial and human resources functions we recommend the more general classification of Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724). Although this classification is in a different pay range the maximum rates of pay are the same.

We therefore recommend that one position of Legal Office Assistant-Senior in Pay Range 6LN (\$43,000 - \$46,724) be reclassified to Program Assistant I in Pay Range 5EN (\$40,501 - \$46,724).

**Actions Required – Effective Pay Period 7, 2018 (March 25, 2018)**

In the Positions Ordinance

Under City Attorney:

Delete one position of "Special Assistant to the City Attorney (Y)".

Add one position of "Personnel Officer".

Add one position of "Business Finance Officer (Y)".

Under City Attorney, Administrative Division:

Delete one position of "Legal Office Assistant-Lead".

Delete one position of "Legal Office Assistant-Senior".

Add one position of "Program Assistant I".

In the Salary Ordinance

Under Pay Range 1DX:

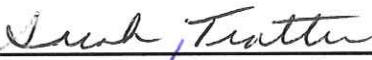
Add the title "Personnel Officer".


Under Pay Range 1FX:


Delete the title "Special Assistant to the City Attorney".

Under Pay Range 2HX:

Add the title "Business Finance Officer".

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: March 20, 2018

**DPW-Administration**

Current	Recommendation
Accounting Assistant II PR 6HN (\$37,830 - \$41,863) One Position	Administrative Support Specialist PR 2DN (\$42,500 - \$59,498) One Position

**DPW-Infrastructure Services**

Current	Recommendation
Carpenter PR 7KN (\$59,390 - \$59,390) One Position	Carpenter Leadworker PR 7MN (\$61,785 - \$63,003) Recruitment rate of \$62,583 \$0.35 per hour for lead abatement duties requiring a respirator and protective clothing. One Position

**DPW-Water Works**

Current	Recommendation
New Position	Program Assistant III PR 5IN (\$47,779 - \$54,669) One Position

**Background**

Consistent with past practice, the Department of Employee Relations has prepared a report with classification recommendations for several new, changed, and restructured positions in the Department of Public Works (DPW). In reviewing these positions, staff analyzed job descriptions and held discussions with management representatives.

**DPW-Administration**

<b>Current</b>	<b>Accounting Assistant II</b>	<b>PR 6HN (\$37,830 - \$41,863)</b>	<b>1 Position</b>
<b>Recommended</b>	<b>Administrative Support Specialist</b>	<b>PR 2DN (\$42,500 - \$59,498)</b>	<b>1 Position</b>

The department is requesting that one vacant position of Accounting Assistant II in Pay Range 6HN (\$37,830 - \$41,863) in the Finance and Planning Section of DPW-Administrative Services Division be reclassified to a higher level administrative professional position that will report directly to the Commissioner of Public Works. This position will manage the various administrative support functions, provide support with human resources functions, and assist with open records analysis, research and reporting; conduct confidential complex organizational support for the Administrative Services Division; and be responsible for the provision of consistent and effective executive level administrative functions for all DPW Divisions. Duties and responsibilities include the following:

- 25% Review, distribute and prepare special event permits; work with citizens, citizen groups, Common Council members, the Milwaukee Police Department, DPW staff and the Milwaukee County Transit System to ensure safe, successful and compliant events; prepare invoices to collect permit fees and deposits; investigate complaints and inquiries related to ongoing right-of-way projects and permitting; work with permit and inspection staff to respond to citizens, Common Council Members, DPW staff, and other departments to respond to complaints and inquiries regarding compliance of ongoing work.



- 25%    Oversee open records requests in collaboration with the DPW-Administrative Services Division staff and in compliance with City legal directives and policies; ensure strict timelines are met; review records and discuss any issues or adjustments requested or required with the Administrative Services Director and/or the Marketing and Communications Officer; and ensure timely adjustments are consistently processed as approved.
- 25%    Manage and conduct high-level and confidential administrative activities and support for the Commissioner of Public Works, the Administrative Services Director, and section managers; serve as a liaison with elected officials, the Mayor’s Office, other department and citizens; coordinate the provision of professional correspondence, meeting minutes, and other assigned reports and documents; manage office contracts and inform the Commissioner and the Administrative Services Director of any potential problems and concerns; and maintain the Commissioner’s calendar, manage details, and follow-up on any actions needed.
- 15%    Assist the Marketing and Communications Officer in managing content and timing of public relations communications, publications, announcements, information, and response to inquiries; devise communication strategies to inform elected officials and the public; manage the department’s outreach efforts and update the website, social media, and brochures; and respond to requests from elected officials for service by assigning the request to the proper section and provide timely follow-up and a final response.
- 10%    Manage the seasonal staffing layoff and call back process; maintain a seniority list; compete background check analysis; schedule pre-employment drug testing and interviews; develop layoff plans and reports; manage other special projects; and perform other duties as assigned.

Requirements include a bachelor’s degree in public administration, business or a related field and two years of related experience. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

This position will be managing several administrative support functions and working with special event permits, open records requests, communications, and human resource functions. The requested level of Pay Range 2DN (\$42,500 - \$59,498) is appropriate as it includes related professional positions that also manage and coordinate specific functions and programs such as Business Services Specialist, Health and Safety Specialist, and Library Volunteer Coordinator. For example, the Health and Safety Specialist position in the Police Department performs a full range of professional duties related to developing, implementing, and administering departmental programs designed to enhance safety and reduce absenteeism. As this position will be managing several support functions, we recommend the title of Administrative Support Specialist.

We therefore recommend this position of Accounting Assistant II in Pay Range 6HN (\$37,830 - \$41,863) be reclassified to Administrative Support Specialist in Pay Range 2DN (\$42,500 - \$59,498).

**DPW-Infrastructure Services**

<b>Current</b>	<b>Carpenter</b>	<b>PR 7KN (\$59,390 - \$59,390)</b>	<b>1 Position</b>
<b>Recommended</b>	<b>Carpenter Leadworker</b>	<b>PR 7MN (\$62,583 - \$63,003)</b>	<b>1 Position</b>

Under Bridge Operations/Maintenance in the Bridges and Buildings Section, the department is requesting that one position of Carpenter in Pay Range 7KN (\$59,390 - \$59,390) be reclassified to Carpenter Leadworker in Pay Range 7MN (\$62,583 - \$63,003). Currently there is one position of Carpenter Supervisor and ten positions of Carpenter. The department indicated that the workload for the Carpenter Supervisor position is high and that they wish to reclassify one position of Carpenter to Carpenter Leadworker to help manage the workload.

Under the direction of the Carpenter Supervisor, this position would perform daily oversight of carpenters; order materials, confirm lead times, and maintain inventory; perform estimates for construction projects; review work by carpenters and verify work is in accordance with building codes; review, complete, and close out work orders; take calls for emergency board-ups and select carpenters for board-up assignments; and assume duties of the Carpenter Supervisor in his or her absence. These duties and responsibilities are consistent with the classification for the current position of Carpenter Leadworker (Auxiliary) in Pay Range 7MN (\$62,583 - \$63,003).

We therefore recommend one position of Carpenter in Pay Range 7KN (\$59,390 - \$59,390) be reclassified to Carpenter Leadworker in Pay Range 7MN (\$61,785 - \$63,003) and include the footnote designations "(2)" and "(4)" that are currently associated with the Carpenter Leadworker (Auxiliary) title and read as follows:

"(2) Employees in job classifications who perform lead abatement duties which under federal regulations require the use of respirators and personal protective clothing shall receive an additional thirty-five cents (\$0.35) per hour while performing such duties."

"(4) Recruitment is at \$2,407.03 (\$62,582.78)."

With this new recommended title of "Carpenter Leadworker" we recommend the deletion of the title "Carpenter Leadworker (Auxiliary)".

**DPW-Water Works**

<b>Current</b>	<b>New Position</b>		
<b>Recommended</b>	<b>Program Assistant III</b>	<b>PR 5IN (\$47,779 - \$54,669)</b>	<b>1 Position</b>

This new position in the Distribution Division of the DPW-Water Works is to administer and process paperwork; and maintain and record service orders and/or contracts relating to Distribution Lead Service Line (LSL) Replacement Project; serve as the primary information and computer technical person for the project; coordinate and communicate with contractors; process invoices and paperwork to comply with all Safe Drinking Water Loan requirements for the project; create and produce reports from software records detailing progress of the project; and ensure compliance with the City's contract requirements. Duties and responsibilities include the following.

- 50% Coordinate and process the timely and consistent data collection and recording of work activities for the Distribution Lead Service Line (LSL) Replacement Project; and report progress of the LSL replacements within Department guidelines.
- 25% Create and maintain database and records for the project.
- 15% Oversee/verify work elements and process all payments and invoices for the project.
- 10% Track and report non-responsive property owners to the Department of Neighborhood Services for compliance with the City's Ordinance on LSL replacements; and perform other duties as assigned.

Requirements include an associate's degree in business administration or related field and four years of office support experience with at least two years of experience at the level of Office Assistant IV or higher. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The requested classification of Program Assistant III is the highest level of the Program Assistant job series. These positions perform a variety of office and administrative work in support of a distinct area of operations within a City department. Positions at the Program Assistant III level perform a variety of duties and responsibilities to support a

significantly complex program or area of operation. In addition to requiring the equivalent knowledge and skill normally obtained with a bachelor's degree, these positions require an extensive knowledge of technical and/or administrative information. They also analyze information, draw conclusions, and make recommendations; and have extensive relationship responsibility for the complex program or area of operation and may communicate with other City personnel and the public.

The requested classification for this new position is appropriate as it will be working with a complex project, maintaining the database and creating reports, serving as the primary information and computer technical person for the project, coordinating and communicating with contractors, and ensuring compliance with the City's contract requirements.

We therefore recommend this new position be classified as Program Assistant III in Pay Range 5IN (\$47,779 - \$54,669).

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


In the Positions Ordinance


- Under the Department of Public Works-Administrative Services Division, Office of the Commissioner:  
Add one position of "Administrative Support Specialist".
- Under the Department of Public Works-Administrative Services Division, Finance & Planning Section:  
Delete one position of "Accounting Assistant II".

In the Salary Ordinance

- Under Pay Range 2DN:  
Add the title of "Administrative Support Specialist".
- Under Pay Range 7MN:  
Add the title of "Carpenter Leadworker".  
Delete the title "Carpenter Leadworker (Auxiliary)".

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: March 20, 2018

**Municipal Court**

Current	Recommendation
Court Administrative Coordinator PR 1CX (\$51,469 - \$72,063) One Position	Court Business Manager PR 1DX (\$54,865 - \$76,806) One Position
Management Accounting Specialist PR 2FX (\$48,670 - \$67,616) One Position	Court Services Supervisor PR 1BX (\$48,670 - \$67,616) One Position

**Background**

The Chief Court Administrator, Sheldyn Himle, requested that two supervisory/managerial positions be reviewed for appropriate title and pay level. In studying this request, revised job descriptions for the positions and job analysis questionnaires completed by the incumbents were reviewed. In addition, discussions were held with Jane Islo, Assistant Court Administrator. The department stated that changes in duties and responsibilities have been made to each of these positions beginning in June of 2016 when a reorganization of positions and responsibilities took place.

Current	Court Administrative Coordinator	PR 1CX (\$51,469 - \$72,063)	1 Position
Recommended	Court Business Manager	PR 1DX (\$54,865 - \$76,806)	1 Position

This position manages the financial operations and budget preparation and control of the Municipal Court. Prior to 2016, this position handled some aspects of the department's budget. Now, however, the employee performing the job prepares the entire budget and monitors all income and expenditures. Most importantly, responsibility for supervising the operations and personnel of the Cash Control and Accounting Section has been added to this job. Duties and responsibilities include the following:

- 40% Supervising an accounting staff of five-who receive payments resulting from court actions and related work-to ensure prompt service is provided in person and by telephone in accordance with customer service quality guidelines; ensuring that employees adhere to policies and procedures; and assisting staff with challenging customer service situations.
- 40% Planning, developing, and administering the department's budget; providing various financial and budgetary reports and updates to the department head regularly and on an as-needed basis; and providing fiscal analysis for all major court expenses and capital requests.
- 10% Managing the collection of court receivables, both directly and via collection agency contractors; and cash control, including preparation and analysis of all financial reports.
- 10% Managing court payables and payroll processing.

Minimum requirements include a bachelor's degree in accounting or closely related field and three years of experience in position involving public administration, accounting, budgeting.

The most closely related job classifications to the one under study are illustrated below.

*Business Operations Coordinators, Supervisors, and Managers*

Title	PR	Min	Max
Court Administrative Coordinator	1CX	\$51,469	\$72,063
Library Business Manager	1DX	\$54,865	\$76,806
Business Operations Manager	1EX	\$58,462	\$81,844
Business Operations Manager-Health	1FX	\$62,338	\$87,270
Business Operations Manager-Neighborhood Services	1FX	\$62,338	\$87,270

Although the Municipal Court is a smaller department, this position administers all aspects of budgeting and finance for the department, and has taken on responsibility for the collection, control, security, and disbursement of monies collected. A comparison to other departments supports a change in classification to Court Business Manager. The classification that is most similar is Library Business Manager in Pay Range 1DX (\$54,865 - \$76,806). The Library Business Manager oversees financial, budgetary and service delivery systems with an emphasis upon analyzing information and producing management reports; and supervises accounting staff.

We therefore recommend the position of Court Administrative Coordinator in Pay Range 1CX (\$51,469 - \$72,063) be reclassified to Court Business Manager in Pay Range 1DX (\$54,865 - \$76,806).

Current	Management Accounting Specialist	PR 2FX (\$48,670 - \$67,616)	1 Position
Recommended	Court Services Supervisor	PR 1BX (\$48,670 - \$67,616)	1 Position

This position is responsible for the general administration and management of various day-to-day operations of the Municipal Court, which include:

- 60% Managing the Court Services Section staff to ensure prompt service is provided in person and by telephone in accordance with customer service quality guidelines.
- 10% Overseeing records management, which includes serving as the department's Records Retention Coordinator and responding to open/public records requests.
- 10% Managing facilities issues and other projects, which include serving as the liaison between building facilities personnel to ensure the main and remote court facilities are clean, safe, and functioning as required.
- 10% Planning and administering all contracts and purchasing processes; serving as the department's telephone coordinator.
- 10% Serving as a liaison between the department and various members of the community and community groups to provide education and information about the court; and other miscellaneous duties as assigned.

Minimum requirements include a bachelor's degree in public administration or related field and two years of experience in position involving customer service management, public administration or similar position.

The department has requested that the title of this position be changed to Court Services Supervisor. Considering the nature and level of work performed, this title requested is appropriate. It is therefore recommended that the position of Management Accounting Specialist in Pay Range 2FX (\$48,670 - \$67,616) be retitled to Court Services Supervisor in Pay Range 1BX (\$48,670 - \$67,616).

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

In the Positions Ordinance

Under Municipal Court, Management and Administration:

Delete one position of "Court Administrative Coordinator".

Delete one position of "Management Accounting Specialist".

Add one position of "Court Business Manager".

Add one position of "Court Services Supervisor".


In the Salary Ordinance

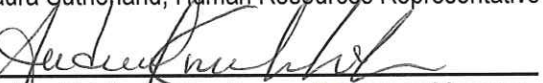
Under Pay Range 1CX:

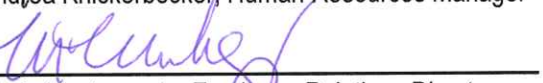
Delete the title of "Court Administrative Coordinator".

Under Pay Range 2FX:

Delete the title of "Management Accounting Specialist".

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

**Date** 3/16/18 **File Number** 171742  
**Subject** Classification and pay recommendations submitted to the City Service Commission for March 20, 2018 meeting.

## B

**Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter, Human Resources Representative  
Dept. of Employee Relations/X2398.

## 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**
- Department Account
  - Capital Projects Fund
  - Debt Service
  - Other (Specify) \_\_\_\_\_
  - Contingent Fund
  - Special Purpose Accounts
  - Grant & Aid Accounts

**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 March 21, 2018  
City Service Commission Meeting of March 20, 2018

**NEW COSTS FOR 2018**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Attorney's Office	Legal Office Assistant-Lead	6NN	Personnel Officer*	1DX	\$38,628	\$54,865	\$12,490	\$2,123	\$14,613
1	City Attorney's Office	Legal Office Assistant-Senior	6LN	Program Assistant I*	5EN	N/A	N/A	NA Title, PR & Min Rate Change Only		
1	DPW-Administrative Services	Accounting Assistant II	6HN	Administrative Support Specialist**	2DN	N/A	N/A	N/A Included in 2018 Budget		
1	DPW-Infrastructure Services	Carpenter	7KN	Carpenter Leadworker**	7MN	N/A	N/A	N/A Included in 2018 Budget		
1	DPW-Water Works	New Position	N/A	Program Assistant III**	5IN	N/A	N/A	N/A Included in 2018 Budget		
1	Municipal Court	Court Administrative Coordinator	1CX	Court Business Manager*	1DX	\$50,206	\$53,721	\$2,704	\$460	\$3,164
1	Municipal Court	Management Accounting Specialist	2FX	Court Services Supervisor*	1BX	N/A	N/A	NA Title and PR Change Only		
7								\$15,194	\$2,583	\$17,777

\*Assume effective date is Pay Range 7, 2018 (March 25, 2018).

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

**SAVINGS FOR 2018**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Attorney's Office	Special Assistant to the City Attorney	1FX	Business Finance Officer	2HX	\$62,338	\$54,865	\$5,748	\$977	\$6,726
1								\$5,748	\$977	\$6,726

Assume effective date is Pay Period 7, 2018 (March 25, 2018).

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Attorney's Office	Legal Office Assistant-Lead	6NN	Personnel Officer*	1DX	\$38,628	\$54,865	\$16,237	\$2,760	\$18,997
1	City Attorney's Office	Legal Office Assistant-Senior	6LN	Program Assistant I*	5EN	N/A	N/A	NA Title, PR & Min Rate Change Only		
1	DPW-Administrative Services	Accounting Assistant II	6HN	Administrative Support Specialist**	2DN	N/A	N/A	N/A Included in 2018 Budget		
1	DPW-Infrastructure Services	Carpenter	7KN	Carpenter Leadworker**	7MN	N/A	N/A	N/A Included in 2018 Budget		
1	DPW-Water Works	New Position	N/A	Program Assistant III**	5IN	N/A	N/A	N/A Included in 2018 Budget		
1	Municipal Court	Court Administrative Coordinator	1CX	Court Business Manager*	1DX	\$50,206	\$53,721	\$3,515	\$598	\$4,113
1	Municipal Court	Management Accounting Specialist	2FX	Court Services Supervisor*	1BX	N/A	N/A	NA Title and PR Change Only		
7								\$19,752	\$3,358	\$23,110

**SAVINGS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	City Attorney's Office	Special Assistant to the City Attorney	1FX	Business Finance Officer	2HX	\$62,338	\$54,865	\$7,473	\$1,270	\$8,743
1								\$7,473	\$1,270	\$8,743

Totals may not be to the exact dollar due to rounding.