



Department of Employee Relations

January 27, 2010

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

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

Dear Committee Members: Re: Common Council File Number 091257

The following classification and pay recommendations were approved by the City Service Commission on January 26, 2010.

In the Library, six new positions are recommended for classification as Library Youth Educator, PR 592.

In the Common Council-City Clerk, one position of Administrative Specialist-Senior, SG 004 currently held by Marian Hartner was recommended for reclassification to Administrative Services Coordinator, PR 555.

The job evaluation report covering the above positions, including the necessary Salary and Positions Ordinance amendments, are attached.

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: 2 Job Evaluation Reports
 Fiscal Note

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Paula Kiely, Judith Zemke, David Sikora, Joan Johnson, Ronald Leonhardt, James Owczarski, Angelyn Ward, Marian Hartner, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, James Fields and Calvin Lee (DC48).

JOB EVALUATION REPORT

City Service Commission Meeting Date: January 26, 2010

Department: Library

| Present | Request | Recommendation |
|-----------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Six New Positions (0.5 FTE) | Library Youth Programming Specialist Six Positions (0.5 FTE) PR 544 (\$45,210 - \$52,861) | Library Youth Educator Six Positions (0.5 FTE) PR 592 (\$40,019 - \$48,021) |

Action Required

In the Salary Ordinance, under Pay Range 592, add the title "Library Youth Educator."

In the Positions Ordinance, under Library, Neighborhood Library and Extension Services Decision Unit, Neighborhood Library and Extension Services Pool, delete six positions of "Librarian (0.5 FTE)" and under Central Library Decision Unit, Central Library Services Bureau, Youth and Community Outreach Services Section, add six positions of "Library Youth Educator (0.5 FTE)."

Background

We received a letter on January 14, 2010 from Judith Zemke, Library Personnel Officer, requesting a classification study of six new half-time positions created as a part of the 2010 budget. These positions were originally created in the Positions Ordinance at the level of Librarian II (Pay Range 544) but due to the educational and experience requirements the Library has requested the title of Library Youth Programming Specialist in Pay Range 544. To study this position, job descriptions were reviewed and discussions were held with Judith Zemke.

Duties & Responsibilities

These new positions will develop and deliver programs throughout the Milwaukee Public Library system for children from birth to age 18, families, and care providers; and as schedule permits give library presentations requested by other agencies such as schools, Boys and Girls Clubs, and churches. The duties, responsibilities, and requirements include the following:

- 80% Develop, plan and implement programs throughout the Library system; work closely with the Coordinator of Youth and Community Outreach Services (YCOS) and the YCOS Management Librarian to coordinate the three seasonal programming calendars for the system; and maintain the database of performers and programs for the programming calendar.
- 20% Prepare regular narrative and statistical reports as needed; work closely with YCOS staff to deliver library cards and material associated with programs; provide information to assist the Coordinator of Youth and Community Outreach Services with grant development, budgets, and new initiatives related to programming goals; attend meetings to further accomplish library goals and objectives related to programming;

keep abreast of literature, especially that which relates to library programming and child development; contribute to the growth and development of the library and of the profession by participation in conferences and in the work of professional associations; and perform other duties as assigned.

Requirements for this position include a Bachelor's Degree in a related area, Education majors are preferred; and two years of experience working with children and lesson or program planning of which at least one year has been working with elementary or early childhood students. It should be noted that these requirements have not been verified for staffing purposes.

Analysis

These six positions were created in the 2010 budget to enable the Library to continue to offer programming to community youth. Comparisons were made to other positions in the City including the following:

Librarian I and II Classifications

These classifications participate in a full range of librarian activities including reference service, community service, outreach, programming, basic collection development, readers' advisory service and other related tasks.

Public Health Educator I and II Classifications

These classifications develop and implement health education prevention programs; serve as a health education resource to other Health department staff, Milwaukee Public schools, and for the Milwaukee community; and determine community health promotion strategies; conduct needs assessments, and determine the effectiveness of programs.

The requirements for these classifications are listed below.

| Job Title | Pay Range | Rate | Requirements |
|---------------------------|------------------|---------------------|------------------------------------------------------------------------------------------------------|
| Librarian I | 528 | \$39,952 - \$46,569 | Master's Degree in Library and Information Studies |
| Public Health Educator I | 592 | \$40,019 - \$48,021 | Bachelor's Degree in Health Education or related field |
| Librarian II | 544 | \$45,210 - \$52,861 | Master's Degree in Library and Information Studies and two years of experience |
| Public Health Educator II | 593 | \$44,357 - \$53,697 | Bachelor's Degree and one year of experience OR Master's Degree in Health Education or related field |


The duties and responsibilities of these new positions appear to be more closely related to the Public Health Educator classifications due to the emphasis on education in developing and implementing programs as well as determining promotion strategies and conducting needs assessments.


In determining the level of the positions the requested requirements for these new positions (Bachelors Degree in Education and two years experience) are not as strong as those of Librarian II (Masters Degree and two years of experience).


As the rate of pay for Public Health Educator II is above that of Librarian II, we recommend aligning these new positions with the classification of Public Health Educator I in Pay Range 592. This rate of pay falls in between that of Librarian I and Librarian II. We recommend the title of Library Youth Educator to better describe the function of these positions and to link them to the Public Health Educator classification series.

Recommendation

We therefore recommend that these six new positions be classified as Library Youth Educator (0.5 FTE) in Pay Range 592.

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 Date: January 26, 2010
Department: Common Council - City Clerk

| Present | Request | Recommendation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------|
| Administrative Specialist-Senior SG 04 (\$44,194 - \$61,871) Incumbent: Marion Hartner, underfilling as: Administrative Specialist SG 02 (\$38,902 - \$54,455) | Administrative Specialist SG 02 (\$38,902 - \$54,455) | Administrative Services Coordinator PR 555 (\$48,133 - \$54,958) |

Action Required

In the Positions Ordinance, under Common Council-City Clerk, Central Administration Division, delete one position of "Administrative Specialist – Senior" and add one position of "Administrative Services Coordinator."

Background

We received a letter on January 27, 2009 from Ronald Leonhardt, City Clerk, requesting a reclassification of one position of Administrative Specialist – Senior in Salary Grade 04 to Administrative Specialist in Salary Grade 02. The current incumbent is underfilling the position at Salary Grade 02. To study this position, job descriptions were reviewed and discussions were held with Ronald Leonhardt, City Clerk.

Duties & Responsibilities

This position provides general administrative support to the City Clerk and Deputy City Clerk and performs specialized services for members of the Common Council, other city departments, and city boards, commissions, and committees. The duties, responsibilities, and requirements include the following:

- 25% Provide general administrative support for the City Clerk and Deputy City Clerk; answer phone and route calls; schedule appointments; review incoming mail; copy; file; maintain city code books; prepare Common Council meeting materials; route official mail to appropriate city departments; prepare contracts and agreements for signature by City Clerk and route to other departments.
- 25% Oversee oath of offices; send letters to appointees; schedule oaths; prepare oath forms, oath confirmation letters and certificates of appointment; and administer oaths when necessary.
- 25% Schedule meeting rooms for Common Council and other city departments and official bodies; post notices and agendas of meetings on bulletin boards and on city web site;

review notices and agendas for compliance with legal requirements; and maintain meeting calendar on city web site.

- 20% Make travel, lodging and registration arrangements for Common Council Members and department personnel; make arrangements for Common Council Members to attend local events; serve as department Training Information Coordinator; register employees for city and private classes; and process all advances and payments in FMIS.
- 5% Obtain building access cards for all personnel and backup Management and Accounting Officer for accounts payable and facility maintenance.

Requirements for this position include two years of administrative experience in city government; an ability to develop a keen awareness of government processes, work under pressure and in a confidential relationship with the City Clerk, Deputy City Clerk, Common Council Members and other city officials; and a knowledge of general functions and operations of all city departments and of the software applications utilized by the Common Council – City Clerk's Office.

Changes to the Position and Comparisons with Other Positions

With the retirement of the previous incumbent from this position, the department transferred a significant portion of the job responsibilities, including supervision of the payroll functions, to another position in the department. The current incumbent was informed prior to appointment that the department was requesting the position be downgraded to Administrative Specialist in Salary Grade 02 and would underfill the position at this level.

To study this position we made comparisons to numerous administrative job classifications, both management and nonmanagement, including the following:

Program Assistant III in Pay Range 550 (\$46,607 - \$53,328)

The specification for the Program Assistant job series indicates that these positions perform a variety of office support and administrative work in support of a program or distinct area of operations within a City Department. The term "program" is intended to be broad in application, encompassing the work of a bureau, division, section, or specific program in a department.

There are three levels of Program Assistant. The highest level, Program Assistant III, is for positions that perform a variety of duties and responsibilities to support a significantly complex program or area of operations within a City Department. In addition to requiring the equivalent knowledge and skill obtained with a bachelor's degree, these positions require in-depth knowledge of technical and/or administrative processes. Other Program Assistant III positions are located in the Department of Public Works, Department of Administration and the Fire and Police Commission. The basic function of the position located in the Fire and Police Commission is to serve as the confidential secretary to the Fire and Police Commission Executive Director and the Board of Fire and Police Commissioners; prepare for review and approval the annual department operating budget; oversee department accounts and records; direct and ensure the monitoring of Police and Fire Departments payrolls and personnel activities; and oversee the general operations of the office.

Administrative Services Coordinator in Pay Range 555 (\$48,133 - \$54,958)

This position is located in the Department of City Development and serves as the coordinator for various departmental administrative functions and provides executive level support to the Commissioner – City Development and key staff in the Commissioner's Office. This includes coordinating various functions such as maintenance and custodial operations, record retention process, tracking system and responses to proposed state legislation; coordinating meetings between top level executives, the Mayor and the Commissioner and provide background material if needed; coordinating personal appearances for the Commissioner on behalf of the Mayor as directed by the Mayor; reviewing and prioritizing all correspondence addressed to the Commissioner and routing it to staff for response or information; and performing general research regarding departmental issues and projects upon request.

Administrative Services Specialist in Salary Grade 01 (\$36,507 - \$51,106)

Currently there are two filled positions with this classification. One is in the Police Department and the other one is in the Employee's Retirement System (ERS). The basic function of the latter one is to be responsible for the complete administration of financial and membership functions of the health and dental insurance for several different retiree groups including General City, Fire, Police, Pabst Theatre, Wisconsin Center, Duty and Ordinary Disability, and spouse survivors and dependents; on-going correspondence with members, ERS Board, staff, and other affected personnel; maintaining appropriate records and database; preparing required reports; and understanding and applying associated rules, regulations, and legal opinions governing the process.

Administrative Specialist in Salary Grade 02 (\$38,902 - \$54,455)


There are several positions of Administrative Specialist in the City Service. Generally, these positions perform a wide variety of administrative, technical and supervisory duties. For example, one position in the Department of Administration – Budget and Management Division is responsible for administrative support to the Division which includes oversight of technical systems related to the preparation of budget systems and forms, official city budget documents, materials for the annual city budget review, and ongoing budget administration such as vacant positions, fund transfers, and emergency temporary position authorizations; preparing the annual City Positions Ordinance and organization charts for publication; coordinating the Division's accounts and payroll processing; providing support for the analytic staff with PowerPoint presentations and spreadsheets; and serving as a lead worker for an Administrative Services Specialist.

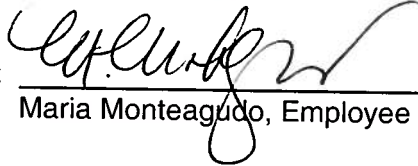
Analysis and Recommendation

Under our new Management Pay Plan structure it would be appropriate to reclassify the position to a nonmanagement classification as it does not have any supervisory responsibilities. A comparable nonmanagement classification would appear to be Administrative Services Coordinator in Pay Range 555. A position with this title in the Department of City Development also provides high level administrative support to a key position in the City as well as other administrative functions within the Department.

Based on the above review and analysis we recommend that this position be reclassified from Administrative Specialist-Senior in Salary Grade 04 to Administrative Services Coordinator in Pay Range 555.

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director