



Department of Employee Relations

February 22, 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 091383

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on February 23, 2010. We recommend these changes subject to approval by the City Service Commission:

In the Port of Milwaukee, one new position is recommended for classification as Deputy Port Director, SG 12.

In the Department of Administration, one new position is recommended for classification as Project Manager-Milwaukee Shines, SG 08.

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 Report
 1 Fiscal Note

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado,
Eric Reinelt, Hattie Billingsley, and Sharon Robinson.

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 23, 2010

DEPARTMENT OF ADMINISTRATION

Current	Requested	Recommended
New Position	Project Manager SG 08 (\$57,028 - \$79,836)	Project Manager – Milwaukee Shines SG 08 (\$57,028 - \$79,836)

Action Required – Effective Pay Period 14, 2010 (June 27, 2010)

In the Positions Ordinance, under Department of Administration, Budget and Management Division, delete the position of "Project Manager (C) (X) (Y)" and under Office of the Director add the position "Project Manager – Milwaukee Shines (C) (X) (Y)"

In the Salary Ordinance, under Salary Grade 08, add the title "Project Manager – Milwaukee Shines".

Duties and Responsibilities

This new grant-funded position is to be responsible for managing all aspects of the City of Milwaukee's solar energy program "Milwaukee Shines." This will entail overseeing awarded grants, technical assistance agreements with the U.S. Department of Energy, partner match contributions, and procured contracts totaling over \$3 million. The position will ensure that all projects comply with the City of Milwaukee, U.S. Department of Energy and American Recovery and Reinvestment Act requirements and will design and implement activities that further the City's and U.S. Department of Energy's goal to make solar more mainstream. The position will lead and oversee partner committees, subcommittees, and councils that will work to build a strong local solar hot water industry, high profile solar projects, a skilled solar technology workforce, and a financing mechanism to offset the initial costs of installations. It will be the intent of this position to create lasting jobs and career pathways in solar and other renewable energy industries; and help other cities develop their solar programs.

The duties and responsibilities include the following:

- 20% Manage Milwaukee Shines partner team which includes representatives from the federal government, city government, We Energies, Focus on Energy, Midwest Renewable Energy Association, Johnson Controls, Inc., State of Wisconsin's Office of Energy Independence, Milwaukee County, Milwaukee Area Technical College, Milwaukee School of Engineering, and the University of Wisconsin – Milwaukee; work with partners to plan strategically, conduct gap analyses and evaluations in order to achieve goals and deliverables; lead and host monthly meetings and provide biweekly updates; create and manage high profile Solar Hot Water Business Council with solar industry business leaders and economic development institutions; initiate meetings with advisory committee; create Council's framework; design and write Requests for Proposal; identify, attract, and retain solar manufacturers to the region through marketing and cultivation of

relationships, fundraising, and designing and implementing workshops for local businesses to educate them on ways they can become active in the solar industry.

- 20% Create and implement solar workshops tailored to banking and legal professionals; provide technical assistance to City of Milwaukee residents and businesses to overcome local and regional market barriers to solar, including working collaboratively with Solar America Cities partners in Madison; work with the Environmental Sustainability Director, other city officials, and private financial markets to implement a Property Assessed Clean Energy financing to support solar.
- 20% Initiate and manage efforts to get installation sites approved by National Environmental Policy Act and the Historic Preservation Department; act as fiscal agent to distribute funds to partner agencies to install solar; work with educators to incorporate solar into their curriculum at schools that install solar; create a long-term, after-school and summer science program, and share curriculum/program with other schools; create budget and work with the Department of Public Works, the Solar Coach, and partners to write the specifications for four solar installation Requests for Proposal; create training opportunity for employees at City facilities to maintain hot water systems; and budget, design, and implement campaign to distribute remaining grant funds for solar hot water installations on residential-scale buildings and homes.
- 15% Represent the City of Milwaukee and the Milwaukee Shines program at speaking engagements; work with the Office of Energy Independence to share successes of the Milwaukee Shines program with other Wisconsin communities; organize and attend press events; maintain Milwaukee Shines website and continue to update and add content; continue to evaluate public information material available from Focus on Energy and the U.S. Department of Energy; and work with partners to determine how it can be better tailored for Milwaukee.
- 5% Lead taskforce to create a "best practices" manual for solar programs; monitor all stages; and publish results.
- 5% Write and submit two quarterly reports (narrative and financial) to the U.S. Department of Energy; track all partner matches and comply with the American Recovery and Reinvestment Act requirements; and write all program materials for the U.S. Department of Energy Solar America Cities network.
- 5% Oversee the contract with the Solar Coach who coordinates solar workforce development, assists in solar demonstration projects, and provides technical assistance to residents and businesses that want to install solar technologies.
- 5% Research and apply for new solar grant opportunities.
- 5% Assist Director as needed.

Requirements for this position include a Bachelor's Degree in Business Management, Environmental Management, Public Administration, Economics or related area; four years of progressively responsible experience in project management, environmental policy, administration or related field; and expertise in the region's solar energy industry. Equivalent combinations of education and experience may also be considered.

Analysis

The Office of Environmental Sustainability in the Department of Administration has a solar energy program called "Milwaukee Shines". The purpose of this program is to create a sustainable solar energy program through building the institutional and physical infrastructure needed to support ongoing investments in technology and training. In October of 2009 the Milwaukee Shines program won a "special projects" award that includes additional grant funds for supporting Milwaukee's solar market. Included in this grant is funding for a Project Manager beginning July 1, 2010 through December 31, 2011. This position will report to the Environmental Sustainability Director and will have extensive outreach and project oversight responsibilities.

To study this position, comparisons were made to other City positions including the following:

Lead Grant Monitor in Salary Grade 06 (Health Department)

Manages grant compliance and grant reporting for Housing and Urban Development (HUD) grants and the Community Development Grant Administration's Community Development Block Grant (CDBG) to achieve the strategic goals of the Childhood Lead Poisoning Primary Prevention Program. This includes ensuring the timely drafting and reporting of the goals and objectives of all the grants, overseeing the property owner lead-safe worker training, managing the occupant relocation and protection, collecting and analyzing data generated by the two grants, and ensuring that all HEH program policies and procedures are compliant with HUD regulations.

Recycling Specialist in Salary Grade 07 (Dept of Public Works – Operations Div)

Under the direction of the Sanitation Services Manager, manages, markets, and expands the City's recycling program by working with City resources, local private recycling firms, neighborhood organizations, schools and the general public. This position also manages the City's multi-million dollar State recycling grant; plans, supervises, and implements recycling projects; plans, conducts, and documents various studies related to recycling; establishes contracts or other agreements to market recycling materials; supervises campaigns and programs to increase waste prevention, reuse, and recycling; represents the Division before various committees; and works to raise funds and write grants; and works with public, private and government agencies.

Budget and Management Special Assistant in Salary Grade 08 (Dept of Admin – Budget)

Serves as an experienced professional analyst by carrying out analysis and recommendations on several major departmental budgets, complex public policy, fiscal and/or management analysis studies, and budget administration; and provides direction, guidance, and training to lower level analysts as the principal analyst on complex studies. Duties include assuming primary responsibility for a significant policy area in the City budget, interacting more independently with policy makers and elected officials, and taking a lead role in processes related to production of the overall City budget such as budget summaries, amendments, format and automation.

Grant Compliance Manager in Salary Grade 09 (Dept of Admin – Community Block Grant)

Coordinates the submission of grants on a citywide basis to enhance the City's funding sources; identifies grant opportunities; applies for grants; ensures compliance with City processes and requirements for grant applications and acceptance; assists other City

Departments in applying for grants and evaluating options for improving and streamlining current grant processes and procedures; and provides training and technical assistance to City staff.

Similar to the positions above the new position under study will be working with grants and ensuring that proper procedures and processes are followed. The Lead Grant Monitor in Salary Grade 06 and the Recycling Specialist in Salary Grade 07 also work with a specific program and require extensive knowledge and expertise in that area. The position under study, however, is stronger as it will have a greater emphasis on working with partner agencies including leading and overseeing partner committees, subcommittees, and councils to work on building a strong local solar hot water industry, installing high profile solar projects, developing a skilled solar technology workforce, implementing a financing mechanism to offset the initial costs of installation, creating lasting jobs and career pathways, and helping other cities develop their solar programs. This includes leading and hosting monthly meetings; providing biweekly updates; managing the high profile Solar Hot Water Business Council that includes solar industry business leaders and economic development institutions; designing and writing Requests for Proposals; identifying, attracting, and retaining solar manufacturers to the region through marketing and cultivation of relationships; fundraising; and designing and implementing workshops for local businesses to educate them on ways they can become active in the solar industry.

The Grant Compliance Manager in Salary Grade 09 is stronger than the position under study since it works with numerous grants throughout the City. It has a high impact since it is responsible for aggressively pursuing grant funds and together with the other Grant Compliance Manager position provides centralized grant coordination. The Budget and Management Special Assistant in Salary Grade 08 is more focused on budget analysis and recommendations but also has a large impact on City finances and is responsible for extensive interaction with Department heads and managers and appears before the Mayor, Common Council Committees and other City and outside officials and policy making bodies.

Recommendation

Based on the above analysis we recommend Salary Grade 08. We also recommend the title Project Manager – Milwaukee Shines to accurately describe the function of the position and to distinguish it from other "Project Manager" type positions. This position has very specific requirements including expertise in the region's solar energy industry.

Prepared By: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed By: Maria Monteagudo
Maria Monteagudo, Director

JOB EVALUATION REPORT

City Service Commission Meeting: February 23, 2010

Department: Port of Milwaukee

Present	Request	Recommendation
New Position	Deputy Port Director SG 12 (\$73,627 - \$103,077)	Deputy Port Director SG 12 (\$73,627 - \$103,077)
Rationale: Considering the scope and variety of responsibilities associated with this position, including staff supervision, project management, oversight of budgeting and financial management, responsibility for human resources/labor relations, and ongoing communication with policy makers and stakeholders, we recommend this position be classified in Salary Grade 12. This will place the position at a level comparable to the Port of Milwaukee positions of Management Civil Engineer-Senior and Port Operations Manager.		

Action Required

In the Salary Ordinance, under Salary Grade 012, add the title "Deputy Port Director."

In the Positions Ordinance, under Port of Milwaukee, add one position of "Deputy Port Director."

Background

On January 28, the Port Director, Eric Reinelt, requested that the new position of Deputy Port Director approved by the Board of Harbor Commissioners and included in the City's 2010 budget be studied for appropriate job classification and pay level. In studying this request, the job description submitted by the Port was reviewed and discussions were held with Mr. Reinelt.

This new position will report to the Port Director and supervise the following five positions:

- Port Finance Officer
- Management Civil Engineer-Senior
- Port Marketing Manager
- Port Operations Manager
- Administrative Assistant III

In addition to supervising and coaching staff, the primary responsibilities of the Deputy Port Director will be to: to manage the Port's office and administrative functions; oversee human resources and labor relations; serve as a liaison to City departments, and state, local, and federal agencies; act as staff to the Board of Harbor Commissioners; prepare presentations to the Common Council regarding business issues such as leases, capital plans, and resolutions resulting from Board actions. The individual filling this position must be able to assume the duties and responsibilities of the Port Director in his absence.

As indicated in the above chart, all Port operations and staff, both administrative and operational, currently report directly to the Municipal Port Director. As proposed, the Deputy Director will assume responsibility for all administrative functions, including marketing, finance, and the administrative work associated with engineering. Other positions at this level of responsibility within the Port of Milwaukee include the Management Civil Engineer Senior and Port Operations Manager, both in Salary Grade 12.

The Management Civil Engineer-Senior (Salary Grade 12) employed by the Port has responsibility for planning, overseeing, and carrying out all the engineering work required to maintain, repair, and renovate the Port's buildings and facilities. Duties include management of the Port's long-range capital improvement program, oversight of design reviews, supervision of the preparation of specifications and contracts for engineering services; and preparation of federal and state project grant applications. This management engineer supervises two professional engineers and a technician.

The Port Operations Manager (Salary Grade 12) plans, directs, and oversees all day-to-day operations of the Port of Milwaukee. Areas of responsibility include security; the maintenance, repair, and renovation of all buildings, grounds, railroad tracks, and marine facilities owned by the Port; administration of with contracts for leases and services; and ongoing maintenance of relationships with tenants and vendors. The Port Operations Manager supervises 9-11 employees and contractors.

The scope of responsibility and nature of work associated with this new position, including staff supervision, project management, oversight of budgeting and financial management, responsibility for human resources/labor relations, and ongoing communication with policy makers and stakeholders are on a par with these other Port of Milwaukee positions. The level of responsibility, as well as required knowledge, skills, and abilities supports the recommendation to classify the position in Salary Grade 12. It should be noted that supervision of the Management Civil Engineer-Senior will be administrative in nature because Deputy will not have the credentials of a civil engineer.

Recommendation

We therefore recommend this new position be classified as Deputy Port Director in Salary Grade 12.

Prepared by: Laura Sutherland
Laura Sutherland, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Montegudo
Maria Montegudo, Employee Relations Director