



Department of Employee Relations

March 11, 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 091487

The following classification and pay recommendations were approved by the City Service Commission on March 9, 2010.

In the Department of Public Works – Operations Division:

One new position is recommended for classification to Urban Forestry Inspector, PR 530.

One position of Program Assistant II, PR 530 is recommended for Urban Forestry Inspector, PR 530.

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:    1 Job Evaluation Report  
                          1 Fiscal Note

C: Mark Nicolini, Renee Joos, Marianne Walsh, Troy Hamblin, Nicole Fleck, Joe Alvarado, Jeffrey Mantes, Preston Cole, Dan Thomas, David Sivyver, Raphiel Cole, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, James Fields, and Calvin Lee (DC 48).

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: March 9, 2010

**DPW – OPERATIONS DIVISION**

Current	Requested	Recommended
New Position	Forestry Inspector I PR 535 (\$42,660 - \$48,502)	Urban Forestry Inspector PR 530 (\$41,495 - \$46,975)
Program Assistant II PR 530 (\$41,495 - \$46,975)		Urban Forestry Inspector PR 530 (\$41,495 - \$46,975)

**Action Required – Effective Pay Period 1, 2010 (December 27, 2009)**

In the Salary Ordinance, under Pay Range 530, add the title “Urban Forestry Inspector.”

In the Positions Ordinance, under Department of Public Works – Operations Division, Forestry Section, Field Operations, delete one position of “Program Assistant II (A) (X)” and one position of “Forestry Inspector”, and add two positions of “Urban Forestry Inspector (A) (X).”

**Background**

The Department of Public Works has requested that a new position of Forestry Inspector in the Forestry Section of the Operations Division be studied for proper classification. In discussions with David Sivyler, Forestry Services Manager, it was indicated that a current position of Program Assistant II (Pay Range 530) is currently performing the same duties and responsibilities as this new position. Therefore, we are considering the classification of both positions in this report.

**Duties and Responsibilities**

The basic function of these positions, under the direction of the Technical Services Supervisor, is to administer maintenance contracts for 3,000 City-owned vacant lots. This includes mowing; sidewalk snow removal; removal of hazardous trees, nuisance small trees, and shrubs; placement of barricades and signage; and general superintendence. The duties and responsibilities include the following:

- 60% Perform inspections to ensure contractor compliance with contract specifications and performance standards; public safety; and work completion for payment authorization.
- 15% Maintain a current inventory of City-owned vacant lots using geographic information systems (GIS).
- 10% Respond to aldermanic and citizen service requests and complaints in a timely and professional manner.
- 5% Prepare miscellaneous reports and correspondence.
- 5% Participate in general snow and ice control operations.
- 5% Perform other duties as assigned.

Requirements for this position include two years of post secondary education in a related field such as arboriculture, horticulture, or urban forestry; or one year of experience in the Environmental Services Section of the Operations Division of the Department of Public Works performing duties related to this position.

### **Analysis**

To study these positions, comparisons were made to several other positions in the City including the following:

Sanitation Inspector, DPW–Operations–Sanitation, PR 500 (\$33,316 - \$36,708) (2006 rates)  
Provides code enforcement coordination and follow-up related to solid waste ordinances including garbage containment, garbage cart returns, special pickups and conditions of sidewalk snow and ice; documents and maintains code enforcement records and reports as needed; and attends public hearing regarding neighborhood and aldermanic issues as well as citizen appeals at the Administrative Review and Appeals Board.

Code Enforcement Inspector, Neighborhood Services, PR 530 (\$41,495 - \$46,975)  
Assesses and ensures that public buildings are in compliance with all applicable local ordinances and state statutes. This includes conducting fire prevention and building maintenance inspections; preparing citations, orders, and summary reports related to inspections; interpreting codes and ordinances, and evaluating occupancy violations; and advising owners/tenants of violations and suggesting possible methods to bring them into compliance.

Public Works Inspector I, DPW – Infrastructure, PR 535 (\$42,660 - \$48,502)  
Inspects construction work conducted by private contractors and utilities for the City of Milwaukee to ensure compliance with plans and inspections. This includes inspecting the construction of sewer, water, paving, and asphalt resurfacing projects; determining that all materials and workmanship meet established standards; preparing accurate daily records including making sketches of work in progress or completed work; interpreting plans; acting as the City's representative at the construction site; providing information and fielding questions from contractors, City staff, and the public regarding the status of projects; and receiving complaints, recommending solutions and/or referring to a higher level for resolution.

Neighborhood Improvement Housing Inspector, Neighborhood Services, PR 549 (\$51,455 - \$60,432)  
Ensures that the rehabilitation and construction work performed by contractors is reasonably priced, completed within budget, and complies with all state and local building codes and the City's construction specifications and the Neighborhood Improvement Project (NIP) program objectives. Duties include preparing a written scope of work and cost estimate for each project using field notes, measurements, photographs, and other information; signing off on construction permits; authorizing payments to contractors for work completed; and preparing and authorizing written change orders.

We also reviewed the duties and responsibilities of Forestry Inspector I which is an underfill title in Pay Range 535 for the classification of Forestry Inspector II in Pay Range 540. While this classification is not currently being utilized by the department, it was previously responsible for planning, monitoring, and inspecting all phases of construction activities occurring with the public right-of-way in a manner which protects the health of the City's street trees and the safety of its citizens. This included participating in planning the construction of streets, sidewalks, and sewer and water facilities by reviewing proposed paving and construction plans, writing specifications, and determining necessary corrective tree work related to the sidewalk replacement program.


The classification of Forestry Inspector I in Pay Range 535 is stronger than these positions under study since it was more involved with review of construction projects, as are the Public Works Inspector I positions in Pay Range 535. These positions in PR 535 require a higher level of knowledge of construction and of the materials used for sewer, water, paving, and asphalt resurfacing projects. A

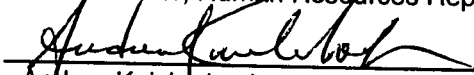
better comparison for these positions under study is the Code Enforcement Inspector I classification in Pay Range 530 which inspect for general maintenance and condition of buildings.

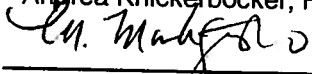
To distinguish these positions under study from the Forestry Inspector I and II classifications, we recommend the title of Urban Forestry Inspector. This title reflects the nature of work and is consistent with other titles in the Forestry Section.

**Recommendation**

Based on the analysis above we therefore recommend that these positions be classified as Urban Forestry Inspector in Pay Range 530.

Prepared by:   
Sarah Trotter, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Maria Monteaquido, Employee Relations Director