

Job Evaluation Report

City Service Commission Meeting: July 13, 2021

Department of Public Works – Administrative Services

Current	Recommended
Business Services Specialist PR 2DN (\$42,500- \$59,498) FN: Recruitment is at \$46,347 (One Position)	Human Resources Representative PR 2HX (\$54,865- \$76,806) FN: Recruitment may be at any rate in the pay range with the approval of DER. (One Position)

Note: Residents receive a rate that is 3% higher.

Background

The Department of Public Works has requested a study of one position of Business Services Specialist in Pay Range 2DN (\$42,500 - \$59,498 with a recruitment rate of \$46,347) that is located in the Administrative Services Division. A new job description was provided and discussions were held with Dan Thomas, Administrative Services Director; Shannon Goodwin, Administrative Services Manager; and Andrew Simons, Human Resources Representative.

Duties and Responsibilities

This position coordinates, administers and reports on activities relating to the City of Milwaukee's "Compete Milwaukee" Program, and Community Works Partnerships and transitional jobs programs; and assists with the management and administration of various human resources functions in the Department of Public Works including: recruitment and onboarding of city positions, training and organizational development, labor-management relations, Americans with Disabilities Act (ADA), worker's compensation, safety, complaints, grievance administration, disciplinary actions, and performance evaluations. Duties and responsibilities include the following.

- 40% Coordinate the selection, assignment, training, and evaluation of short-term work experiences within the Community Works Partnership programs and workforce development initiatives; and support the daily flow of transitional jobs and trainings with city staff, operations, and agency partners.
- 15% Design and provide various trainings, and share information with city staff and agency partners pertaining to Community Works Partnership program implementation, policies, procedures, budgets, funding, and reporting requirements.
- 15% Assist with the management and administration of various human resources functions including: investigations, organizational development, labor-management relations, Americans with Disabilities Act (ADA), worker's compensation, safety, complaints, grievance administration, disciplinary actions, and performance evaluations.
- 10% Monitor, track, evaluate and report on programing and short-term and long-term outcomes; review, draft, and coordinate Community Works Partnership contracts and agreements; and ensure compliance and a delivery of service that is consistent with established standards and performance measures.
- 10% Support the pre-placement process, onboarding, training, re-assignment, layoffs, and recruitment for workforce development incentives and city positions.
- 5% Prepare reports for the Mayor's Office, Common Council, city departments, program partners, and the public related to Community Works Partnership programming; and present information at various events and

meetings of the Common Council and committees, the City Service Commission, partner agencies and the community.

5% Perform other duties as assigned.

Minimum requirements include a bachelor's degree in public administration, human resources, social work, business administration, community engagement and education or closely related field; and three years of related experience. Experience in workforce development, policy analysis, employment placement/creation programs, human resources management and governmental agencies is desirable. Equivalent combinations of education and experience may be considered.

Analysis and Recommendation

This position was originally created in 2014 to coordinate, administer, and report on activities relating to the "Compete Milwaukee" program, an initiative to recruit, train, provide short-term employment and ensure long-term employment of underemployed City residents. At that time, the position was working with two higher-level management positions who oversaw the program and performed the more difficult work including coordinating Transitional Jobs programming with agency partners, finalizing reports, and presenting information at Common Council meetings and community events.

Those other two higher-level management positions are no longer working with the program and this position is now managing all aspects of the "Compete Milwaukee" program. In addition, due to operational needs, the department wishes to have this position cross-trained so that it can assist with the management and administration of various human resource functions in DPW including recruitment and onboarding of city positions, training and organizational development, labor-management relations, Americans with Disabilities Act (ADA), worker's compensation, safety, complaints, grievance administration, disciplinary actions, and performance evaluations.

The requested classification of Human Resources Representative in Pay Range 2HX (\$54,865 - \$76,806) is part of a job series as shown below.

Title	Pay Range	Rates
Human Resources Analyst	2DN	\$42,500 - \$59,498
Human Resources Analyst-Senior	2FX	\$48,670 - \$67,616
Human Resources Representative	2HX	\$54,865 - \$76,806

At the Human Resources Representative level, an employee is expected to work independently and perform higher-level duties including analyses of complex human resources issues, serving as a leader of a department or city-side project and representing the department before Common Council Committee meetings and the City Service Commission. With the addition of new higher-level duties and responsibilities, the requested classification of Human Resources Representative in Pay Range 2HX (\$54,865 - \$76,806) is appropriate.

This classification also has a footnote that provides recruitment at any rate in the range with the approval of DER (Department of Employee Relations) and the Chair of the Finance and Personnel Committee. Upon review of this classification, we are recommending that the footnote be changed to providing recruitment at any rate in the range with the approval of just DER, and reserving the approval by the Chair of Finance and Personnel to higher-level positions. This will affect the other nine City positions that are currently classified as "Human Resources Representative".

We therefore recommend one position of Business Services Specialist in Pay Range 2DN (\$42,500 - \$59,498 with a recruitment rate of \$48,347) be reclassified to Human Resources Representative in Pay Range 2HX (\$54,865 - \$76,806 with recruitment at any rate in the pay range with the approval of DER).

Action Required – Effective Pay Period 16, 2021 (July 25, 2021)

In the Salary Ordinance

Under Section 2, Pay Range 2HX:

Delete footnotes (4) and (10) from the title 'Human Resources Representative'

Add footnotes (1) and (7) to the title 'Human Resources Representative'

In the Positions Ordinance

Under the Department of Public Works – Administrative Services Division, Administrative Services, Finance and Planning Section,

Delete one position of "Business Services Specialist"

Add one position of "Human Resources Representative"

Prepared by: Sarah Trotter

Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager



Reviewed by: _____

Makda Fessahaye, Employee Relations Director