

COMMISSION FILE NO: 16-137-10 **DATE INTRODUCED:** October 10, 2016
INTRODUCED BY: Executive Director (Signature on File in the Office of the Commission)
REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee
RELATING TO: Approval of Job Content Values and Job Titles
SUMMARY:

Policy, Finance, and Personnel Committee approval is required for changes in job content values and job titles as a result of changes in position responsibilities, organizational changes affecting job duties, or to establish a job content value for newly created positions. Based on the District's process of evaluating positions, the Job Content Committee convened to evaluate all District positions as a part of a comprehensive compensation study. Using established methodology and lead by the Carlson-Dettmann consultant, the following changes are recommended to job content values (points and pay grade) and/or job titles.

Current Title	Recommended Title	Current points/grade	Recommended points/grade
Data Center Specialist	Same	533/10	572/11
Monitoring and Sampling Specialist	Same	506/9	521/10
Clerk Stenographer	Administrative Assistant	343/5	362/6
Capital Programs Support Manager	Same	1008/16	1050/17
Engineering Design Manager	Same	1008/16	1050/17
Information Systems Manager	Same	932/16	1038/17
Manager of Sustainability	Manager of Engineering Planning	805/14	945/16

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☒ **RESOLUTION** ☒
FISCAL NOTE ☒ **S/W/MBE** ☐ **OTHER** ☐ _____

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COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

SUMMARY (Cont'd)

Approval of Job Content Values and Job Titles

Current Title	Recommended Title	Current points/grade	Recommended points/grade
Intergovernmental Coordinator	Same	772/14	850/15
Application Development Supervisor	Same	733/13	795/14
Systems & Data Warehouse Supervisor	Same	707/13	795/14
GIS Supervisor	Same	663/12	709/13
Supervisor of Payroll & Accounts Payable	Same	663/12	709/13
Data Center Supervisor	Same	642/12	709/13
Security Administrator	Same	630/12	704/13
Procurement Supervisor	Same	586/11	642/12
ArcSDE Specialist	Same	532/10	572/11
Procurement Specialist	Same	501/9	546/10
Administrative Assistant/Legal Secretary	Same	423/7	437/8
	Administrative Coordinator/ Procurement	362/6	398/7

Recommended Title Changes

Current Title	Recommended Title	Current points/grade	Recommended points/grade
Secretary (various departments)	Administrative Assistant	362/6	Same

New Positions – 2017 Budget

Title	Recommended points/grade
Senior Human Resources Generalist	663/12
Safety Advisor	627/12
Project Manager/PPI/I	567/10
Neighborhood Outreach Coordinator	463/8
Administrative Coordinator/Water Quality Protection	398/7

KEY ISSUES

Approval of Job Content Values and Job Titles

The job content values and job titles recommended are based upon an objective review of positions by the District's Job Content Evaluation Committee utilizing the Carlson-Dettmann rating system. The Committee evaluates positions using a point factor system that assigns points in the categories of Formal Preparation and Experience, Decision Making, Thinking Challenges and Problem Solving, Interactions and Communications, and Work Environment.

Data Center Specialist

This position exists to ensure the stable operation of in-house computer infrastructure, including the optimal operation of all network hardware, servers, and software, that resides on District servers. An evaluation of this position indicates an increase in formal preparation and experience and decision making. The position is now currently rated at 572 points, pay grade 11.

Monitoring and Sampling Specialist

This position acts as the lead on a three-person team responsible for collecting samples, field data, and other information to support District programs and initiatives in compliance with the Wisconsin Pollution Discharge Elimination System permit. A review of the position indicates an increase in the area of decision making, which reflects the position's increased independence and decision making while leading a crew of Monitoring and Sampling Technicians. The position is now evaluated at 521 points, pay grade 10.

Clerk Stenographer

This position provides clerical and administrative support to include the Central Laboratory and Technical Services Division. A review of the position determined an increase in the minimum number of years of experience from seven months to two years and an increase in decision making and interactions and communications. The position is now evaluated at 362 points, pay grade 6. It is also recommended that the position title is changed to Administrative Assistant to more accurately describe the duties of the position.

Capital Programs Support Manager

This position exists to provide general management, guidance, oversight, and direction to three major program areas including Geographic Information Systems, Capital Program Cost and Schedule, and Construction Support. An evaluation of the position determined an increase in the level of decision making from department-wide to include multiple departments. The position is now evaluated at 1050 points, pay grade 17.

KEY ISSUES (Cont'd)

Approval of Job Content Values and Job Titles

Engineering Design Manager

The position is responsible for providing general management, development, guidance, and oversight to three major design areas, including Watercourse, Conveyance, and Plants. An evaluation of the position determined an increase in the level of decision making from department-wide to include multiple departments. The position is now evaluated at 1050 points, pay grade 17.

Information Systems Manager

This position is responsible for all aspects of the District's information technology and systems, including planning, implementation, and maintenance of information technology systems supporting District business operations. A review of the position determined an increase in the formal preparation and experience, decision making and thinking, and problem solving. The position is now evaluated at 1038 points, pay grade 17.

Manager of Sustainability

This position is responsible for the management of the District's engineering planning staff which includes the planning phase of capital projects; planning support services, such as sanitary and storm water management plan review; quality assurance inspection; and overseeing the District's asset management and wet weather peak flow management programs. A review of the position determined an increase in formal preparation and experience and decision making. The position is now evaluated at 945 points, pay grade 16. The position will also be retitled to Manager of Engineering Planning to more accurately reflect the responsibilities of the position.

Intergovernmental Coordinator

This position is responsible for managing the District's legislative and government affairs activities at the local, state, and federal levels. The position also oversees the District's media communications efforts and the Greenseams® flood management program. An evaluation of the position determined an increase in the areas of formal preparation and experience, decision making, and thinking and problem solving. The position is now rated at 850 points, pay grade 15.

Application Development Supervisor

The position exists to manage the lifecycle of major custom software applications interfaced across all areas of the District to support business operations. This position also analyzes and manages commercial application software for implementation, integration, and data interfacing between systems and maintenance of version/system upgrades. A review of the position indicates an increase in formal preparation and experience and decision making. The position is currently rated at 795 points, pay grade 14.

KEY ISSUES

Approval of Job Content Values and Job Titles

Systems and Data Warehouse Supervisor

The position exists to ensure the operational status of the District's servers, centralized databases, and network infrastructure to allow District business to operate effectively. A review of the position indicates an increase in formal preparation and experience and decision making. The position is now rated at 795 points, pay grade 14.

GIS Supervisor

This position is responsible for the overall management and supervision of staff maintaining and operating the District's geographical information system (GIS) and computer-aided design (CAD) systems. In addition, the position manages the Digger's Hotline assessment process, ensuring staff coverage, training, and software availability. A review of the position determined an increase in formal preparation and experience and thinking and problem solving. The position is now evaluated at 709 points, pay grade 13.

Supervisor of Payroll and Accounts Payable

This position manages the District's payroll function to ensure accurate and timely payments to employees and the accounts payable function to ensure the accurate and timely processing of payments to vendors and contractors. A review of the position determined an increase in formal preparation and experience and thinking and problem solving. The position is now evaluated at 709 points, pay grade 13.

Data Center Supervisor

This position is responsible for the management and supervision of the Desktop Technicians and Help Desk function for the District. The Data Center Supervisor ensures the timely dispatch of Desktop Technicians to assess and quickly resolve information technology-related user issues. The position also serves as the sole point of contact for all information technology-related hardware and software purchases. A review of the position determined an increase in formal preparation and experience and thinking and problem solving, moving the position to 709 points, pay grade 13.

Security Administrator

This position exists to provide comprehensive security for information systems and applications, electronic data, networking, and infrastructure and computing devices for the District. In addition, the position has the sole responsibility for the planning, configuration, maintenance, and administration for District email systems. A review determined an increase in formal preparation and experience and decision making, moving it to 704 points, pay grade 13.

KEY ISSUES

Approval of Job Content Values and Job Titles

Procurement Supervisor

This position has the overall responsibility to ensure that State, local, and District procurement requirements are met and conducted in an efficient and cost effective manner. In addition, the position advises staff on procurement matters in areas such as construction, engineering, professional service, sole source, or cooperative agreements. An evaluation of the position determined an increase in decision making, thinking and problem solving, and interactions and communications. The position is now evaluated at 642 points, pay grade 12.

ArcSDE Specialist

This position supports the District's data center infrastructure, including configuring physical equipment, such as host servers, network routers, switches, and wireless controllers. In addition, the position assists in the configuration of equipment to maintain, update, or upgrade to keep server resources operating efficiently and at maximum capacity. A review of the position indicates an increase in formal preparation and experience and thinking and problem solving. The position is now rated at 572 points, pay grade 11.

Procurement Specialist

This position coordinates the District procurement process relative to public procurements for the provision of goods and services to the District. The position coordinates the request for proposal and formal bid process, electronic bidding, the electronic purchase order system, and procurement card system. A review of the position indicates an increase in decision making, thinking and problem solving, and interactions and communications. The position is now rated at 546 points, pay grade 10.

Administrative Assistant/Legal

The position exists to provide day-to-day administrative support to the Office of the Director of Legal Services, division staff, and the Information Governance Manager. A review of the position determined an increase in thinking and problem solving. The position is now rated at 437 points, pay grade 8.

Secretary/Procurement

This position provides administrative and confidential support to the Director of Community Outreach and Business Engagement and division management staff to ensure that deadlines are met and documents are completed accurately and in a timely manner. A review of the position indicates an increase in formal preparation and experience. The position is now rated at 398 points, pay grade 7. It is recommended that the title is changed to Administrative Coordinator/Procurement to more accurately reflect the duties of the position.

KEY ISSUES

Approval of Job Content Values and Job Titles

Recommended Title Changes

The District recommends the following title change to more accurately reflect duties, responsibilities and/or skill level (no changes to pay grade):

- Secretary (various departments) to Administrative Assistant

New Positions – 2017 Budget

The following position titles and pay grades are recommended:

- Senior Human Resources Generalist, 663 points, pay grade 12
- Safety Advisor, 627 points, pay grade 12
- Project Manager/PPI/I, 567 points, pay grade 10
- Neighborhood Outreach Coordinator, 463 points, pay grade 8
- Administrative Coordinator/Water Quality Protection, 398 points, pay grade 7

RESOLUTION

Approval of Job Content Values and Job Titles

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the following job content values, pay grades, and job titles are approved:

Title	Points/Pay Grade
Data Center Specialist	572/11
Monitoring and Sampling Specialist	521/10
Administrative Assistant	362/6
Capital Programs Support Manager	1050/17
Engineering Design Manager	1050/17
Information Systems Manager	1038/17
Manager of Engineering Planning	945/16
Intergovernmental Coordinator	850/15
Application Development Supervisor	795/14
Systems & Data Warehouse Supervisor	795/14
GIS Supervisor	709/13
Supervisor of Payroll & Accounts Payable	709/13
Data Center Supervisor	709/13
Security Administrator	704/13
Procurement Supervisor	642/12
ArcSDE Specialist	572/11
Procurement Specialist	546/10
Administrative Assistant/Legal	437/8
Administrative Coordinator/Procurement	398/7
Senior Human Resources Generalist	663/12
Safety Advisor	627/12
Project Manager/PPI/I	567/10
Neighborhood Outreach Coordinator	463/8
Administrative Coordinator/Water Quality Protection	398/7