

**COMMISSION FILE NO:** 19-146-10 **DATE INTRODUCED:** October 14, 2019
**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 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:

| <b>Current Title</b>              | <b>Recommended Title</b>      | <b>Current points/grade</b> | <b>Recommended points/grade</b> |
|-----------------------------------|-------------------------------|-----------------------------|---------------------------------|
| Administrative Assistant Legal    | Same                          | 437/8                       | 496/9                           |
| Director of Information Systems   | Same                          | 1038/17                     | 1114/18                         |
| SWMBE Coordinator                 | Supplier Diversity Specialist | 546/10                      | 586/11                          |
| Management & Budget Analyst III   | Same                          | 663/12                      | 709/13                          |
| CAD Coordinator                   | Same                          | 466/8                       | 496/9                           |
| Information Governance Manager    | Same                          | 707/13                      | 765/14                          |
| Director of Legal Services        | Same                          | 1435/20                     | 1334/19                         |
| <b>New Position – 2020 Budget</b> |                               |                             |                                 |
| Real Estate Specialist II         | NA                            | NA                          | 739/13                          |
| Marketing Manager                 | NA                            | NA                          | 729/13                          |
| Milorganite® Operations Manager   | NA                            | NA                          | 749/13                          |

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

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 09-27-19

**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## KEY ISSUES

### Approval of Job Content Values and Job Titles

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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.

Administrative Assistant Legal: The position is responsible for delivering executive level administrative support to the Executive Director as well as the Director of Legal Services. A review of the position determined an increase in decision making as well as thinking and problem solving as a result of additional duties that were assigned in support of the Executive Director's Office. The position is recommended at 496 points, pay grade 9.

Director of Information Systems: The position exists to lead and set technology for the District by managing and directing the Information Services Division and Records department. The position was reviewed to determine the impact of the inclusion of the Records department within the Information Services Division. It is recommended that, due to an increase in decision making as well as interactions and communications, the position is reclassified at 1114 points, pay grade 18.

SWMBE Coordinator: The position is responsible for implementing the District's Small/Women/Minority/Veteran-owned Business Enterprise (SWMBE) program. The position ensures that local workers have the opportunity to compete for a share of the District's expenditures for goods, services, contracts, and professional services. A review of the position determined an increase in formal preparation and experience as well as decision making. The new position title of Supplier Diversity Specialist more accurately reflects the duties of the position. It is recommended that the position be reclassified at 586 points, pay grade 11.

Management and Budget Analyst III: This position exists to ensure that the District's budgets are developed and administered in a cost-efficient manner while achieving the District's mission through an effective use of resources. It was concluded that this position requires an increase in formal preparation and experience as well as thinking and problem solving. The position is now recommended at 709 points, pay grade 13.

CAD Coordinator: This position is responsible for coordinating the District's Computer-Aided Drafting (CAD) and Design and Building Information Modeling systems as well as maintaining and enforcing CAD standards, providing related engineering design, and drawing services. A review of the duties associated with the position has determined an increase in decision making as well as thinking and problem solving. The position is now recommended at 496 points, pay grade 9.

## KEY ISSUES (Cont'd)

### Approval of Job Content Values and Job Titles

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Information Governance Manager: This position is responsible for developing, implementing, and managing an enterprise-wide integrated Information Governance Program, including the Data Architecture Plan implementation designed to optimize the District's use of its information assets. An evaluation of the position has determined an increase in formal preparation and experience as well as decision making. The position is now recommended at 765 points, pay grade 14.

Director of Legal Services: The Director of Legal Services is charged with providing legal advice and counsel to the Commission, Executive Director, and staff in legal matters, including claims, litigation, administrative permitting processes, real estate matters, employee relations, enforcement of insurance agreements, and other contracts including the Operations and Maintenance Agreement with Veolia Water Milwaukee. A review of the interactions and communications factor determined it to be appropriate at a 5C+ rating. The position is now recommended at 1334 points, pay grade 19.

#### New Positions – 2020 Budget

The following position titles and pay grades are recommended:

- Real Estate Specialist II, 739 points, pay grade 13
- Marketing Manager, 729 points, pay grade 13
- Milorganite® Operations Manager, 749 points, pay grade 13

## RESOLUTION

### Approval of Job Content Values and Job Titles

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**RESOLVED**, by the Policy, Finance, and Personnel Committee, that the following job content values, pay grades, and job titles are approved:

| <b>Title</b>                      | <b>Points/Pay Grade</b> |
|-----------------------------------|-------------------------|
| Administrative Assistant Legal    | 496/9                   |
| Director of Information Systems   | 1114/18                 |
| Supplier Diversity Specialist     | 586/11                  |
| Management and Budget Analyst III | 709/13                  |
| CAD Coordinator                   | 496/9                   |
| Information Governance Manager    | 765/14                  |
| Director of Legal Services        | 1334/19                 |
| Real Estate Specialist II         | 739/13                  |
| Marketing Manager                 | 729/13                  |
| Milorganite® Operations Manager   | 749/13                  |