

COMMISSION FILE NO: 20-067-4 **DATE INTRODUCED:** April 15, 2020
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 certain District job descriptions. 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
Controller	Accounting Manager	969/16	837/15
New position	Accountant I	NA	463/8
Accountant	Accountant II	533/10	No change
New position	Accountant III	NA	592/11
Senior Project Manager	Construction Field Manager	749/13	826/14
Senior Project Manager	Senior Project Manager II Planning, Research, and Sustainability (PRS)	749/13	775/14
Project Manager	Senior Project Planner PRS	575/11	721/13
Neighborhood Outreach Coordinator	Project Manager PRS	496/9	575/11
Director of Finance/Treasurer	Director of Finance & Human Resources/Treasurer	1212/18	1286/19

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

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COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

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.

Accounting Manager: The Accounting Manager position provides highly responsible supervision and support in organizing, directing, and controlling the work of the Accounting staff in their implementation and application of sound financial and accounting policies and procedures utilized by the District. It plans, directs, and manages staff in the areas of accounting, payroll, accounts payable, billing and accounts receivable, revenue development, and fixed asset management. This is a new position that has been evaluated according to internal positions with similar management responsibility, complexity, and authority. It is recommended that the position is classified as an Accounting Manager, pay grade 15, 837 points.

Accountant I, II, III: The Accountant position works under the direction of the Accounting Manager to compile, prepare, and record journal entries from complex transactions and data. The position also prepares monthly account reconciliations and financial and capital reports, reviewing for reasonableness and accuracy. Creating a career ladder series allows the Accounting Manager to hire at the entry level Accountant I, intermediate level Accountant II, or the advanced level Accountant III. The ability to hire at the entry level or intermediate level provides for progression in the series depending on the incumbent's experience and qualifications for advancement. A review of the current Accountant position determined it to be appropriately rated at pay grade 10, 533 points, with the addition of an entry level Accountant I position at pay grade 8, 463 points, and an advanced level Accountant III position at pay grade 11, 592 points.

Construction Field Manager: The position will assist the Construction Support Manager in providing project construction management for capital and operations and maintenance (O&M) projects to ensure completion of large complex projects on time and within budget. Projects involve the development of cost effective solutions to sewerage and water quality problems. Provide project/construction management for capital and O&M projects in a manner that ensures the completion of complex/large projects on time and within budget. The position will also manage a staff of Engineering Aides responsible for providing inspection services to conveyance, instrumentation and control, water reclamation facilities, and watercourse. A review of the position determined it to be rated at pay grade 14, 826 points.

KEY ISSUES (Cont'd)

Approval of Job Content Values and Job Titles

Senior Project Manager II PRS: The position is responsible for designing, implementing, and directing high profile organizational initiatives, such as the 30th Street Corridor and the District's Private Property Infiltration and Inflow (PPII) Program. As such, the position creates, documents, and revises policy as well as directing and planning program progress and performance for the district's Wisconsin Pollutant Discharge Elimination System permit. The position now provides overall supervision and direction to a Senior Project Manager assigned to the PPII Program. A review of the position determined the appropriate pay grade at 14, 775 points.

Senior Project Planner PRS: The position provides project management for complicated capital studies, research, intergovernmental coordination, planning, and design of projects in a manner that ensures the completion of projects on time and within budget. These projects involve the development of cost effective solutions to District sustainability goals, water quality, and current research topics to meet the goals of the 2035 Vision and Facilities Plans. Additionally, this position is also responsible for developing new programs, projects, and strategies that are unique and groundbreaking for the District related to green infrastructure (GI), industry building, and equity. A review of the position determined placement in grade 13, 721 points.

Project Manager PRS: This position provides project management for neighborhood outreach, sustainability, and GI installation projects, manages all aspects of the rain barrel program, and develops and directs the District's green infrastructure and Fresh Coast Resource Center's communications, marketing, and outreach. This includes managing the Fresh Coast Guardians website, social media calendar planning, outreach material content development, and analytics review. A review of the position determined it to be comparable to other project management positions rated at pay grade 11, 575 points.

Director of Finance & Human Resources/Treasurer: The adopted MMSD 2020 Budget provided for the move of the Human Resources cost center to the Finance Division. The Director of Finance & Human Resources/Treasurer is responsible for direction, implementation, and creation of financial and accounting policies of the District and all functional areas of finance including: treasury, investments, cash, debt, accounting, billing, financial reporting, budget and financial planning, real estate, and risk management. With the addition of the Human Resources Department, the position creates and directs human resources policies and oversight of human resources providing advice and recommendations to the Executive Director and the Commission. A review of the position determined it to be comparable to director-level positions in pay grade 19, 1286 points.

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
Accounting Manager	837/15
Accountant I	463/8
Accountant II	533/10
Accountant III	592/11
Construction Field Manager	826/14
Senior Project Manager II Planning, Research, and Sustainability	775/14
Senior Project Planner Planning, Research, and Sustainability	721/13
Project Manager Planning, Research, and Sustainability	575/11
Director of Finance & Human Resources/Treasurer	1286/19