

November 1, 2005

The Honorable Mayor Jeannette Bell
and Members of the Common Council
7525 W. Greenfield Avenue
West Allis WI 53214

Dear Mayor Bell and Common Council Members:

This letter is to request your approval of the upgrade in the position of Cable Communications Coordinator. This is the third time I have requested a change in this position. The two previous times both occurred in 2003.

The first request to upgrade was in April 2003 and requested a change in the position to a position of Cable Communications Manager based on a restructuring of the Cable Communications Office to a Division level. (See attached letters of November 14, 2002 and April 15, 2003.) The new duties and changes in responsibilities were as outlined on page 2 of the April 15 letter, section 2.

The second request to upgrade was in August 2003 and requested an upgrade to the existing position of Cable Communications Coordinator, not a Division or Manager. (See attached letter of August 27, 2003.) The new duties were less of a change than the original request and were as outlined on page 3 of the August 27 letter.

At this time, I would again request that you approve the upgrade. Ideally, I would recommend the Division Manager level position. However, if that level is determined to be inappropriate, I would secondarily request that the Coordinator level upgrade be approved.

In order to determine the appropriate level of salary range placement for either level, I have gathered salary and benefit information to compare our West Allis level to other cities our size. That information shows that for cities in the 50,000-75,000 population range, the mean salary is \$70,000. Benefit information was not available.

To update the salary figures from the two 2003 letters, I provide the following information:

1. The current salary range of P-26 for the Cable Communications Coordinator position in the Confidential, Profession, and Supervisor Service (CPSS) is as follows:

Beginning - \$1,742.40 Bi-Weekly; \$45,302.40 Annual
Ending - \$2,178.40 Bi-Weekly; \$56,638.40 Annual

2. The new salary range of P-27A for the upgraded Cable Communications Coordinator position in the Confidential, Profession, and Supervisor Service (CPSS) is as follows:

Beginning - \$1,832.00 Bi-Weekly; \$47,632.00 Annual
Ending - \$2,289.60 Bi-Weekly; \$59,529.60 Annual

Therefore, the fiscal impact for this change is an increase as follows:

Beginning - \$89.60 Bi-Weekly; \$2,329.60 Annual
Ending - \$111.20 Bi-Weekly; \$2,891.20 Annual

3. The new salary range of MS for the Cable Communications Manager position in the Managerial Service (CPSS) is as follows:

Beginning - \$1,884.80 Bi-Weekly; \$49,004.80 Annual
Ending - \$2,356.00 Bi-Weekly; \$61,256.00 Annual

Therefore, the fiscal impact for this change is an increase as follows:

Beginning - \$142.40 Bi-Weekly; \$3,702.40 Annual
Ending - \$177.60 Bi-Weekly; \$4,617.60 Annual

As you will note, the upgrade would increase our Cable Office budget by \$2,891.20 for the upgraded Coordinator's position salary and by \$4,617.60 for the upgraded Division Manager position salary.

A few thoughts occur to me at this time as I make this third request for an upgrade. All of them taken together, I believe, justify your support in approving this request. They are as follows:

1. The Special Job Evaluation Task Force that recently studied our non-union pay classification system has reaffirmed it is a good, objective system that should be kept and continued to be used, but with a few modifications. Since the Task Force has recommended its continued use and this Cable position upgrade was reviewed in accordance with that system, it should be approved.
2. The City's Job Evaluation Committee has reviewed the position both times and recommended this upgrade. All the rules were followed in this regard. The position questionnaire was completed, a job description was prepared, and all other procedures were followed. (We have one example recently where one position received a salary upgrade without having any change in responsibilities or having new duties.)

As a reminder, this increase cost would be charged to our Cable Office budget; no direct taxpayers support would be involved. Currently, we have approximately a \$700,000 cable reserve balance that has been set aside over the years for capital equipment replacement and emergencies. In addition, the annual cable budget contribution to the general fund for administrative support is \$150,000 in 2005 and increasing to \$175,000 in 2006. The \$25,000 increase was recommended by Mr. Musial as part of the 2006 budget preparation process and saved \$25,000 on the City tax levy.

As a point of further background, Mr. Musial was originally appointed to the Cable Communications Coordinator position in 1992. In 1997, the position was reclassified one time; there have been no upgrades since 1997.

In the way of a couple of final comments, it would be possible to phase in the salary upgrade over multiple years if that would make it more acceptable. Thus, the \$2,891 increase or the \$4,617 increase could be reduced in its annual effect depending on whether it would be two or three years. Also, if in the future, Mr. Musial ever vacated the position, the position could be filled at the original Cable Communications Coordinator level.

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I appreciate your consideration of this request again at this time. If you have any questions or need further information or clarification, please feel free to contact me.

Thank you for your attention to this request.

Sincerely,

Paul M. Ziehler,
City Administrative Officer

PMZ:jfw

cc: Jerry Musial
Audrey Key
Gary Schmid

ADM\ORDRES\MCC. CableCoord Upgrade.110105