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City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2003-0239	Request	In Committee
Communication from City Administrative Officer requesting approval of job descriptions and salary range classifications for Finance Manager/Comptroller, Cable Communications Manager, and Assistant City Clerk.		
Introduced: 04/15/2003		Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Approval, As Amended

MOVER: BARCZAK AYES 4 NOES 0

SECONDER: LAJCIC EXCUSED Murphy

COMMITTEE ACTION DATE 4/28/03

SIGNATURES OF COMMITTEE MEMBERS

[Signature]
Chair

Vice-Chair

COMMON COUNCIL ACTION

approval, as amended

FINAL ACTION DATE MAY 06 2003

MOVER:
Czaplewski

SECONDER:
Reinke

	AYE	NO
1. Barczak	<input checked="" type="checkbox"/>	
2. Czaplewski	<input checked="" type="checkbox"/>	
3. Kopplin	<input checked="" type="checkbox"/>	
4. Lajcic	<input checked="" type="checkbox"/>	
5. Murphy		
6. Narlock	<input checked="" type="checkbox"/>	
7. Reinke	<input checked="" type="checkbox"/>	
8. Sengstock	<input checked="" type="checkbox"/>	
9. Trudell	<input checked="" type="checkbox"/>	
10. Vitale	<input checked="" type="checkbox"/>	
TOTAL	<u>9</u>	



CITY OF WEST ALLIS

WISCONSIN



PAUL M. ZIEHLER
City Administrative Officer

April 15, 2003

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:

The City's Job Evaluation Committee (JEC) met on Tuesday, March 18, 2003 to review the job descriptions and position questionnaires and on April 10, 2003 to hear appeals of the below noted three (3) different positions. They were as follows:

1. Manager of Finance/Comptroller
2. ~~Manager of Cable Communications~~
3. Assistant City Clerk

Established Common Council procedures were followed in the review and appeals of these positions. The Department Heads reviewed and approved the job descriptions, which were prepared by the Personnel Division. (Copies of the three affected job descriptions are attached.)

The JEC, in evaluating these positions, reported to me the total number of position evaluation points which, when calculated using the appropriate salary formula, place the positions in the salary ranges noted below. Five (5) of the six (6) members of the JEC were present at the two different meetings. The actions described below were unanimously recommended in the final appeal actions by the JEC. Although all these positions were appealed to be higher, only the Manager of Finance/Comptroller was increased by the JEC.

1. Manager of Finance/Comptroller - Managerial Service (MS).
This is the existing position of Manager of Finance in the Finance Division. It has now been reclassified to include the Comptroller duties and responsibilities. The Comptroller's duties and responsibilities are being transferred from the City Administrative Officer/Director of Administration & Finance as part of the Clerk/Treasurer's Office reorganization previously approved in concept by the Council in December, 2002. That reorganization

will result in a projected annual savings of \$30,000, which included this Manager of Finance/Comptroller anticipated reclassification and the below noted salary increase.

The previous salary range for the Manager of Finance in the Managerial Service (MS) is currently as follows:

Beginning - \$2,164.80 Bi-Weekly; \$56,284.80 Annual
Ending - \$2,705.60 Bi-Weekly; \$70,345.60 Annual

The new salary range for the Manager of Finance/Comptroller in the Managerial Service (MS) is as follows:

Beginning - \$2,256.80 Bi-Weekly; \$58,676.80 Annual
Ending - \$2,820.80 Bi-Weekly; \$73,340.80 Annual

Therefore, the fiscal impact of this change, which had been included in the planned Clerk/Treasurer's Office reorganization, is an increase as follows:

Beginning - \$92.00 Bi-Weekly; \$2,392.00 Annual
Ending - \$115.20 Bi-Weekly; \$2,995.20 Annual

~~2.~~ Manager of Cable Communications - Managerial Service (MS).

This is the new position of Manager of Cable Communications. It is a reclassification of the previous position of Cable Communications Coordinator. The new duties and responsibilities were as outlined previously in a separate communication to the Common Council dated November 14, 2002 proposing this reorganization in the Cable Communications Office. That reorganization proposal is currently on hold in the Administration & Finance Committee pending review of this salary change. The major new duties, as outlined in that reorganization document, include the following:

- a.) Change office to division level.
- b.) Preparation of annual budget.
- c.) Developing cable policies and procedures.
- d.) Assisting in staff recruitment and selection.
- e.) Conducting performance evaluations.
- f.) Approval of requisition, purchase orders, contracts, vouchers, timesheets, and other routine operational activities.

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

Beginning - \$1,595.20 Bi-Weekly; \$41,475.20 Annual
Ending - \$1,993.60 Bi-Weekly; \$51,833.60 Annual

Therefore, the fiscal impact of this change, as outlined in the separate reorganization communication to the Common Council, is an increase as follows:

Beginning - \$129.60 Bi-Weekly; \$3,369.60 Annual
Ending - \$162.40 Bi-Weekly; \$4,222.40 Annual

Originally, it had been estimated that the increase could have been as much as \$10,000. My original estimate was \$5,000. As you can see, the recommended increase is less than the lower \$5,000 amount that even I had projected.

3. Assistant City Clerk – Salary Range P-24 – Confidential, Professional, and Supervisory Service (CPSS).

This position is the new position in the Clerk/Treasurer's Office. It is the lead position to supervise the Clerk's Office functions. This position was approved in concept by the Common Council in December, 2002 as part of the Clerk/Treasurer Office reorganization. That reorganization will result in a projected annual savings of \$30,000.

The new salary range for this new position classification of Assistant City Clerk in the CPSS is as follows:

Beginning - \$1,443.20 Bi-Weekly; \$37,523.20 Annual
Ending - \$1,804.00 Bi-Weekly; \$46,904.00 Annual

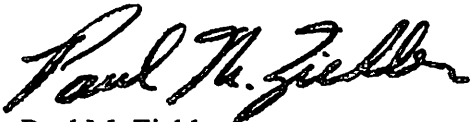
There are also similar salary ranges for "P" (perimeter) in the CPPS, with the 2% differential.

Based on the above explanations, it is recommended that the above salary range placements and job descriptions be approved. Upon approval of the above, the appropriate amendments to the nonunion salary ordinance will be introduced separately for Common Council consideration and approval.

The Honorable Mayor Jeannette Bell
and Members of the Common Council
April 15, 2003
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Thank you for your attention to these recommendations. If you have any questions or need further information, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul M. Ziehler". The signature is written in a cursive style with a large initial "P".

Paul M. Ziehler,
City Administrative Officer

PMZ:jfw

cc: Sue Brees
Gary Schmid
Jerry Musial
Dorothy Steinke

ADM\ORDRES\MCCJEC RVW 04.03

CLASS TITLE: Manager of Finance/Comptroller

DEFINITION: Under general direction; performs work of considerable difficulty in managing City accounting, auditing, payroll and other financial operations; serves as City Comptroller performs related work as required.

EXAMPLES OF DUTIES: Plans, trains, assigns, reviews and coordinates the work of clerical and other professional personnel in general, grant and TIF accounting, payroll, accounts payable/receivable, budgeting, debt issues, water, sewer and storm billing; assists in budget preparation, labor negotiations and Economic Development financial related document preparation; reviews and records complex accounting or budget transactions and makes allocations to designated accounts and funds to ensure uniform application of City financial policy; monitors the execution of operating budgets, investigates variances from projected expenditures or revenues and recommends corrective action to department heads and other employees; develops, analyzes and interprets complex financial and statistical data to determine the costs of positions, programs, labor contracts, interdepartmental changes or department/division operations; assists departments/divisions in the development of budget requests; performs detailed reviews of financial reports and computerized systems to ensure that proper financial procedures have been followed; assists external auditors by compiling financial data and assists in internal audits by performing audit field work, including program evaluations and reviews; develops financial and narrative reports analyzing and interpreting accounting or budgetary systems and controls with recommendations for improvements; assists in the interpretation and analysis of the fiscal impact of new laws, codes, regulations or accounting standards and advises department/division heads and other employees of the fiscal impact; confers with and advises department/division heads and other employees of generally accepted accounting principles, laws, codes and regulations, with authority to make commitments to establish proper accounting and budgeting treatment for financial transactions and procedures; designs, implements, tests and maintains detailed automated and manual accounts, spreadsheets, ledgers, records and procedures which are accounting related; establishes and maintains effective working relations with employees at all levels within the City. Performs all duties as City Comptroller (see Wis. Stat. 62.09(10) and RMS 2.61 (2) (b))

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree in Accounting from an accredited college or university; ten (10) years of progressively responsible recent professional work experience including five

years at the supervisory level in the areas of accounting, budget preparation and review, cost accounting, financial reporting and internal auditing; CPA or CMA designation required; Master's Degree in Accounting or Business preferred.

Knowledge and Skills: Thorough knowledge of principles, practices, procedures, and techniques of governmental accounting, administration, **governmental appropriations** and management; thorough knowledge of budgeting and investments; considerable knowledge of the principles of public sector auditing; considerable knowledge of financial accounting computer systems; considerable knowledge of information system applications such as report generation, spreadsheet, data base management, word processing and payroll; ability to plan, organize and assign work; ability to collect, analyze and interpret financial data; good knowledge of supervisory techniques; ability to establish and maintain effective working relationships with employees, supervisors and the public; good oral and written communication.

CITY OF WEST ALLIS

Revised February 2003

Approved _____
Department Head Date

Approved _____
Employee Date

CLASS TITLE: Manager of Cable Communications

DEFINITION: Under general direction; performs work of considerable difficulty in providing video/cable production services and administering the City's Office of Cable Communications; performs related work as assigned.

EXAMPLES OF DUTIES: Assists in the regulatory and administrative process of the City's Cable Company and its governmental channels; administers and enforces the City's cable ordinance by monitoring all franchise processes including performance evaluation and rate regulation; reviews rules and regulations of the company regarding services; administers a complaint review system; reviews reports, records and communications of the Cable Company; develops, promotes and produces programs including scripting, videotaping, audio, editing, etc. for City departments, committees and government channels; researches and recommends new equipment acquisitions; operates a full range of technical video/cable equipment.

Supervises the office of Cable/Video Communications; delegates assignments and supervises staff; conducts performance evaluations; assists in recruitment; initiates disciplinary actions; authorizes promotions and performance allowances; verifies timesheets, travel vouchers and mileage reports; prepares and administers division budget; recommends and purchases equipment and supplies.

Promotes and markets video services to area businesses; prepares and updates Master Video Program and production schedules; acquires additional programming from outside services; provides technical and clerical assistance to the License and Health Committee; coordinates the operation of the City's government channel(s) with City offices, cable system users, other jurisdictions and the West Allis Community Communications Corporation; oversees written agreements with the School District in relation to Community Access TV; performs minor installation and equipment repairs; prepares and maintains a variety of reports, records, and files.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree Mass Communications (emphasis on television and video production) or related field.

Ten years of recent professional work experience in commercial/public television, commercial production company, corporate video or government video production services, five of which are supervisory.

A valid Wisconsin Driver's License.

Knowledge and Skills: Considerable knowledge of the methods, materials and equipment related to video/cable production services; considerable knowledge of the rules and regulations governing cable television franchises; good working knowledge of the City's cable ordinance; considerable skill in coordinating and organizing video/cable communications related activities; considerable skill in preparing reports, communications, and maintaining pertinent records; considerable skill in communicating effectively both verbally and in writing; good skill in defining problem areas, evaluating data and initiating action based on recommendations; considerable ability to operate modern technical video/television production equipment; considerable skill in training and supervising the work of subordinates; considerable knowledge of modern office practice and procedures; considerable skill in establishing and maintaining effective working relationships with department heads, City officials, cable company staff, outside agencies, and the public.

CITY OF WEST ALLIS

Revised February 2003

Approved _____
Department Head Date

Approved _____
Employee Date

CLASS TITLE: ASSISTANT CITY CLERK

DEFINITION: Under general direction; performs work of **considerable** difficulty in assisting the City Clerk/Treasurer in **directing the administrative functions and operations** of the City Clerk **office**; performs related work as assigned.

EXAMPLES OF DUTIES: Hires, trains and supervises personnel assigned to the City Clerk's Office; assigns, directs, reviews the work of subordinates and evaluates their performance; maintains balanced work loads; hears or responds to employee/union suggestions, complaints and grievances; attends all Common Council meetings as recorder; supervises preparation, printing, posting, distribution and publication of council agendas; secretary to the Board of Review including accepting protest forms, scheduling hearing dates, swearing in of witnesses and keeping court recognized minutes of all hearings and decisions; conducts surveys and research projects as requested; assists in acting as Election Commission for the City including all aspects of the election process; supervises issuance of licenses; assists in preparation of the budget for the City Clerk's Office and Election Commission; implements policy and procedure changes; updates computer applications; assumes responsibilities as City Clerk in the absence of the City Clerk.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree ~~or Associates Degree~~ in Business Administration or related field. Six years recent work experience in municipal government, four of which are in a City Clerk function; Municipal Clerk Certification.

A valid Wisconsin Driver's License

Knowledge and Skills: Considerable knowledge of **Board of Review, Council and** election procedures, state statues and local ordinances relating to the City Clerk function; considerable knowledge of modern office methods, practices, procedures and automated equipment; good knowledge of grammar, punctuation, spelling and mathematics; ~~some~~ knowledge of general municipal operations; considerable ability to plan, analyze, coordinate and supervise the work of others; ability to establish and maintain effective working relationships with supervisors, subordinates, elected officials, department/division heads and the public; good knowledge of the operation of modern office equipment especially computers and peripherals.

CITY OF WEST ALLIS

February 2003

Approved _____
Department Head Date

Approved _____
Employee Date