

76.77 12



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2003-0240	Communication	In Committee
	Communication from City Administrative Officer transmitting the job description and salary range classification for the City Administrative Officer/Director of Administration & Finance/City Clerk/Treasurer.	
	Introduced: 04/15/2003	Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Approval

MOVER: Barczak AYES 4 NOES 0

SECONDER: Lajsic EXCUSED Murphy

COMMITTEE ACTION DATE 4/28/03

SIGNATURES OF COMMITTEE MEMBERS

[Signature]
Chair

[Signature]
Vice-Chair

COMMON COUNCIL ACTION approval

FINAL ACTION DATE MAY 06 2003

MOVER:
Czaplewski

SECONDER:
Reinke

	AYE	NO
1. Barczak	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Czaplewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Kopplin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lajsic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Murphy	<input type="checkbox"/>	<input type="checkbox"/>
6. Narlock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Reinke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Sengstock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Trudell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Vitale	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TOTAL	<u>9</u>	<u>0</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 questionnaire, and on April 10, 2003 to hear an appeal of the City Administrative Officer position with the new Clerk/Treasurer duties included.

Established Common Council procedures were followed in the review of this position. The Department Heads reviewed and approved the job description, which was prepared by the Personnel Division. (A copy of the job description is attached.)

The JEC, in evaluating this position, reported to me the total number of position evaluation points which, when calculated using the appropriate salary formula, places the position in the salary range noted below. Five (5) of the six (6) members of the JEC were present at the two different meetings. The action described below was unanimously recommended in the final appeal actions by the JEC. The appeal of this position was based on that it was too high and should be lowered, although the JEC decided to keep it the same as originally done.

As noted below, the salary range increase that would result from the points recommendation of the JEC is \$9,000, or approximately 9.8%. I feel that this salary amount is too high. I had originally thought that there would be no point/salary range change for me as a result of the Clerk/Treasurer's Office reorganization. I made this assumption because I thought the adding of the Clerk/Treasurer's duties, while transferring the Comptroller duties to the Finance Manager, would balance out, or in other words, "be a wash." The JEC felt otherwise (twice), originally and upon my appeal to lower it.

The Honorable Mayor Jeannette Bell
and Members of the Common Council
April 15, 2003
Page 2

Upon hearing their logic and point of view that the Know How, Problem Solving, and Accountability truly did increase as a result of the Clerk/Treasurer's duties being added to my City Administrative Officer/Director of Administration & Finance responsibilities, I do now agree with the "points" determination. However, I still feel that the dollar value per point is too high and I therefore recommend that the Common Council establish a new, different amount that would reduce the amount down to a \$3,000-\$5,000 increase (3-5%).

Originally, no increased amount in this regard was originally anticipated in the recognized \$30,000 annual savings for the Clerk/Treasurer Office reorganization. However, since the originally anticipated increase for the Finance Manager/Comptroller increase is less than estimated, there is sufficient room at the low end of an increase to still be within the \$30,000 originally promised amount. In addition, the salary placement for the Assistant Clerk position is also less than the originally anticipated increase, thus also allowing some additional room.

Below is listed a comparison of the current City Administrative Officer salary range, as well as what the new salary range would be if the dollar value per point remained the same. Also shown is the recommended salary range at the lower dollar value per point/salary range of approximately \$3,000, or 3%. They are as follows:

The current salary range for the City Administrative Officer/Director of Administration & Finance is as follows:

Beginning - \$2,824.00 Bi-Weekly; \$73,424.00 Annual
Ending - \$3,529.60 Bi-Weekly; \$91,769.60 Annual

The non-recommended salary range for the City Administrative Officer/Director of Administration & Finance position with the Clerk/Treasurer duties at the current dollar value per point rate would have been as follows:

Beginning - \$3,100.80 Bi-Weekly; \$80,620.80 Annual
Ending - \$3,876.00 Bi-Weekly; \$100,776.00 Annual

The fiscal impact of this non-recommended change would have been as follows:

Beginning - \$276.80 Bi-Weekly; \$7,196.80 Annual
Ending - \$346.40 Bi-Weekly; \$9,006.40 Annual

The Honorable Mayor Jeannette Bell
and Members of the Common Council
April 15, 2003
Page 3

The new, recommended salary range for the City Administrative Officer/Director of Administration & Finance position with the Clerk/Treasurer duties at the lower, reduced dollar value per point (value over 1250 points) is as follows:

Beginning - \$2,914.40 Bi-Weekly; \$75,774.40 Annual
Ending - \$3,643.20 Bi-Weekly; \$94,723.20 Annual

The fiscal impact of this recommended change is as follows:

Beginning - \$90.40 Bi-Weekly; \$2,350.40 Annual
Ending - \$113.40 Bi-Weekly; \$2,948.40 Annual

Based on the above explanations, it is recommended that the above, lowered, dollar value per point and salary range placement and job description be approved. Upon approval of the above, the appropriate amendment to the nonunion salary ordinance will be introduced separately for Common Council consideration and approval.

Thank you for your attention to this recommendation. If you have any questions or need further information, please contact me.

Sincerely,



Paul M. Ziehler,
City Administrative Officer

PMZ:jfw

cc: Sue Brees
Gary Schmid

ADM\ORDRES\MCCJEC RVW 04.03 CAO

CLASS TITLE: City Administrative Officer

DEFINITION: Under administrative direction; performs work of unusual difficulty in directing, planning, and coordinating the Department of Administration and Finance and City Clerk/Treasurer's Office; coordinates various internal activities of City operations; performs related work as assigned.

EXAMPLES OF DUTIES: Supervises and manages the Department of Administration and Finance, including Personnel, Finance, **Information Services**, Purchasing/Central Services, and the Cable Communications Office; ~~serves as Comptroller~~; prepares annual City budget; analyzes revenue trends and performs economic research and forecasting; manages and coordinates the City's risk management insurance programs; coordinates various capital improvement plans and programs; conducts and coordinates City's legislative efforts at state and federal level; serves as liaison with other inter-governmental units, West Allis Memorial Hospital and between the Mayor and Common Council; coordinates and directs City's public relations and community information program.

Supervises and manages the City Clerk's Office including recordkeeping, licensing, the entire election process, and Board of Review functions; serves as custodian for official City records and papers and holds custody of City Seal; signs all checks, bonds and contracts issued by the City; serves as secretary to the Legislative Committee.

Plans, directs and coordinates all aspects of the operations of the City Treasury; acts as corporate officer of the City; deposits and invests all receipted monies per Wisconsin Statutes and City Ordinances; manages the distribution and payment system for property taxes; supervises the sale of dog and cat licenses; directs the collection of all City revenue.

Assists Common Council with the direction and operation of the City including defining City goals and objectives, recommending and interpreting policy and implementing policies and programs; assists the Mayor in day-to-day operations of the City; reviews and reports administrative and financial activity of City operations as directed; coordinates internal activities of City operations as directed; coordinates recruitment efforts for the selection and appointment of City department heads; represents the City at meetings, conferences and hearings; serves on various boards and committees.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree in Public or Business Administration with a major in finance, economics, or closely related field. A Master's Degree in Public or Business Administration is desirable.

Ten years of recent work experience in administrative finance, budgeting or public administration with progressive supervisory, managerial and operational responsibilities, five of which are at the Chief Administrative Officer level in a medium size city.

A valid Wisconsin Driver's License.

Knowledge and Skills: Comprehensive knowledge and understanding of modern administrative methods, practices, techniques and procedures; considerable knowledge of accepted principles of public or business administration as applied to accounting, budgeting, financial, personnel and other management services; considerable knowledge of municipal government structure and organization; good knowledge of automated administrative and financial systems; **extensive knowledge of State Statutes, local ordinances and other legal provisions relating to the City Clerk/Treasurer function; knowledge of election procedures; knowledge of investments;** considerable skill in presenting facts and recommendations in clear, concise, and logical terms both orally and in writing; considerable skill in analyzing broad and complex organization and management problems and making judgments about them; considerable skill in foreseeing the consequences and effects of major organizational changes; comprehensive skill in establishing and maintaining effective work relationships with staff, elected officials, the public and civic groups and other governmental agencies; considerable skill and ability in exercising administrative control and supervision over subordinate specialists; considerable skill in dealing with key management personnel on controversial problems in such a manner as to inspire respect for and confidence in the final decision; considerable skill in interpreting complex written material; considerable skill in planning, organizing and coordinating work in situations where numerous diverse demands are involved; considerable skill in the use of interviewing, observing and reporting techniques for management analysis and improvement purposes.

CITY OF WEST ALLIS

Revised February 2003

Approved _____
Department Head

Date

Approved _____
Employee

Date