



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicholas DeSiato**  
Labor Negotiator

March 14, 2025

The Honorable  
Finance and Personnel  
Committee Common Council  
City of Milwaukee

*Common Council File No. 241649 – Communication from the Department of Employee Relations relating to classification studies scheduled for the March 20, 2025 Fire and Police Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled to be heard at the Fire and Police Commission meeting on March 20, 2025.

**Police Department**

Current	Recommended
Municipal Services Electrician PR 7LN (\$92,987 - \$120,936) (One Vacant Position)	HVAC Maintenance Technician 4 PR 7KN (\$85,785 - \$112,409) FN: Recruitment is at \$90,221 (One Vacant Position)

Note: Residents receive a rate that is 3% higher.

Respectfully Submitted,

Harper Donahue, IV  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement



## Department of Employee Relations

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### Job Evaluation Report

Fire and Police Commission Meeting: March 20, 2025

#### Police Department

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Municipal Services Electrician PR 7LN (\$92,987 - \$120,936)  (One Vacant Position)	HVAC Maintenance Technician 4 PR 7KN (\$85,785 - \$112,409) FN: Recruitment is at \$90,221 (One Vacant Position)

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#### Background

The Police Department has requested to repurpose one vacant position of Municipal Services Technician to the position of HVAC Maintenance Technician 4. A job description was provided and discussions were held with Pamela Roberts, Police Human Resources Administrator.

#### Position Description, Responsibilities, and Minimum Requirements

The HVAC Maintenance Technician 4 is responsible for the repair, replacement, adjustment, maintenance, and cleaning of all HVAC/refrigeration systems related to facilities for the Milwaukee Police Department. Work includes repairs, programming, and operation of the HVAC/Refrigeration systems, digital controls, fire-life safety systems for high-rise Class A commercial buildings and other facilities. Duties and responsibilities include:

#### **Essential Functions:**

- Regular and consistent attendance.
- Maintain, repair, and monitor Building Automation Systems linking to HVAC and energy management systems.
- Repair, replace, maintain, operate and clean HVAC/refrigeration equipment including control components, building refrigeration, boilers, fire-life-safety and security systems. Work may include the installation of related electric motors, starters, wiring fuses, and protective devices and controls.
- Maintain, repair or replace electrical and mechanical equipment such as booster pumps, drinking fountains, wash basins, electric and electronic components, electric motors and pneumatic/solid state control circuits, filtration equipment, controls for steam and hot water heating systems, air handling units, cooling towers, chillers, roof-top units and compressors. Required to use laptop computer and other telecommunications devices and test equipment from home or a remote area.
- Maintain, repair or replace components in plumbing systems, such as pumps, on-demand hot water heaters, valves and piping.
- Provide general repair and maintenance of mechanical, electrical, pneumatic, hydraulic, electrical (line/low), electronic controls, lighting elements and systems, elevators and in addition to braising and soldering of components, welding and performing light carpentry as required to keep all facility systems working well.

- Assist with the on-going development of a preventative maintenance program and working with the program. Attend assigned training sessions, labs and in-house coursework to stay current with the job.
- Exercise critical thinking skills and fill in, as necessary, for the Building Maintenance Supervisor.
- Perform minimum grounds work including ice and snow removal.
- Other duties as assigned.

Minimum qualifications include five years of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems or an Associate Degree in the HVAC field and two years of experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated systems. Equivalencies considered.

#### Analysis and Recommendation

Based upon comparisons to other positions with the same classification, the recommendation is to repurpose this vacant position of Municipal Services Electrician to HVAC Maintenance Technician 4 in pay range 7KN (\$85,785 - \$112,409) with a recruitment rate of \$90,221.

#### **Action Required – Effective Pay Period 9, 2025 (April 13, 2025)**

**\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: Alana Sitek  
Alana Sitek, Human Resources Analyst - Senior

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV  
Harper Donahue IV, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b>	3/19/2025	<b>File Number</b>	241649	<input checked="" type="checkbox"/> <b>Original</b>	<input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b>	Communication from the Department of Employee Relations regarding the costs of classification reports to be heard at the Fire and Police Commission on March 20, 2025.				

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b>	Sarah Wangerin/ Human Resources Representative / Employee Relations
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

<b>D</b>	<b>Charge To</b>	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	

<b>E</b>	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

**F****Assumptions used in arriving at fiscal estimate.**

The total savings for 2025 is (\$2,307). Total savings for full year is (\$3,332). Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

**G**

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

☐ 1-3 Years      ☐ 3-5 Years☐ 1-3 Years      ☐ 3-5 Years☐ 1-3 Years      ☐ 3-5 Years**H****List any costs not included in Sections D and E above.****I****Additional information.****J****This Note**      ☐ **Was requested by committee chair.**

Department of Employee Relations  
Fiscal Note Spreadsheet

Fire and Police Commission Meeting of March 20, 2025  
Finance and Personnel Committee Meeting of March 19, 2025

NEW COSTS FOR 2025													
	Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
Vacant	1	MPD	Municipal Services Electrician	7LN	HVAC Maintenance Technician 4	7KN	\$92,987	\$90,221	9	(\$1,915)	(\$392)	(\$2,307)	-2.98%
	1									-\$1,915	-\$392	(\$2,307)	-2.98%

Assume effective date is Pay Period 9, 2025 (April 13, 2025) unless otherwise indicated.  
Note: Totals may not be to the exact dollar due to rounding.

NEW COSTS FOR FULL YEAR												
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	
1	MPD	Municipal Services Electrician	7LN	HVAC Maintenance Technician 4	7KN	\$92,987	\$90,221	1	(\$2,766)	(\$566)	(\$3,332)	
1									-\$2,766	-\$566	(\$3,332)	

Note: Totals may not be to the exact dollar due to rounding.