



CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

January 10, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Subject: *Common Council File No. 231374 - Communication from the Department of Employee Relations relating to bilingual designation for a Customer Service Representative II in the Common Council-City Clerk's Office License Division.*

Dear Committee Members:

This communication requests an amendment to the 2024 Positions Ordinance to designate an additional position as bilingual in the Common Council-City Clerk's Office License Division. Dana Zelazny, Deputy City Clerk has requested this bilingual designation for the two positions in the license division that are primarily responsible for working with applicants for Municipal Identification cards.

A bilingual designation means that the requirements for the position include the ability to read, speak, and write in both English and Spanish. The department's Customer Service Representatives have historically been filled with a bilingual incumbent.

The following ordinance change is recommended to approve this bilingual designation:

In the Positions Ordinance

Under Common Council-City Clerk, License Division:
Replace the designation (E) as follows:
(E) Two positions designated as bilingual

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harper".

Harper Donahue IV
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date <u>1/8/2022</u> File Number <u>231374</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Substitute
	Subject <u>Communication from the Department of Employee Relations relating to a bilingual designation for a Customer Service Representative II position in the Common Council- City Clerk's Office License Division.</u>

B	Submitted By (Name/Title/Dept./Ext.) <u>Sarah Sinsky / Human Resources Representative / Employee Relations / x5075</u>
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C	<p>This File</p> <p><input type="checkbox"/> Increases or decreases previously authorized expenditures.</p> <p><input type="checkbox"/> Suspends expenditure authority.</p> <p><input type="checkbox"/> Increases or decreases city services.</p> <p><input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.</p> <p><input type="checkbox"/> Increases or decreases revenue.</p> <p><input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.</p> <p><input type="checkbox"/> Authorizes borrowing and related debt service.</p> <p><input type="checkbox"/> Authorizes contingent borrowing (authority only).</p> <p><input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.</p>
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D	<p>Charge To</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Department Account</td> <td><input type="checkbox"/> Contingent Fund</td> </tr> <tr> <td><input type="checkbox"/> Capital Projects Fund</td> <td><input type="checkbox"/> Special Purpose Accounts</td> </tr> <tr> <td><input type="checkbox"/> Debt Service</td> <td><input type="checkbox"/> Grant & Aid Accounts</td> </tr> <tr> <td colspan="2"><input checked="" type="checkbox"/> Other (Specify) <u>N/A</u></td> </tr> </table>	<input 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 checked="" type="checkbox"/> Other (Specify) <u>N/A</u>	
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<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts								
<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts								
<input checked="" type="checkbox"/> Other (Specify) <u>N/A</u>									

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

FAssumptions used in arriving at fiscal estimate. There is no fiscal impact.**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. _____

JThis Note Was requested by committee chair.