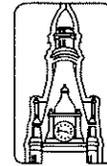


CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS



Maria Monteagudo
 Department of Employee Relations
 City of Milwaukee
 200 E Wells St, Room 706

January 31, 2020

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 191587 – Communication from the Department of Employee Relations relating to classification studies approved at the January 28, 2020 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on January 28, 2020.

Department of Public Works - Infrastructure

Current	Recommended
New Position	Infrastructure Services Personnel Officer PR 2HX (\$54,865 - \$76,806) One Position

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

Common Council – City Clerk

Current	Recommended
Librarian II PR 2EN (\$45,306 - \$63,426) Recruitment rate is \$48,930 One Position	Municipal Research Library Services Assistant PR 2CN (\$39,881 - \$55,825) Recruitment at \$43,069 and may be up to \$46,258 with DER approval Two Positions
Code Information Specialist PR 6NN (\$38,628 - \$51,547) Recruitment rate is \$45,013 One Position	

Note: Residents receive rates that are 3% higher

Health Department

Current	Requested
New Position	Community Outreach Specialist PR 2EN (\$45,306 - \$63,426) Recruitment Rate of \$53,044 (One Position)

Public Health Educator II PR 2CN (\$39,881 - \$55,825) Recruitment Rate of \$45,473 (One Position)	Community Outreach Specialist PR 2EN (\$45,306 - \$63,426) Recruitment Rate of \$53,044 (One Position)
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Note: Residents receive a rate that is 3% higher.

Respectfully submitted,



Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement

JOB EVALUATION STUDY

City Service Commission Meeting: January 28, 2020**Department of Public Works-Infrastructure**

Current	Recommended
New Position	Infrastructure Services Personnel Officer PR 2HX (\$54,865 - \$76,806) One Position

Common Council – City Clerk

Current	Recommended
Librarian II PR 2EN (\$45,306 - \$63,426) Recruitment rate is \$48,930 One Position	Municipal Research Library Services Assistant PR 2CN (\$39,881 - \$55,825) Recruitment at \$43,069 and may be up to \$46,258 with DER approval Two Positions
Code Information Specialist PR 6NN (\$38,628 - \$51,547) Recruitment rate is \$45,013 One Position	

Note: Residents receive rates that are 3% higher

Consistent with past practice, the Department of Employee Relations has prepared a report with classification recommendations for several new, changed, or restructured positions in the Department of Public Works (DPW) – Infrastructure Services Division and the Common Council-City Clerk's Office. In reviewing these positions, staff analyzed job descriptions and held discussions with management representatives.

Current	New Position		One Position
Recommended	Infrastructure Services Personnel Officer	PR 2HX (\$54,865 - \$76,806)	One Position

The Department of Public Works Commissioner Jeff Polenske has requested classification of a new position within the DPW Infrastructure Services Division. Discussions were held with Tim Thur, Infrastructure Administration Manager and a new job description was provided.

The Infrastructure Services Personnel Officer will perform the full range of professional duties related to Human Resources functions for the Infrastructure Services Division. This position is also the lead person in developing and coordinating, along with the Department of Employee Relations, the Infrastructure Services Division's efforts in diversity recruitment. Duties and responsibilities include:

- 40% Track vacant positions, enter requests to fill in JobAps and the position budget; coordinate and track all pay progression and career ladder documentation; monitors the Salary Ordinance for changes and updates and communicate these changes to the section managers; review, coordinates manage, complete and submit all documentation of classification studies, market studies, Rule IV Section 6, Rule IV Section 9 paperwork, and probation reports for Infrastructure Services Division (ISD); work with DPW Administration and ISD managers on work rules; work with managers and supervisors on cases of discipline and warnings under the direction of the Infrastructure Administration Manager; and communicate and coordinate all personnel administration activity with the DPW Human Resources Representative and Administrative Services Director.
- 30% Prepare and/or update job descriptions and other forms required by the Finance and Personnel Committee and the Department of Employee Relations (DER); request new examinations when needed; work with section managers and DER in utilizing JobAps, developing announcement sheets, exams, and hiring from eligibility lists; under the direction of the Infrastructure Administration Manager, consult with managers regarding the preparation of job-related interview questions and interview panels; participate in interviews with applicants for ISD positions

and other classifications as assigned by the Infrastructure Administration Manager; arrange interviews for supervisors and review the background checks and references; with the approval of the Infrastructure Administration, consult with supervisors regarding selection; and implement resulting decisions and assist with scheduling New Employee Orientation.

- 15% Provide information/resources to employees related to employment, education, training, and advancement opportunities; answer questions from supervisors and employees regarding Civil Service Rules, department and division work rules, forms, policies and procedures; update other documents related to Human Resources/ personnel functions as assigned; and under the direction of the Infrastructure Administration Manager, assist with employee disciplinary matters as assigned.
- 10% Manage and keep up to date the ISD Work Rules and the ISD internal Visual Organizational Inventory (VOI); coordinate activities related to employee recognition programs; gather and compile statistics relating to personnel functions such as salaries, benefits, etc. and provide data for surveys in this area; and oversee and manage the Summer Youth Intern Program and the section's Combined Giving Campaign.
- 5% Perform other human resources-related duties as assigned.

Minimum qualifications include a bachelor's degree in human resources administration, industrial psychology, public administration, or a related field, with three years of experience. Combination of education and experience may be considered.

Analysis & Recommendation

This new position will function as a generalist human resources administrator/coordinator in a large complex City department that is a public utility. This type of position may be found in a number of City departments, as illustrated in the following table.

Generalist Human Resources Positions

Human Resources Administrator	Police	1HX	\$70,827-\$99,154
Human Resources Officer	DCD; Library, Health	1FX	\$62,338-\$87,270
Water Works Personnel Officer	Water	2HX	\$54,865-\$76,806
Fire Personnel Officer	Fire	1DX	\$54,865-\$76,806
Human Resources Specialist	Police	1DX	\$54,865-\$76,806
Human Resources Analyst-Senior	Police, Library	2FX	\$48,670-\$67,616

The level of responsibility exercised and knowledge, skill, abilities, and attributes required indicate that the position in Infrastructure Services is on a par with the Fire personnel Officer, Health Personnel Officer, Water Works Personnel Officer, and Human Resources Specialist in the Police Department. Each of these positions performs a similar level of human resources/employee relations duties and responsibilities.

We therefore recommend that this position be classified as an Infrastructure Services Personnel Officer in Pay Range 2HX (\$54,865-\$76,806).

Current	Librarian II	PR 2EN (\$45,306 - \$63,426) Recruitment rate is \$48,930	One Position
Current	Code Information Specialist	PR 6NN (\$38,628 - \$51,547) Recruitment rate is \$45,013	One Position
Recommended	Municipal Research Library Services Assistant	PR 2CN (\$39,881 - \$55,825) Recruitment rate is \$43,069 and may be up to \$46,258 with DER approval.	Two Positions

The Department of Employee Relations (DER) has received a request from Richard Pfaff, Deputy City Clerk, to downgrade one position of Librarian II and to upgrade one position of Code Information Specialist into two positions with common duties and responsibilities. A new job description and job analysis questionnaire were provided.

This position will perform public service and reference duties while staffing the reference desk of the Municipal Research Library. This position provides technical services for the Municipal Research Library in the area of acquisitions and serials maintenance; is responsible for the editing and updating of the Milwaukee Code of Ordinances, as well as other office support functions. Duties and responsibilities include:

- 30% Provides reference services in person, by telephone, and by email to city employees and the public; search reference sources in response to patron requests; determine availability of materials by searching the Municipal Research Library (MRL) online catalog.
- 30% Create and update check-in records for all library serials, including journals, magazines, newspapers, and minutes from city boards, commissions, committees, and task forces. Process vendor invoices and renewal notices for payment in the MRL acquisitions module.
- 25% Utilize the Legistar database to verify passage and effective dates of ordinances, monitoring when to include ordinance changes in ordinance volume updates; Publication and dissemination of ordinance updates, including making changes in preparation of code updates to text and index, electronic notification to subscribers of code updates, and maintenance of subscriber records in Access database.
- 10% Support for Municipal Research Center online exhibits; maintain display case for books, periodicals, and archival documents.
- 5% Maintain and update the text of the city's parking and traffic regulations.

Minimum requirements include a related bachelor's degree or equivalent education and experience. Completion of a three credit reference course from an accredited college or university is required within the probationary period.

Analysis & Recommendation

This new classification will perform public service and reference duties while staffing the reference desk of the Municipal Research Library; will provide technical services in the area of acquisitions and serials maintenance; and will have responsibility for editing and updating of the Milwaukee Code of Ordinances.

The duties and scope of responsibilities of this position are comparable to that of a Branch Library Services Assistant in Pay Range 2CN with the Milwaukee Public Library.

A Branch Library Services Assistant oversees and supports the public service clerical staff in the performance of their duties. Maintains a thorough knowledge of clerical functions and system circulation policies and procedures, interprets rules and regulations for staff and library users, and ensures effective resolution of patron problems/concerns relating to circulation and registration functions. The position has significant responsibility for providing reference and reader's advisory assistance to library users in a paraprofessional capacity. The position performs records and report maintenance duties related to agency operations.

Within City government the work to be performed by this new classification compares in level of responsibility to additional titles in Pay Range 2CN (\$39,881 - \$55,825) such as Administrative Specialist and Office Supervisor II.

Based upon these comparisons and the comparability in duties and scope of responsibility to the Branch Library Services Assistant, this report recommends that one position of Librarian II in Pay Range 2EN (\$45,306 - \$63,426) and one position of Code Information Specialist in Pay Range 6NN (\$38,628 - \$51,547) be reclassified to two positions of Municipal

Research Library Services Assistant in Pay Range 2CN (\$39,881 - \$55,825) with a recruitment rate of \$43,069 and recruitment flexibility up to \$46,258 with DER approval.

Actions Required – Effective Pay Period 1, 2020 (December 29, 2019)

In the Salary Ordinance

Under Pay Range 2HX, add the title 'Infrastructure Services Personnel Officer'
Under Pay Range 2CN, add the title 'Municipal Research Library Services Assistant (7) (14)'

In the Positions Ordinance

Under Common Council-City Clerk, Municipal Research Center, Municipal Research Library
Delete two positions of 'Library Reference Assistant' and add two positions of Municipal Service Library Services Assistant'

Prepared By: Andrea Knickerbocker st
Andrea Knickerbocker, Human Resources Manager

Reviewed By Maria Monteagudo st
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: January 28, 2020

Health Department

Current	Requested
New Position	Community Outreach Specialist PR 2EN (\$45,306 - \$63,426) Recruitment Rate of \$53,044 (One Position)
Public Health Educator II PR 2CN (\$39,881 - \$55,825) Recruitment Rate of \$45,473 (One Position)	Community Outreach Specialist PR 2EN (\$45,306 - \$63,426) Recruitment Rate of \$53,044 (One Position)

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

The Commissioner of Health, Dr. Jeanette Kowalik, has requested a classification study of one new position in the Healthy Start Program and one position of Public Health Educator II position in Pay Range 2CN (\$39,881 - \$55,825) with a recruitment rate of \$45,473 under the Strong Baby Program that works with the issue of postpartum depression. Updated job descriptions were provided and discussions were held with Nicole Mutzenbauer, Human Resources Officer; Sonia Allana, Human Resources Representative; and Erica Olivier, Empowering Families of Milwaukee Program Manager.

Current	New Position		One Position
Recommended	Community Outreach Specialist	PR 2EN (\$45,306 - \$63,426) Recruitment Rate of \$53,044	One Position

Note: Residents receive a rate that is 3% higher

This position works with the Healthy Start Program and the DADS (Direct Assistance to Dads) Program. Duties and responsibilities include outreach, engagement, recruitment, and enrollment of expectant and parenting fathers into the Healthy Start Program and any other appropriate programs; serving as a liaison between MHD and Healthy Start Program and coordinating best fit programming for fathers in Milwaukee depending on their needs; may conduct home visits with enrolled fathers; planning and attending outreach events, implementing evidence-based programming conduct assessments, and developing initial care plans to ensure their clients are involved in their partner's and children's lives; promoting, planning, coordinating, and implementing activities for fathers, with the high level goal of decreasing infant mortality and increasing healthy birth outcomes; by implementing a variety of both pre-identified and unique strategies identifying community stakeholders, developing collaborative efforts with community organizations, and organizing and/or facilitating community and coalition meetings. Duties and responsibilities include the following.

25% Home Visiting and Case Management

Develop and maintain supportive and trusting relationships with fathers in the targeted zip code area to ensure optimal health and wellbeing of fathers and their families; provide ongoing home visits and phone contact as needed, based on family's needs to connect to pertinent resources and programming as prescribed by Healthy Start protocols; provide 24/7 Dad and/or relevant fatherhood curriculum as part of home visits; act as an advocate for fathers regarding resources from governmental, community, and private agencies; develop and implement initial case management and care plans for the resolution of assessed client/family needs for subsequent referrals as identified; and document case management within the SPHERE CRM (Customer Relationship Management) database according to MHD and Healthy Start Program requirements.

20% Case Collaboration

Function as a member of a multidisciplinary, multi-program team, working in collaboration with public health nurses, social workers, and community health workers; provide case consultations and joint home visits as needed with

partners in MHD Community Health Division including EFM (Empowering Families of Milwaukee) and PNCC (Parents Nurturing and Caring for their Children) regarding father needs and engagement; encourage father involvement with partners enrolled in other programs which may require home visits; attend relevant program meetings, training sessions, and community meetings; and participate in ongoing training, data collection, program evaluation, and preparation of reports pertinent to the objectives of the program, or as assigned.

45% Community Outreach and Training

Conduct outreach in the targeted community to engage and enroll expectant and parenting fathers and refer them to appropriate programs depending on age eligibility requirements; conduct groups for fathers and community training related to fatherhood such as teaching positive relationship-building skills and enhancing constructive involvement of fathers with family, providing education on primary, secondary and tertiary health problems, teaching prevention and promoting the adoption of healthy behaviors and access to preventative health care, promoting community awareness of fathers' needs and involvement, and promotion of services available through Healthy Start and MHD; attend appropriate fatherhood-related community meetings, events, and initiatives; collaborate with Impact 2-1-1, a free confidential helpline and online resource directory, to establish and maintain resources for fathers in the community; establish and maintain relationships with area fatherhood programs and other community-based organizations that serve fathers and their children; and assist in establishing diverse and non-traditional locations to strengthen and increase programmatic reach.

10% Data Collection and Reporting

Participate in data collection, program evaluation, and preparation of events tracking for the departmental reporting pertinent to program (contract) objectives, or as assigned by the program supervisor; coordinate data collection and maintain a database that demonstrates integration with agencies, community leaders/ organizers, departmental managers and schools; provide and present data concerning areas in need of services, such as targeted zip codes, day care centers, faith based organizations, fatherhood programs, community-based organizations, food pantries, health fairs and community events; prepare monthly documentation and annual reports to monitor progress; pursue quality assurance and improvement on a continual basis; and perform other duties as assigned including responding to an emergency or broad impact event.

Minimum requirements include a bachelor's degree in public health education, social work, nursing, community health or a related field and one year of experience in conducting training, outreach, or health teaching including public health community relations, program development, and community organizing. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by the Staffing Division.

This new position is located in the "Empowering Families of Milwaukee (EFM)" Section of the Community Health Branch, will work with the Healthy Start Program and the DADS program, and will report to the Health Project Supervisor-DADS. This position will have some case management work but the focus will be on community outreach and training. Other functions include case collaboration and data collection and reporting.

A comparison to other positions in the department indicate that the classification of Community Outreach Specialist in Pay Range 2EN (\$45,306 - \$63,426) with a recruitment rate of \$53,044 is most similar to the position under study. These positions also promote, plan, coordinate, and implement activities or events with the high-level goal of decreasing infant mortality and increasing healthy birth outcomes. One of these positions focuses on breastfeeding objectives, another position focuses on developmental screening, and a third focuses on adolescent suicide prevention. These positions also have responsibility for community relations, outreach, education and training, and data collection and reporting.

We therefore recommend one new position that works with the Healthy Start Program and the DADS program be classified as "Community Outreach Specialist" in Pay Range 2EN (\$45,306 - \$63,426) with a recruitment rate of \$53,044.

Current	Public Health Educator II	PR 2CN (\$39,881 – \$55,825) Recruitment Rate of \$45,473	One Position
Recommended	Community Outreach Specialist	PR 2EN (\$45,306 - \$63,426) Recruitment Rate of \$53,044	One Position

This position works with the Strong Baby Program and promotes, plans, coordinates, and analyzes public health interventions (group and community level), with a focus on decreasing infant mortality and increasing healthy birth outcomes; and guided by the annual MCH Title V Block Grant objectives utilizes a variety of pre-identified and unique strategies for community stakeholders and groups. Duties and responsibilities include the following:

- 35% Public Health Education
Maintain current knowledge of postpartum depression education; develop, identify, evaluate, and provide technical assistance related to educational methods and materials that are appropriate for each target audience, i.e. cultural, ethnical, age, gender, and education level; provide accurate health teaching regarding maternal causes and best practices for maternal review; and coordinate MHD postpartum depression activities, including teaching the classes, tracking and maintaining inventory at each of the health center locations and completing follow up surveys with groups.
- 25% Community Training
Develop and implement protocols to receive responses and fulfill requests from the community concerning information, presentations, and participation at community health events; collaborate with all MHD Divisions to staff events; maintain documentation, monthly and annual reports to monitor the department's participation in community education events; implement pre-identified evidence-based protocols within the community in a culturally competent way; lead educational meetings; attend and present at events related to the work and that target low income and underinsured residents and their families.
- 15% Community Relations
Cultivate community partners that have a special focus on servicing individuals who are most at risk for poor health outcomes; actively seek opportunities for health teaching such as childcare and health care service settings, public and private schools, community centers, Federally Qualified Health Centers (FQHCs), parenting programs, housing programs, employment programs, and other relevant organizations; design activities to recruit individuals and organizations into MHD prevention and health maintenance opportunities; oversee systems to document efforts, client participation, referrals, and follow-up; introduce best practices, pilot activities, and adopt innovative approaches to recruiting and maintaining a group of community stakeholders aligned with objectives; assist the Program Manager in coordinating activities related to the smooth operation of the program, including attending meetings on behalf of the Program Manager, organizing locations for staff to fulfill their duties, and creating and maintaining community contacts; and participate in the Fetal Infant Mortality Review facilitated by MHD.
- 15% Outreach and Promotion
Assist in establishing diverse and non-traditional locations to strengthen and increase programmatic reach; write, design, utilizing the MHD designer, and distribute marketing materials, flyers, program information, reports, and programmatic newsletters to targeted audiences; and conduct site visits, establish relationships, build rapport with site staff, and provide education, technical assistance and capacity building activities to assist in ongoing implementation.
- 10% Data Collection and Reporting
Participate in data collection, program evaluation, and preparation of events tracking for the departmental reporting pertinent to program (contract) objectives, or as assigned by the program supervisor; coordinate data collection and maintain a database that demonstrates integration with agencies, community leaders/ organizers, department managers, and schools; provide and present data concerning areas in need of services, such as targeted zip codes,

day care centers, faith based organizations, fatherhood programs, community-based organizations, food pantries, health fairs, and community events; prepare monthly documentation and annual reports to monitor progress; pursue quality assurance and improvement on a continual basis; and perform other duties as assigned including responding to an emergency or broad impact event.

Minimum requirements include a bachelor's degree in public health education, social work, nursing, community health or related field and one year of experience conducting training, outreach or health teaching including public health community relations, program development, and community organizing. Equivalent combinations of education and education may be considered. These requirements have not been assessed by the Staffing Division.

The duties and responsibilities of this Public Health Educator II in Pay Range 2CN (\$39,881 – \$55,825) with a recruitment rate of \$45,473 have expanded so that they are more equivalent to the classification of a Community Outreach Specialist in Pay Range 2EN (\$45,306 - \$63,426) with a recruitment rate of \$53,044. The basic function of a Public Health Educator II is to plan, develop, promote, coordinate, implement and/or evaluate public health intervention on a group or community level and collaborate with community organizations and groups to promote health and prevent disease. The Community Outreach Specialist classification has a greater emphasis on outreach to the community and is considered the primary educator for his or her area of expertise. The position under study will have an emphasis on the issue of postpartum depression.

Like the other Community Outreach Specialist positions under the Strong Baby Program this position will be focused on the goal of decreasing infant mortality and increasing healthy birth outcomes. These positions implement a variety of pre-identified and unique strategies to identify community stakeholders; develop collaborative efforts with community organizations; organize and facilitate coalition meetings; and, often working with a team, conduct outreach, provide health education, and facilitate interactive trainings with community partners and groups to support their implementation of maternal-child health best practices. The requirements for these positions are similar to but not the same as the requirements for Public Health Nurse. Requirements include a bachelor's degree in public health education, social work, nursing, community health, or related field and one year of related experience. The incumbent of this position has been performing these duties since the beginning of last July and we recommend the effective date of Pay Period 14, 2019 (June 30, 2019) which is the same effective date for the other positions of Community Outreach Specialist in the Strong Baby Program.

As this position will be performing duties and responsibilities more closely aligned with the Community Outreach Specialist classification we recommend one position of Public Health Educator II in Pay Range 2CN (\$39,881 - \$55,825) with a recruitment rate of \$45,473 that works with postpartum depression be reclassified to Community Outreach Specialist in Pay Range 2EN (\$45,306 - \$63,426) with a recruitment rate of \$53,044.

Action Required – Effective Pay Period 1, 2020 (December 29, 2019)

In the Positions Ordinance

Under Health Department, Community Health Division, Empowering Families of Milwaukee (EFM)
 Delete one position of 'Health Project Assistant – Men's Health (X) (UU)'
 Add one position of 'Community Outreach Specialist (J) (X)'

Prepared by: *Sarah Trotter*
 Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo*
 Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A **Date** 01/31/2020 **File Number** 191587 **Original** **Substitute**
Subject Communication From the Department of Employee Relations relating to the classification studies approved at the January 28, 2020 City Service Commission Meeting.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / Employee Relations / x2398

C **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

D **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) _____
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
E	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. Please see 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**

City Service Commission Meeting of January 28, 2020
Finance and Personnel Committee Meeting of February 5, 2020

NEW COSTS FOR 2020

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Infrastructure Svcs	New Position	N/A	Infrastructure Services Personnel Officer*	2HX	N/A	N/A	N/A	Included in 2020 Budget	
1	Common Council-City Clerk	Code Information Specialist	6NN	Municipal Research Library Svcs Asst*	2CN	N/A	N/A	N/A	Included in 2020 Budget	
1	Health	New Position	N/A	Community Outreach Specialist*	2EN	N/A	N/A	N/A	Grant Funded Position	
1	Health	Public Health Educator II	2CN	Community Outreach Specialist**	2EN	\$47,820	\$54,635	\$10,223	\$1,784	\$12,006
4								\$10,223	\$1,784	\$12,006

*Assume effective date is Pay Period 1, 2020 (December 29, 2019).

**Assume effective date is Pay Period 14, 2019 (June 30, 2019).

NEW SAVINGS FOR 2020

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council-City Clerk	Librarian II	2EN	Municipal Research Library Svcs Asst*	2CN	N/A	N/A	N/A	Included in 2020 Budget	
1								\$0	\$0	\$0

*Assume effective date is Pay Period 1, 2020 (December 29, 2019).

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Infrastructure Svcs	New Position	N/A	Infrastructure Services Personnel Officer	2HX	N/A	N/A	N/A	Included in 2020 Budget	
1	Common Council-City Clerk	Code Information Specialist	6NN	Municipal Research Library Svcs Asst	2CN	N/A	N/A	N/A	Included in 2020 Budget	
1	Health	New Position	N/A	Community Outreach Specialist	2EN	N/A	N/A	N/A	Grant Funded Position	
1	Health	Public Health Educator II	2CN	Community Outreach Specialist	2EN	\$47,820	\$54,635	\$6,815	\$1,189	\$8,004
4								\$6,815	\$1,189	\$8,004

NEW SAVINGS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council-City Clerk	Librarian II	2EN	Municipal Research Library Svcs Asst	2CN	N/A	N/A	N/A	Included in 2020 Budget	
1								\$0	\$0	\$0

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