



Department of Employee Relations

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REVISED 9/11/2023

September 11, 2023

To: The City Service Commission
 From: Andrea Knickerbocker, Human Resources Manager
 Subject: Probationary Period Recommendations for Reclassified Positions

The following positions are being recommended for study at the September 12, 2023 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

DPW – Infrastructure – Buildings and Bridges

Current	Recommended
Communications Assistant III PR 6HN (\$38,578 - \$43,555) Recruitment Rate: \$39,359 (Five Positions)	City Hall Operator PR 2GN (\$53,548 - \$74,974) Recruitment Rate: \$65,004 (Five Positions)
No new probationary periods are recommended as this is a market study.	

Department of Public Works – Water Works

Current			
Title	Pay Range	Rates	Number of Positions
Senior Water Treatment Plant Operator	2HN	\$57,081 - \$79,909 Recruit Rate: \$70,853	36
Water Treatment Plant Operator	2FN	\$50,245 - \$70,347 Recruit Rate: \$60,205	Underfill
Recommended			
Title	Pay Range	Rates	Number of Positions
Water Treatment Plant Lead Operator	2MN	\$78,528 - \$109,938 Recruit Rate: \$100,261	18
Water Treatment Plant Operator 4	2LN	\$73,688 - \$103,160 Recruit Rate: \$91,146	18
Water Treatment Plant Operator 3	2KN	\$69,119 - \$96,768 Recruit Rate: \$87,796 FN: Employees assigned as 'Operator in Charge to be paid an additional 7%.	Underfill
Water Treatment Plant Operator 2	2JN	\$64,857 - \$90,796 Recruit Rate: \$83,163 FN: Employees assigned as 'Operator in Charge to be paid an additional 7%.	Underfill
Water Treatment Plant Operator 1	2HN	\$57,081 - \$79,909 Recruit Rate: \$70,853	Underfill
No new probationary periods are recommended as this is a market study.			

Department of Public Works – Operations Division-Forestry Services Section

Current	Recommended
<i>New Classification</i>	Youth Arborist Apprentice PR: 9MN (\$32,460-\$33,824) (Underfill title)
<i>New Classification</i>	Urban Forestry Intern PR: 9PN (\$32,460-\$38,866) FN: Recruitment is at \$38,866 (Underfill title)
Not applicable as these are new positions.	

Milwaukee Public Library

Current	Recommended
New Position	Program Assistant III PR 5IN (\$48,220 - \$56,878) FN: Recruitment at \$49,710 (One Position)
Not applicable as this is a new position.	

Municipal Court - Courtroom Proceedings and Court Services

Current	Recommended
Municipal Court Clerk II PR: 6ON (\$51,337 - \$58,617) (One position)	Municipal Court Clerk - Lead PR: 2GX (\$53,548 - \$74,974) FN: Recruitment is at \$64,435 (One position)
Municipal Court Clerk I PR: 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$46,831 (Six positions)	Municipal Court Clerk 2 PR: 5ON (\$58,456 - \$70,929) FN: Recruitment is at \$58,781 FN: Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment. (Six positions)
	Municipal Court Clerk 1 PR: 5NN (\$55,116 - \$66,877) FN: Recruitment is at \$56,149 FN: Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment. (Underfill title)
Court Services Supervisor PR: 1BX (\$50,636 - \$70,347) (One position)	Administrative Services Manager – Court PR: 1HX (\$73,688 - \$103,160) FN: Recruitment is at \$81,056 (One position)
Court Services Assistant IV PR: 6HN (\$38,577 - \$43,555) FN: Recruitment is at \$39,359 (One position)	Court Services Assistant - Lead PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (One position)

Court Services Assistant III PR: 6FN (\$32,460 - \$39,958) FN: Recruitment is at \$36,119 (Five positions)	Court Services Assistant 2 PR 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$47,154 (Five positions)
Court Services Assistant II PR: 6EN (\$32,460 - \$37,374) (Underfill title)	Court Services Assistant 1 PR 6LN (\$42,137 - \$48,611) FN: Recruitment is at \$44,909 (Underfill title)
Court Services Assistant I PR: 6CN (\$32,460 - \$34,240) (Underfill title)	
Administrative Assistant III PR: 5FN (\$42,153 - \$50,197) FN: Recruitment is at \$44,257 (One position)	Court Administrative Assistant PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (One position)
Accounting Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment is at \$44,007 (One position)	Court Accounting Assistant - Senior PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (One position)
Accounting Assistant II PR 6HN (\$38,577 - \$43,555) FN: Recruitment is at \$42,726 (Four positions)	Court Accounting Assistant PR 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$48,357 (Four positions)
No new probationary periods are recommended as this is a market study.	

Various City Departments

Current	Recommended
Business Services Specialist PR 2DN (\$44,217 - \$61,902) FN: Recruitment at \$50,381 (One Position - MWW)	Water Payroll Specialist PR 2IN (\$60,824 - \$85,151) FN: Recruitment at \$63,860 (One Position - MWW)
City Payroll Specialist PR 2DN (\$44,217 - \$61,902) FN: Recruitment is at \$53,911 (Three positions - Comptroller)	City Payroll Specialist PR 2IN (\$60,824 - \$85,151) FN: Recruitment at \$66,906 (Three positions - Comptroller)
Human Resources Assistant PR 5IN (\$48,220 - \$56,878) FN: Recruitment at \$50,384 (One position – DPW-Admin)	DPW Payroll Services Assistant PR 5ON (\$58,455 - \$70,929) FN: Recruitment at \$60,569 (One position – DPW-Admin)
Personnel Payroll Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment at \$44,007/DPW employees paid in the following range: \$44,007 - \$48,641 (Nine Positions – DPW-Admin)	Payroll Assistant 3 PR 5NN (\$55,116 - \$66,877) FN: Recruitment at \$58,819 (Nine Positions – DPW-Admin) (One Position - MWW)
Accounting Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment at \$44,007	Payroll Assistant 2 PR 5MN (\$51,967 - \$63,055) FN: Recruitment at \$56,019 (Underfill title)

(One Position - MWW)	Payroll Assistant 1 PR 5JN (\$48,998 - \$59,453) FN: Recruitment at \$53,351 (Underfill title)
No new probationary periods are recommended as this is a market study. The one reclassification (Water Payroll Specialist) has an incumbent who has been performing the duties for some time and no new probationary period is recommended.	

Various City Departments

Current	Recommended
Laboratory Technician 3 PR 3NN (\$46,765 - \$63,772) FN: Recruitment is at \$56,894 (Four Positions - MHD) (Three Positions – MWW)	Medical Laboratory Technician PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,911 (Four Positions – MHD)
Laboratory Technician 2 PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,605 (Underfill Title)	Water Laboratory Technician PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,911 (Three Positions – MWW)
Laboratory Technician 1 PR 3LN (\$44,257 - \$61,482) FN: Recruitment is at \$49,147 (Underfill Title)	Painter Supervisor PR 1HX (\$73,688 - \$103,160) FN: Recruitment is at \$86,611 (One Position – DPW Infrastructure)
Painter – Senior PR 7JN (\$78,737 - \$102,785) (One Position - DPW Infrastructure)	No new probationary periods are recommended as this is a market study / title restructure. The one reclassification (Painter Supervisor) has an incumbent who has been performing the duties for some time and no new probationary period is recommended.