



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Director  
Employee Benefits

**Nicole Fleck**  
Labor Negotiator

November 30, 2022

To the Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Re: Common Council File # 221209 – Communication from the Department of Employee Relations adding a footnote to the title of Document Services Supervisor that provides a 3% increase for possessing an ICRM certification.*

Dear Committee Members:

This communication requests an amendment to the Salary Ordinance to add a footnote to the title of Document Services Supervisor that provides a 3% increase for possessing an ICRM (Institute of Certified Records Managers) certification. This is a follow-up request to a November 15, 2022 report that included the positions of Document Technician, Document Services Supervisor and Document Services Manager.

In the report, we recommended adding a footnote to the title of Document Services Manager that provides a 3% increase for possessing an ICRM certification. Upon further review, the department has requested this same footnote be added to the title of Document Services Supervisor, as the certification has been a preferred requirement for this classification for several years. There are currently two positions of Document Services Supervisor, and they are in Pay Range 2CN (\$40,678 - \$56,941) with a recruitment rate of \$49,470.

### **Action Required – Effective Pay Period 24, 2022 (November 13, 2022)**

In the Salary Ordinance:

Under Pay Range 2CN:

- Create footnotes (9) and (18) and renumber accordingly:
  - (9) An employee possessing an ICRM certification to be paid an additional 3%.
  - (18) An employee possessing an ICRM certification to be paid an additional 3%.
- Add footnotes (9) and (18) to the title ‘Document Services Supervisor’.

Respectfully Submitted,

Harper Donahue, IV  
Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b>	<u>12/2/2022</u>	<b>File Number</b>	<u>221209</u>	<input checked="" type="checkbox"/> <b>Original</b>	<input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b>	<u>Communication from the Department of Employee Relations amending the Salary Ordinance to add a footnote to the title of Document Services Supervisor that provides a 3% increase for possessing an ICRM certification.</u>				

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b>	<u>Sarah Trotter/ Human Resources Representative / Employee Relations / x2398</u>
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b> <input type="checkbox"/> <b>Suspends expenditure authority.</b> <input type="checkbox"/> <b>Increases or decreases city services.</b> <input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b> <input type="checkbox"/> <b>Increases or decreases revenue.</b> <input checked="" type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b> <input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b> <input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b> <input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>
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<b>D</b>	<b>Charge To</b>	<input checked="" type="checkbox"/> <b>Department Account</b> <input type="checkbox"/> <b>Capital Projects Fund</b> <input type="checkbox"/> <b>Debt Service</b> <input type="checkbox"/> <b>Other (Specify) _____</b>	<input type="checkbox"/> <b>Contingent Fund</b> <input type="checkbox"/> <b>Special Purpose Accounts</b> <input type="checkbox"/> <b>Grant &amp; Aid Accounts</b>
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	Purpose	Specify Type/Use	Expenditure	Revenue
<b>E</b>	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
	<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**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**

Finance and Personnel Committee Meeting of December 7, 2022

**NEW COSTS FOR 2022**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council - City Clerk	Document Services Supervisor	2CN	Document Services Supervisor	2CN	N/A	N/A	N/A	No Current Certifications	

Assume effective date is Pay Period 24, 2022 (November 13, 2022) and that one incumbent obtains the ICRM Certification Pay Period 14, 2023.

**NEW COSTS FOR 2022**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council - City Clerk	Document Services Supervisor	2CN	Document Services Supervisor	2CN	\$50,249	\$51,756	\$753	\$105	\$859

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