



CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

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

December 6, 2019

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 191327 - "Communication from the Department of Employee Relations amending the Salary Ordinance relative to adding recruitment flexibility for the position of Library Branch Manager."

Dear Committee Members:

This communication requests an amendment to the 2019 Salary Ordinance to allow further recruitment above the minimum of the pay range for the title of Library Branch Manager in Pay Range 1EX (\$58,462 - \$81,844 with recruitment flexibility up to \$67,815). Library Director Paula Kiely has requested a classification study of this title with recruitment flexibility. The Library does have one current vacancy. While the job study is in line to be completed, we are asking for additional recruitment flexibility within the current pay range to assist the Library in recruiting the most qualified candidate.

The Milwaukee Public Library's (MPL) 12 Library Branch Managers provide high-level leadership, operations, and facility management; strategic plan development and implementation for the branch libraries and their surrounding community, collaborating with Library Administration in serving patrons throughout the City of Milwaukee.

MPL has seen consistent turnover in this title since 2016. Prior to 2016, turnover was primarily due to employee retirements. Since that time the Library has experienced a higher turnover rate that includes more resignations. In addition to the higher turnover rate, there has also been a continuous decrease in the number of applicants with the last three job postings.

Library Branch Manager Turnover

Separations	2015	2016	2017	2018	2019	Total
Normal Retirement			2			2
Resignation	2	2		1	2	7
Total	2	2	2	1	2	9

Library Branch Manager Staffing Process/Hires

Title	Recruitment	Applications	Rejects	MMQ	No Show	Withdrew	Struck	Eligible List	Hired	
Library Branch Manager	2014	15	4	11			1	10	4	
Library Branch Manager Management Librarian	2015	23	7	16	1	4		11	1	
Library Branch Manager	2016	19	11	8		1		7	2	
Library Branch Manager	2017	17	3	14	5	1		8	3	
Library Branch Manager	2018	12	4	8	3			5	2	
Library Branch Manager	2019	10	2	8	3			5		
Totals		6	96	31	65	12	6	1	46	12

While Library Branch Manager was reallocated in 2017 from Pay Range 1DX (\$54,865 - \$76,806) to Pay Range 1EX (\$58,462 - \$81,844 with recruitment flexibility up to \$67,815) the department has not seen an improvement in the ability to recruit and retain for these positions.

For these reasons, this communication requests the ability for the MPL to recruit Library Branch Managers above the minimum of Pay Range 1EX (\$58,462 - \$81,844) based upon structured recruitment flexibility subject to approval by the Department of Employee Relations.

Action Required – Effective Pay Period 26, 2019 (December 15, 2019)

In the Salary Ordinance:

Under Pay Range 1EX

Delete the (7) and (21) designations from the title of "Library Branch Manager" and add the (13) and (27) designations.

Respectfully submitted,


Maria Monteagudo
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A Date 12/6/2019 File Number 191327 Original Substitute

Subject Communication from the Department of Employee Relations amending the Salary Ordinance relative to adding recruitment flexibility for the position of Library Branch Manager.

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

E

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. _____

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.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	_____
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	_____
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	_____

H List any costs not included in Sections D and E above. _____

I Additional information. _____ Costs will depend on the actual requests for individuals being appointed to these positions.

J This Note Was requested by committee chair.