Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

Department of Employee Relations

December 2, 2022

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 221151 – Communication from the Department of Employee Relations relating to the classification study approved at the December 1, 2022 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Fire and Police Commission meeting on December 1, 2022.

Fire Department

Current	Recommended
Functional Applications Analyst-Senior PR 2JX ($63,585 - $89,016) (One Position)	Functional Applications Analyst-Senior PR 2KX ($67,763 -$94,870) FN: Minimum Recruitment $74,539 (One Position)

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

Respectfully submitted,

Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
                 Fiscal Impact Statement

Cavalier Johnson
Mayor

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Director

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Department of Employee Relations

Job Evaluation Report

Fire and Police Commission Meeting: <u>December 1, 2022</u>

Fire Department

Current	Recommended
Functional Applications Analyst-Senior PR 2JX ($63,585 - $89,016) (One Position)	Functional Applications Analyst-Senior PR 2KX ($67,763 -$94,870) FN: Minimum Recruitment $74,539 (One Position)

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

Background

This report aligns the classification of Function Applications Analyst – Senior within the Milwaukee Fire Department with the report for the Comptroller's Office that was heard and approved at the City Service Commission and Finance and Personnel meetings on November 15, 2022.

As with the previous studies the analysis and recommendation process included a review of a position's duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience requirements.

This process also compared a classification's rate of pay to the cost of labor in Southeastern Wisconsin. The recommendation reallocates the rates of pay for this classification based upon a comparison to market rates of pay. This reallocation is not a reclassification. The incumbent in this title will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title.

Current	Recommended
Functional Applications Analyst-Senior PR 2JX ($63,585 - $89,016) (One Position)	Functional Applications Analyst-Senior PR 2KX ($67,763 -$94,870) FN: Minimum Recruitment $74,539 (One Position)

Primary duties are to work with internal and external stakeholders to analyze needs and requirements for the development, implementation, testing, documentation, and maintenance of computer-based applications and data bases, including ongoing product analysis, as well as produce customized reports and services. Duties and responsibilities include:

30%   Performs detailed analysis and design of new and existing technology systems; utilizes department's work order system for all documentable tasks, reviewing project requests to ascertain exact user requirements; and designs, writes, tests, documents, and implements computer software in accordance with the division's project management methodology and quality assurance standards.

10%   Assists with application system upgrades including planning, testing, and implementing of vendor and department changes, and works to improve functionality of applications to meet department needs.

10%   Works with GIS software such as ESRI ArcMap to maintain CAD applications, and to generate ad hoc reports.

10%   Generates statistics and writes reports for management and/or team members.

10%   Supports in-house programming for Technical Services personnel.

10%   Meets with end-user/department personnel to assist with decision-making, problem-resolution, and training.

5%   Monitor and maintains data integrity in various data base applications including MSSQL, Oracle, and MySQL.

5%   Keeps abreast of current and emerging hardware and software technologies; maintains familiarity with existing application and programming languages.

5%   Develops documentation for all projects.

5%   Participates in professional training activities.

Minimum requirements include a bachelor's degree in computer science, information management, business administration or a closely related field from an accredited college or university, with a minimum of five years of professional systems analyst experience, preferably involving MSSQL/Oracle database administration and experience from ESRI ArcMap.

Labor Market Comparisons

For the position in this report, comparisons were made to the labor market using the Economic Research Institute (ERI), a salary survey to which DER subscribes. The data shown below represents the competitive rates of pay for titles comparable to the classification listed above.

Systems Analyst Lead

Years of Experience	Base Salaries					Incentive					Total Cash				
	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
6	92,680	101,611	113,048	124,641	135,874	3,302	3,623	4,026	4,453	4,858	95,982	105,234	117,074	129,094	140,732
5	89,352	97,967	109,033	120,251	131,170	3,095	3,397	3,778	4,179	4,562	92,447	101,364	112,811	124,430	135,732
4	85,889	94,169	104,839	115,658	126,221	2,892	3,174	3,530	3,907	4,267	88,781	97,343	108,369	119,565	130,488
3	82,324	90,251	100,500	110,899	121,080	2,691	2,954	3,286	3,638	3,975	85,015	93,205	103,786	114,537	125,055
2	78,692	86,254	96,062	106,020	115,798	2,496	2,740	3,046	3,374	3,689	81,188	88,994	99,108	109,394	119,487
1	75,034	82,222	91,574	101,070	110,432	2,306	2,531	2,814	3,119	3,410	77,340	84,753	94,388	104,189	113,842

Heads professional-level systems analysts engaged in the activities of solving computer problems and enabling computer technology to meet the needs of the organization. Oversees systems analysts in performing system studies to assist organization to realize maximum benefit from investments in equipment, personnel, and business processes. Assigns and coordinates work of systems analyst personnel, and aids management in other supervisory responsibilities as requested. Position is distinguished from a supervisor as position does not have full responsibility for recruiting, hiring, promotions, transfers, and disciplinary actions. Consults with managerial and systems analysis personnel to clarify program intent, identify problems, suggest changes, and determine extent of programming and coding required. Develops programs from workflow charts or diagrams, considering factors, such as computer storage capacity and speed, extent of peripheral equipment, and intended use of output data. Converts workflow charts to language that can be processed by computer. Enters program codes into computer. Enters test data into computer. Analyzes test runs on computer to correct or direct correction of coded program and input data. Revises or directs revision of existing programs to increase operating efficiency or adapt to new requirements. Compiles documentation of program development and subsequent revisions. Trains subordinates in programming and program coding. Prescribes standards for terms and symbols used to simplify interpretation of programs. Collaborates with computer manufacturers and other users to develop new programming methods. Prepares records and reports.

Systems Analyst Business

Years of Experience	Base Salaries					Incentive					Total Cash				
	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
6	80,565	87,242	96,031	104,682	113,321	2,928	3,174	3,489	3,816	4,135	83,493	90,416	99,520	108,498	117,456
5	77,658	84,081	92,555	100,895	109,248	2,766	2,998	3,295	3,604	3,906	80,424	87,079	95,850	104,499	113,154
4	74,654	80,811	88,955	96,964	105,012	2,604	2,822	3,101	3,392	3,678	77,258	83,633	92,056	100,356	108,690
3	71,578	77,460	85,258	92,920	100,646	2,443	2,647	2,910	3,184	3,450	74,021	80,107	88,168	96,104	104,096
2	68,457	74,057	81,500	88,802	96,189	2,287	2,476	2,721	2,977	3,227	70,744	76,533	84,221	91,779	99,416
1	65,320	70,635	77,716	84,650	91,687	2,134	2,310	2,537	2,776	3,009	67,454	72,945	80,253	87,426	94,696

Analyzes business processes, functions, and procedures to determine the most effective business systems software to meet the needs of the organization. Establishes systems specifications and objectives, based on business requirements and cost effectiveness, and provides recommendations to management personnel. Collaborates with others in systems development and design, including software programming and table, report, and panel design. Develops test plans and coordinates and performs software testing. Coordinates implementation of the system software, including conversion of data to the new system, and works with application support personnel to resolve system problems. Documents system specifications and notes any changes in procedure. Acts as liaison between systems software development staff, management, and system end-users to determine requirements and obtain sign-off. Provides training and technical support to system end-users.
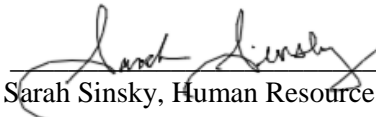
Systems Analyst

Years of Experience	Base Salaries					Incentive					Total Cash				
	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
6	78,783	85,305	93,902	102,363	110,828	2,384	2,584	2,840	3,107	3,367	81,167	87,889	96,742	105,470	114,195
5	75,971	82,245	90,534	98,689	106,872	2,276	2,466	2,711	2,966	3,215	78,247	84,711	93,245	101,655	110,087
4	73,055	79,070	87,035	94,865	102,747	2,166	2,347	2,579	2,821	3,058	75,221	81,417	89,614	97,686	105,805
3	70,063	75,808	83,435	90,923	98,486	2,055	2,227	2,446	2,677	2,901	72,118	78,035	85,881	93,600	101,387
2	67,022	72,492	79,769	86,905	94,132	1,945	2,106	2,314	2,531	2,745	68,967	74,598	82,083	89,436	96,877
1	63,962	69,155	76,077	82,851	89,734	1,836	1,988	2,183	2,387	2,588	65,798	71,143	78,260	85,238	92,322

Analyzes and solves computer problems, and assures technology meets the needs of the organization. Implements system studies to assist organization to realize maximum benefit from investments in equipment, personnel, and business processes. Plans and designs new computer systems or devises ways to apply existing systems resources to additional operations. Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system. Confers with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements, such as forms of data input, how data is to be summarized, and formats for reports. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Reviews computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system. Studies existing information processing systems to evaluate effectiveness, and develops new systems to improve production or workflow as required. Prepares workflow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system. Conducts studies pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda, and instructional manuals as documentation of program development. Upgrades system and corrects errors to maintain system after implementation. May assist computer programmer in resolution of work problems related to flowcharts, project specifications, or programming. May prepare time and cost estimates for completing projects. May direct and coordinate work of others to develop, test, install, and modify programs. May design new systems, including both hardware and software, or add new software applications to harness more of computer's power.

This report is recommending that this report be effective Pay Period 20, 2022 (September 18, 2022) to remain consistent with the report sent to the Civil Service Commission heard and approved at the City Service Commission and Finance and Personnel meetings on November 15, 2022.

Action Required – Effective Pay Period 20, 2022 (September 18, 2022)
* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared By: _____

Sarah Sinsky, Human Resources Representative

Reviewed by: _____*Andrea Knickerbocker*_____

Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____

Harper Donahue IV, Employee Relations Director

200 East Wells Street, Room 706, Milwaukee, WI 53202 ▪ Phone (414) 286-3751, TDD 286-2960, Fax 286-0800
Employee Benefits, Room 701 ▪ Medical Benefits Phone (414) 286-3184 ▪ Worker's Compensation Phone (414) 286-2020, Fax 286-2106
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4

City of Milwaukee Fiscal Impact Statement

A

Date	12/2/2022
File Number	221151

☒ Original ☐ Substitute

Subject Communication from the Department of Employee Relations regarding classification reports approved at the December 1, 2022 Fire and Police 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 ☐ Contingent Fund

☐ Capital Projects Fund ☐ Special Purpose Accounts

☐ Debt Service ☐ Grant & Aid Accounts

☐ Other (Specify)

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.**   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

        Fire and Police Commission Meeting of December 1, 2022

        Finance and Personnel Committee Meeting of December 7, 2022

NEW COSTS FOR 2022

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Fire	Functional Applications Analyst-Senior	2JX	Functional Applications Analyst-Senior	2KX	N/A	N/A	N/A Incumbent Above Recruitment Rate		
1								$0	$0	$0

Assume effective date is Pay Period 20, 2022 (September 18, 2022).

NEW COSTS FOR FULL YEAR

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Fire	Functional Applications Analyst-Senior	2JX	Functional Applications Analyst-Senior	2KX	N/A	N/A	N/A Incumbent Above Recruitment Rate		
1								$0	$0	$0

Sarah Trotter

December 1, 2022