



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

September 13, 2022

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 220530 – Communication from the Department of Employee Relations relating to classification studies approved at the September 1, 2022 and scheduled for the September 15, 2022 Fire and Police Commission meetings.

Dear Committee Members:

The following classifications and pay recommendations were approved at the September 1, 2022 and are scheduled for the Fire and Police Commission meeting on September 14, 2022.

Approved at the September 1, 2022 Meeting:

Fire Department/Police Department

| Current | Recommendation |
|---|---|
| 911 Dispatcher PR 5IN (\$47,274 - \$55,763) FN: Actual Rates (\$64,125 - \$78,865) FN: 5% Intermittent peer training FN: \$68,613 Fire Dispatcher-Senior assignment FN: Recruitment at any rate with DER approval (124 Positions Police) (26 Positions Fire) | 911 Dispatcher PR 5IN (\$47,274 - \$55,763) FN: Actual Rates (\$64,125 - \$78,865) FN: 5% Intermittent peer training or Fire Dispatcher-Senior assignment, at minimum \$68,613 FN: Recruitment at any rate with DER approval (124 Positions Police) (26 Positions Fire) |
| Fire Dispatch Assistant Manager PR 1EX (\$59,632 - \$83,481) FN: Minimum Recruitment is \$77,903 FN: Recruitment at any rate with DER approval (Two Positions) | Fire Dispatch Assistant Manager PR 1FX (\$63,585 - \$89,016) FN: Minimum Recruitment is \$85,766 FN: Recruitment at any rate with DER approval (Two Positions) |

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

Scheduled for the September 15, 2022 Meeting:

Fire and Police Departments

| Current | Recommended |
|--|--|
| Accountant I PR 2CN (\$40,678 - \$56,941) FN: Recruitment is at \$47,274 (1 Position – MPD) | Accounting Coordinator I PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$49,396 (1 Position – MPD) |

| | |
|---|---|
| Personnel Payroll Assistant III PR 5EN (\$41,311 - \$47,658) FN: DPW employees to be paid \$41,311 and up to \$47,687 (1 Position – MFD) (1 Position – MPD) | Personnel Payroll Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 FN: DPW employees to be paid \$43,144 and up to \$47,687 (1 Position – MFD) (1 Position – MPD) |
| Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (2 Positions – MPD) | Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (2 Positions – MPD) |
| Personnel Payroll Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (2 Positions – MPD) | Personnel Payroll Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (2 Positions – MPD) |
| Teller PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (1 Position – MPD) | Teller PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (1 Position – MPD) |
| Accounting Assistant I PR 6GN (\$34,656 - \$40,741) FN: Recruitment is at \$36,977 (2 Positions – MPD) | Accounting Assistant I PR 6GN (\$34,656 - \$40,741) FN: Recruitment is at \$40,322 (2 Positions – MPD) |

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

Pay Range 1LX (\$93,232 - \$130,521)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|---------------------|--|
| Budget and Fiscal Policy Operations Manager* One Position – DOA-Budget & Management | 1LX: \$93,232 - \$130,521 Recruit Rate: \$102,554 | N/A | 1LX: \$93,232 - \$130,521 Recruit Rate: \$120,134 |
| Accounts Director* One Position - Comptroller | 1KX: \$87,472 - \$122,465 | | |
| Employee Benefits Director* One Position – DER | | | |
| Financial Services Director* One Position – Comptroller | | | |
| Investments and Financial Services Director* One Position – City Treasurer | | | |
| Labor Negotiator* One Position - DER | | | |
| Executive Director-Defer. Comp. Board* One Position – Deferred Compensation | 2OX: \$87,472 - \$122,465 | | |
| Fire and Police Commission Chief of Staff* One Position - FPC | 1HX: \$72,244 - \$101,137 | FPC Deputy Director | |

*City Service Commission Report Only

Pay Range 2OX (\$87,472 - \$122,465)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|---------------------------|-----------|---|
| ARPA Director* One Position - DOA-Budget & Management | 2OX: \$87,472 - \$122,465 | N/A | 2OX: \$87,472 - \$122,465 Recruit Rate: \$97,970 |
| Capital Finance Manager* One Position - Comptroller | | | |

*City Service Commission Report Only

Pay Range 1JX (\$82,051 - \$114,879)

| Current Title | Current Pay Range | New Title | Recommended Pay Range | |
|--|---------------------------|-----------|--|---------------------------|
| Accounting Manager* One Position - Comptroller | 1IX: \$76,988 - \$107,782 | N/A | 1JX: \$82,051 - \$114,879 Recruit Rate: \$100,920 | |
| Audit Manager* One Position - Comptroller | | | | |
| City Payroll Manager* One Position - Comptroller | | | | |
| FPC Audit Manager* One Position - FPC | | | | |
| FPC Staffing Services Manager* One Position - FPC | | | | |
| Grants Fiscal Manager* One Position - Comptroller | | | | |
| Worker's Compensation and Safety Manager* One Position - DER | | | | |
| Human Resources Manager* Two Positions - DER | | | | |
| Revenue and Financial Services Manager* One Position - Comptroller | | | | |
| Water Financial Manager* One Position - DPW-Water Works | | | | |
| Finance and Administration Manager* One Position - DCD One Position - DPW-Operations | | | | |
| Police Budget and Administration Manager One Position - Police | | | | 1HX: \$72,244 - \$101,137 |

*City Service Commission Report Only

Pay Ranges 1IX and 2MX (\$76,988 - \$107,782)

| Current Title | Current Pay Range | New Title | Recommended Pay Range | |
|--|---|-----------|---|--|
| Budget and Fiscal Policy Manager* Two Positions - DOA-Budget | 2MX: \$76,988 - \$107,782 Recruit Rate: \$84,687 | N/A | 1IX: \$76,988 - \$107,782 Recruit Rate: \$94,456 | |
| Legislative Reference Bureau Manager* One Position - CCCC | 1HX: \$72,244 - \$101,137 Recruit Rate: \$85,680 | | | |
| Emergency Communications Finance Manager One Position - DEC | 1HX: \$72,244 - \$101,137 Recruit Rate: \$79,467 | | | |
| Emergency Communications Human Resources Administrator One Position - DEC | | | | |
| Port Finance and Administration Officer* One Position - Port Milwaukee | 2LX: \$72,244 - \$101,137 Recruit Rate: \$77,957 | | | |
| Policy and Administration Manager* One Position - DOA-ITMD | 2LX: \$72,244 - \$101,137 | | | ITMD Policy and Administration Manager |
| Human Resources Administrator One Position - Police | 1HX: \$72,244 - \$101,137 Recruit Rate: \$77,182 | | | Police Human Resources Administrator |
| Budget and Management Reporting Manager* One Position - DCD | | | | Budget Manager-City Development |
| Administrative Services Manager* One Position - DPW-Administrative Services | | | | |
| Associate Director* One Position - DOA-CDGA | 1HX: \$72,244 - \$101,137 | | | |
| Health Budget and Administration Manager* One Position - Health | | N/A | | |
| Tax Billing and Collection Manager* One Position - City Treasurer | | | | |
| Safety Manager* One Position - DPW-Administration | 1GX: \$67,763 - \$94,870 Recruit Rate: \$72,244 | | | |

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|---|--|--|---|---|
| Water Accounting Manager* One Position – DPW-Water Works | 1GX: \$67,763 - \$94,870 | N/A | 1IX: \$76,988 - \$107,782 Recruit Rate: \$94,456 | |
| Water Business Operations Manager* One Position – DPW-Water Works | | | | |
| Retirement Plan Manager* One Position - ERS | | | | |
| Human Resources Compliance Officer* One Position - DER | 2JX: \$63,585 - \$89,016 | | | |
| Human Resources Officer* One Position – DCD One Position – Library One Position - Health | 1FX: \$63,585 - \$89,016 | DCD Human Resources Administrator Library Human Resources Administrator Health Human Resources Administrator | | |
| MPD Safety Division Manager One Position - Police | 1EX: \$59,632 - \$83,481 | N/A | | |
| Business Operations Manager-Neighborhood Services* One Position - DNS | 1FX: \$63,585 - \$89,016 | | | |
| Library Business Manager* One Position - Library | 1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943 | | | |
| Fire Health and Safety Manager One Position - Fire | 2IX: \$59,632 - \$83,481 | | | 2MX: \$76,988 - \$107,782 Recruit Rate: \$94,456 |
| FPC Compliance Auditor* One Position - FPC | 2HX: \$55,962 - \$78,342 | N/A | | 2MX: \$76,988 - \$107,782 |
| Police Open Records Legal Advisor One Position - Police | 2IX: \$59,632 - \$83,481 | | | |
| DNS Personnel Officer* One Position - DNS | 1DX: \$55,962 - \$78,342 | DNS Human Resources Administrator | 1IX: \$76,988 - \$107,782 Recruit Rate: \$94,456 | |
| Fire Personnel Officer One Position - Fire | | Fire Human Resources Administrator | | |
| Personnel Officer* One Position – City Attorney | | City Attorney Human Resources Administrator | | |
| Operations Personnel Officer* One Position - DPW-Operations | | Operations Human Resources Administrator | | |
| Infrastructure Services Personnel Officer* One Position – DPW-Infrastructure | | Infrastructure Human Resources Administrator | | |
| Water Works Personnel Officer* One Position – DPW-Water Works | | Water Works Human Resources Administrator | | |
| Business Finance Officer* One Position – City Attorney | | 2HX: \$55,962 - \$78,342 Recruit Rate: \$65,594 | | Business Finance Manager |
| Business Finance Manager Two Positions – Fire One Position – DER* | 1FX: \$63,585 - \$89,016 Recruit Rate: \$76,316 | N/A | | |

*City Service Commission Report Only

Pay Ranges 1HX and 2LX (\$72,244 - \$101,137)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|---|--|-----------|--|
| Budget and Fiscal Policy Analyst IV* Five Positions – DOA-Budget | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 | N/A | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| Senior IT Auditor* One Position – Comptroller | 2KX: \$67,763 - \$94,870 | | |
| Accounting Manager-City Development* One Position – DCD | 1GX: \$67,763 - \$94,870 | | N/A |
| Assistant Accounting Manager* One Position – Comptroller | | | |
| Assistant City Payroll Manager* One Position - Comptroller | | | |
| Assistant Grants Fiscal Manager* One Position – Comptroller | | | |

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|---|--|---|--|
| Risk Management and Safety Officer* One Position - DER | 2JX: \$63,585 - \$89,016 Recruit Rate: \$77,182 | | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| UCC Operations Manager* One Position – DOA-ITMD-UCC | 1FX: \$63,585 - \$89,016 | | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| Water Billing and Collections Manager* One Position – DPW-Water Works | | | |
| Benefits and Wellness Supervisor* One Position - DER | 1EX: \$59,631 - \$83,481 Recruit Rate: \$77,182 | | |
| Human Resources Supervisor One Position - Police | | | |
| Pay Services Supervisor* One Position - DER | | | |
| Workforce Planning and Certification Supervisor* One Position - DER | | | |
| Employee Assistance and Resource Coordinator* One Position - DER | 2IX: \$59,632 - \$83,481 Recruit Rate: \$77,182 | | |
| Business Operations Manager* Two Positions – DPW-Administration One Position – DPW-Infrastructure | 1EX: \$59,631 - \$83,481 | | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| Legislative Research Supervisor* Two Positions - CCCC | | | |
| Pension Accounting Manager* Three Positions - ERS | | | |
| Procurement and Compliance Manager* One Position – DCD | 1EX: \$59,631 - \$83,481 | N/A | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| Procurement Manager* One Position – DOA-Purchasing | | | |
| Water Customer Service Manager* One Position – DPW-Water Works | 1EX: \$59,631 - \$83,481 | N/A | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| ERS Business Operations Analyst* One Position – ERS | | | |
| Fiscal Planning Specialist* Two Positions – CCCC | | | |
| Court Business Manager* One Position – Municipal Court | 1DX: \$55,962 - \$78,342 | | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| Administrative Services Supervisor* One Position - Assessor | 1BX: \$49,643 - \$68,968 | Administrative Services Manager - Assessor | Recruit Rate \$79,467 |

*City Service Commission Report Only

Pay Ranges 1GX and 2KX (\$67,763 - \$94,870)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|-----------|--|
| Grant Compliance Manager* Four Positions – DOA-CDGA | 2JX: \$63,585 - \$89,016 | | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| Human Resources Representative One Position – Library* Three Positions - Police Three Positions – DPW-Administration* Seven Positions – DER* Two Positions – FPC* Two Positions - Health | 2HX: \$55,962 - \$78,342 Recruit Rate: \$72,383 | N/A | |
| Lead Pension Specialist* One Position - ERS | 1CX: \$52,498 - \$73,504 | N/A | 1GX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| Health and Safety Officer One Position - Police | | | |
| Procurement Specialist* Five Positions – DOA-Purchasing | | | |

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|---|--|-----|--|
| Police Payroll Supervisor One Position - Police | 1DX: \$55,962 - \$78,342 Recruit Rate: \$72,383 | N/A | 1GX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| Safety Supervisor* Once Position – DPW-Administration | 1DX: \$55,962 - \$78,342 Recruit Rate: \$59,632 | | |
| Leave Administration Coordinator* One Position - DER | | | |
| Worker’s Compensation Specialist* One Position - DER | | | |
| Disability Specialist-Lead* One Position - ERS | | | |
| Accounting and Grant Specialist One Position – Health* One Position – Police Two Positions – DPW-Infrastructure* | 2HX: \$55,962 - \$78,342 | N/A | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| Accountant-Lead* One Position - Comptroller | | | |
| Accounting Supervisor* One Position - Comptroller | | | |
| Auditor-Lead* One Position - Comptroller | | | |
| Fire and Police Commission Investigator* Two Positions - FPC | | | |
| Fire Compliance Officer One Position - Fire | | | |
| IT Auditor* Underfill Title - Comptroller | | | |
| Legislative Fiscal Analyst-Lead* Five Positions - CCCC | 2HX: \$55,962 - \$78,342 | N/A | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| Senior Auditor* Two Positions - Comptroller | | | |
| Budget and Fiscal Policy Analyst III* Underfill Title – DOA-Budget | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 | N/A | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| DCD Accountant-Lead* Two Positions - DCD | | | |
| Grant Budget Specialist* One Position - DCD | | | |

*City Service Commission Report Only

Pay Ranges 1FX and 2JX (\$63,585 - \$89,016)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--------------------------|-----------|--|
| Pension Specialist-Senior* Three Positions - ERS | 2DN: \$43,350 - \$60,688 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Health and Safety Specialist* One Position – Police | | | |
| Call Center Supervisor* Two Positions – DOA-ITMD-UCC | 1AX: \$49,643 - \$64,695 | N/A | 1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Deferred Compensation Plan Coordinator* One Position – Deferred Compensation Plan | 2EX: \$49,643 - \$64,695 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Management Accountant-Senior* Three Positions – ERS One Position – Health One Position – DPW-Administration | | | |
| Business Analyst-Senior* One Position – DOA-ITMD One Position – DOA-Equity & Inclusion | | | |
| Disability Specialist-Senior* Two Positions - ERS | | | |
| Customer Service Specialist* Two Positions – City Treasurer | 1BX: \$49,643 - \$68,968 | N/A | 1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |

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|--|---|-----|---|
| Worker's Compensation Analyst* One Position - DER | 2FX: \$49,643 - \$68,968 Recruit Rate: \$63,729 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Human Resources Analyst-Senior* Two Positions - DER | | | |
| Diversity Recruiter* One Position - DER | | | |
| Recruiter* One Position - FPC | | | |
| Emergency Communications Human Resource Analyst-Senior One Position - DEC | | | |
| Safety Specialist-Senior Two Positions – Police Three Position – DPW-Administration* | 2FX: \$49,643 - \$68,968 Recruit Rate: \$52,498 4.8 % GIC 5% Lead Assignment | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 4.8 % GIC 5% Lead Assignment |
| Certification and Communications Coordinator* One Position - DNS | 2FX: \$49,643 - \$68,968 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Fire and Police Commission Auditor* Two Positions - FPC | | | |
| DPW Operations Business Analyst* One Position – DPW-Administration | | | |
| Purchasing Agent-Senior* One Position – DOA-Purchasing One Position - DCD | | | |
| Management and Accounting Officer* One Position – DPW-Administration One Position – DPW-Infrastructure | 2GX: \$52,498 - \$73,504 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Accountant III* Three Positions – DPW-Water Works Two Positions – DPW-Infrastructure One Position – DPW-Transportation Fund | | | |
| Workforce Development Coordinator* One Position – CCCC | | | |
| Accounting Specialist* 11 Positions – Comptroller | 2GX: \$52,498 - \$73,504 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Associate IT Auditor* Underfill Title – Comptroller | | | |
| Auditor* Three Positions – Comptroller | | | |
| Business Inclusion Program Coordinator* One Position – DOA-E&I | | | |
| Contract Compliance Officer* One Position – DPW-Administration One Position – DOA-E&I | | | |
| Grant Monitor* Two Positions – DOA-AAA 10 Positions – DOA-CDGA | | | |
| Pension Accounting Specialist* Two Positions – ERS | | | |
| Water Customer Services Supervisor* Two Positions - Library | | | |
| Water Collections Supervisor* One Position – DPW-Water Works | 1DX: \$55,962 - \$78,342 | N/A | 1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Tax Collection and Enforcement Coordinator* One Position – City Treasurer | 1EX: \$59,632 - \$83,481 | | |
| Budget and Fiscal Policy Analyst II* Underfill Title – DOA-Budget | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |

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|---|--|-----|--|
| Investments and Financial Services Coordinator* One Position – City Treasurer | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Transportation Financial Analyst* One Position – DPW-Transportation Fund | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 4.8% GIC | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 4.8% GIC |
| Senior Financial Analyst* One Position - Comptroller | 2JX: \$63,585 - \$89,016 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |

*City Service Commission Report Only

Pay Ranges 1EX and 2IX (\$59,632 - \$83,481)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|-----------|--|
| Revenue Collection Manager* One Position – City Treasurer | 1DX: \$55,962 - \$78,342 | N/A | 1EX: \$59,632 - \$83,481 Recruit Rate: \$65,594 |
| Budget and Fiscal Policy Analyst I* Underfill Title – DOA-Budget | 2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594 | N/A | 2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594 |
| Financial Analyst* Underfill Title – Comptroller | 2IX: \$59,632 - \$83,481 | | |
| Management Services Analyst* One Position – ERS | 2HX: \$55,962 - \$78,342 | | |
| Business Finance Officer* One Position – DOA-ECO | | | |
| Benefits Systems Analyst* One Position - DER | 2GX: \$52,498 - \$73,504 Recruit Rate: \$67,928 | N/A | 2IX: \$59,632 - \$83,481 Recruit Rate: \$67,928 |
| HRIS Analyst* One Position - DER | 2GX: \$52,498 - \$73,504 Recruit Rate: \$67,928 | | |
| Test Administration Specialist* One Position - DER | | | |
| Investments and Financial Services Specialist* One Position – City Treasurer | 2GX: \$52,498 - \$73,504 Recruit Rate: \$61,376 | N/A | 2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594 |
| Associate Auditor* Underfill Title – Comptroller | 2FX: \$49,643 - \$68,968 | | |
| Finance Specialist* One Position – Port Milwaukee | | | |
| Water Claims Specialist* One Position – DPW-Water Works | 2FX: \$49,643 - \$68,968 | N/A | 2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594 |
| Workforce Grant Specialist* One Position - CCCC | | | |
| Workforce Outreach Specialist* One Position - CCCC | | | |
| Legislative Analyst-Associate* Underfill Title - CCCC | 2EX: \$49,643 - \$64,695 | | |
| Athletic Trainer One Position - Fire | 2EN: \$46,212 - \$64,695 | | |
| Investigator/Adjuster* Two Positions – City Attorney | 2EN: \$46,212 - \$64,695 Recruit Rate: \$53,805 | | |
| Human Resources Analyst* Underfill Title - DER | 2DN: \$43,350 - \$60,688 Recruit Rate: \$57,691 | | |
| Safety Specialist* Underfill Title – DPW-Administration | 2DN: \$43,350 - \$60,688 Recruit Rate: \$46,212 | | |
| Purchasing Agent* Underfill Title – DOA-Purchasing | 2DN: \$43,350 - \$60,688 | | |
| Business Analyst* Underfill Title – DOA-Purchasing | 2CN: \$40,678 - \$56,941 | | |
| Disability Specialist* Underfill Title – ERS | | | |

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|--|--|-------------------------|--------------------------|
| Pension Specialist* Underfill Title - ERS | 2BN: \$38,174 - \$53,439 | N/A | 2IX: \$59,632 - \$83,481 |
| Program Assistant II* One Position - Health | 5FN: \$41,326 - \$49,213 Recruit Rate: \$43,390 | Human Resources Analyst | Recruit Rate: \$65,594 |

*City Service Commission Report Only

Pay Range 2GX (\$52,498 - \$73,504)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|--------------------------------|--------------------------|
| Business Operations Associate* One Position - DER | 2FX: \$49,643 - \$68,968 Recruit Rate: \$63,729 | Business Operations Specialist | 2GX: \$52,498 - \$73,504 |
| Paralegal* One Position - DER | 5JN: \$48,037 - \$58,287 | Paralegal-Lead | Recruit Rate: \$63,729 |

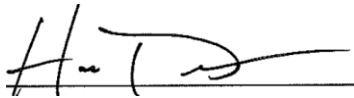
*City Service Commission Report Only

Pay Range 2EN (\$46,212 - \$64,695)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|-----------|--|
| Benefit Services Coordinator* One Position - ERS | 2DN: \$43,350 - \$60,688 Recruit Rate: \$57,691 | N/A | 2EN: \$46,212 - \$64,695 Recruit Rate: \$57,691 |
| Test Administration Coordinator* One Position - FPC | | | |
| Paralegal* One Position - DER Two Positions - FPC Three Positions/1 Auxiliary - City Attorney | 5JN: \$48,037 - \$58,287 | | |

*City Service Commission Report Only

Respectfully submitted,



Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

Job Evaluation Report

Fire Police Commission Meeting: September 1, 2022

Fire Department/Police Department

| Current | Recommendation |
|---|---|
| 911 Dispatcher PR 5IN (\$47,274 - \$55,763) FN: Actual Rates (\$64,125 - \$78,865) FN: 5% Intermittent peer training FN: \$68,613 Fire Dispatcher-Senior assignment FN: Recruitment at any rate with DER approval (124 Positions Police) (26 Positions Fire) | 911 Dispatcher PR 5IN (\$47,274 - \$55,763) FN: Actual Rates (\$64,125 - \$78,865) FN: 5% Intermittent peer training or Fire Dispatcher-Senior assignment, at minimum \$68,613 FN: Recruitment at any rate with DER approval (124 Positions Police) (26 Positions Fire) |
| Fire Dispatch Assistant Manager PR 1EX (\$59,632 - \$83,481) FN: Minimum Recruitment is \$77,903 FN: Recruitment at any rate with DER approval (Two Positions) | Fire Dispatch Assistant Manager PR 1FX (\$63,585 - \$89,016) FN: Minimum Recruitment is \$85,766 FN: Recruitment at any rate with DER approval (Two Positions) |

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

This report recommends the following changes to the compensation for 911 Dispatchers in the Police and Fire Departments:

- Aligns the compensation for peer job training responsibilities for 911 Dispatchers in both the Police and Fire Departments.
- Aligns the pay for performing peer job training responsibilities and for performing Fire Dispatch-Senior responsibilities for 911 Dispatchers in the Fire Department.

Further, this report recommends an increase to the market rates of pay for the Fire Dispatch Assistant Manager to eliminate pay compression with the Fire Dispatch-Senior rates of pay. The chart below shows the current and proposed rates of pay for Fire Dispatcher-Senior and Fire Dispatch Assistant Manager.

| Title | Current Pay Range | Title Minimum | Title Maximum |
|---------------------------------|-------------------|---------------|---------------|
| Fire Dispatcher-Senior | 2FN | \$68,613 | \$84,386 |
| Fire Dispatch Assistant Manager | 1EX | \$72,386 | \$83,481 |

| Title | Proposed Pay Range | Title Minimum | Title Maximum |
|---------------------------------|--------------------|---------------|---------------|
| Fire Dispatcher-Senior | 2FN | \$68,613 | \$84,386 |
| Fire Dispatch Assistant Manager | 1FX | \$85,766 | \$89,016 |

Actions Required Effective Pay Period 5, 2022

In the Salary Ordinance:

Under PR 5IN:

Delete the following language in footnotes (4) and (10):

A 911 Dispatcher assigned to intermittent on-the-job peer training duties in the Police Department is to be paid an additional 5%.

A 911 Dispatcher assigned to perform on-the-job peer training duties in the Fire Department is to be paid an additional 5%. For purposes of promotion from this title, the assignment rate is to be considered the employee's base rate.

A 911 Dispatcher assigned to perform senior assignments in the Fire Department is to be paid the following rate when performing those duties:

Add the following language in footnotes (4) and (10):

A 911 Dispatcher assigned to intermittent on-the-job peer training duties or assigned to perform a Fire Dispatcher-Senior assignment to be paid an additional 5% and at minimum the following rate:

Under PR 1EX

Delete Fire Dispatch Assistant Manager and delete footnote (5) (12) (20) (27)

Under PR 1FX

Add Fire Dispatch Assistant Manager and add footnote (10) (13) (23) (26)

(13) Recruitment is at:


| | |
|----------|-----------|
| Biweekly | 3,298.70 |
| Annual | 85,766.20 |

(26) Recruitment is at:

| | |
|----------|-----------|
| Biweekly | 3,397.66 |
| Annual | 88,339.16 |

Prepared by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

Reviewed by: 

Renee Joos, Interim Employee Relations Director



Department of Employee Relations

REVISED 9/13/2022 (2)

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

Job Evaluation Report

Fire Police Commission Meeting: September 15, 2022

Fire and Police Departments

| Current | Recommended |
|---|---|
| Accountant I PR 2CN (\$40,678 - \$56,941) FN: Recruitment is at \$47,274 (1 Position – <i>MPD</i>) | Accounting Coordinator I PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$49,396 (1 Position – <i>MPD</i>) |
| Personnel Payroll Assistant III PR 5EN (\$41,311 - \$47,658) FN: DPW employees to be paid \$41,311 and up to \$47,687 (1 Position – <i>MFD</i>) (1 Position – <i>MPD</i>) | Personnel Payroll Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 FN: DPW employees to be paid \$43,144 and up to \$47,687 (1 Position – <i>MFD</i>) (1 Position – <i>MPD</i>) |
| Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (2 Positions – <i>MPD</i>) | Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (2 Positions – <i>MPD</i>) |
| Personnel Payroll Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (2 Positions – <i>MPD</i>) | Personnel Payroll Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (2 Positions – <i>MPD</i>) |
| Teller PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (1 Position – <i>MPD</i>) | Teller PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (1 Position – <i>MPD</i>) |
| Accounting Assistant I PR 6GN (\$34,656 - \$40,741) FN: Recruitment is at \$36,977 (2 Positions – <i>MPD</i>) | Accounting Assistant I PR 6GN (\$34,656 - \$40,741) FN: Recruitment is at \$40,322 (2 Positions – <i>MPD</i>) |

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

Background

The Department of Employee Relations has conducted a citywide pay study to evaluate rates of pay for various positions that perform duties related to ‘Business and Financial Operations’. Discussions were held with department personnel, and job descriptions were provided and analyzed.

This report includes some non-exempt positions and there will be subsequent reports for additional positions that perform comparable duties. The purpose of this report is to align City of Milwaukee rates of pay with the competitive labor market to reduce turnover and address recruitment challenges, while ensuring interdepartmental pay equity.

Recently, there has been significant growth in the labor market as new jobs have been created and job seekers are returning to work due to factors such as inflation and rising health care costs. In 2022, inflation rose approximately 8-9% and the cost of healthcare and benefits increased approximately 5%. To compete with these rising costs, wages have also increase by approximately 5% nationwide. There are projections, that in 2023, US employers will increase budgets for cost of labor by approximately 3.5%. In response to economic pressures, and for the purposes of retention, recruitment, competition in the labor market, and to maintain a strong workforce needed carry out city services, it is critical for the City of Milwaukee align with current labor market trends.

Labor Market Comparisons

For positions in this report comparisons were made to the labor market using the Economic Research Institute (ERI), a salary survey to which DER subscribes. Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classifications listed above.

Accounting Analyst, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$56,668 | \$61,816 | \$68,634 | \$75,325 | \$82,059 |
| 6 | \$54,946 | \$59,926 | \$66,537 | \$73,020 | \$79,555 |
| 5 | \$53,167 | \$57,969 | \$64,364 | \$70,627 | \$76,955 |
| 4 | \$51,345 | \$55,961 | \$62,130 | \$68,164 | \$74,277 |
| 3 | \$49,497 | \$53,917 | \$59,851 | \$65,648 | \$71,539 |
| 2 | \$47,644 | \$51,856 | \$57,547 | \$63,100 | \$68,761 |
| 1 | \$45,800 | \$49,797 | \$55,236 | \$60,540 | \$65,967 |

ERI as of 8/15/2022

Oversees and coordinates audit activities. Implements accounting processes and controls. Reviews, updates, and identifies ways to improve existing accounting processes. Reviews and processes accounts payable invoices, balance sheet reconciliations, and account ledgers. Generates general accounting reports. May oversee and process company expenses. Monitors and forecasts transactions to estimate resource requirements. Requires up-to-date knowledge of accounting/payroll policies, laws, and guidelines.

Accounting Coordinator, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$53,367 | \$56,455 | \$60,822 | \$64,561 | \$68,621 |
| 6 | \$51,678 | \$54,658 | \$58,884 | \$62,490 | \$66,416 |
| 5 | \$49,854 | \$52,714 | \$56,785 | \$60,246 | \$64,026 |
| 4 | \$47,901 | \$50,629 | \$54,530 | \$57,834 | \$61,454 |
| 3 | \$45,839 | \$48,430 | \$52,146 | \$55,280 | \$58,730 |
| 2 | \$43,693 | \$46,153 | \$49,674 | \$52,627 | \$55,898 |
| 1 | \$41,486 | \$43,832 | \$47,169 | \$49,934 | \$53,016 |

ERI as of 8/15/2022

Processes incoming and outgoing payments and performs quarterly and annual financial audits. Generates and prepares accounting reports and records journal entries that outline the integrity of financial data. Assists in general accounting work such as calculating time worked and entering timesheets, reviewing and maintaining cash receipts, and analysis and reconciliation of company accounts. Assists in proofing of sales orders and invoices. Completes and updates W-9 forms and credit

applications. Codes and enters transactions in appropriate accounting systems/databases. Collaborates and communicates with Human Resources as necessary. Collects, reviews and prepares metric reports.

Accounts Payable Associate, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$43,622 | \$45,836 | \$49,060 | \$51,640 | \$54,568 |
| 6 | \$42,317 | \$44,470 | \$47,596 | \$50,078 | \$52,906 |
| 5 | \$40,902 | \$42,997 | \$46,028 | \$48,408 | \$51,126 |
| 4 | \$39,308 | \$41,344 | \$44,280 | \$46,554 | \$49,151 |
| 3 | \$37,552 | \$39,524 | \$42,371 | \$44,542 | \$47,016 |
| 2 | \$35,668 | \$37,558 | \$40,318 | \$42,392 | \$44,750 |
| 1 | \$33,749 | \$35,511 | \$38,163 | \$40,145 | \$42,403 |

ERI as of 7/1/2022

Audits vendors for payments and submits checks on a consistent basis. Verifies that payment information is accurate. Troubleshoots invoice discrepancies. Assists with end of month closing of accounts payable. Maintains open communication with vendors. Voids and reissues checks when necessary. Assists management with year-end accounts payable processes. Files paid invoices in vendor files. Ensures appropriate discounts are applied via company policy.

Accounts Payable Assistant, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$44,031 | \$46,265 | \$49,521 | \$52,132 | \$55,091 |
| 6 | \$42,719 | \$44,890 | \$48,045 | \$50,557 | \$53,416 |
| 5 | \$41,297 | \$43,407 | \$46,463 | \$48,871 | \$51,620 |
| 4 | \$39,693 | \$41,743 | \$44,700 | \$46,999 | \$49,625 |
| 3 | \$37,925 | \$39,911 | \$42,776 | \$44,967 | \$47,466 |
| 2 | \$36,023 | \$37,931 | \$40,707 | \$42,798 | \$45,177 |
| 1 | \$34,075 | \$35,862 | \$38,536 | \$40,534 | \$42,808 |

ERI as of 7/1/2022

Examines and processes weekly reports from all departments. Keeps track of all payments and expenditures including payroll, purchase orders, etc. Reconciles accounts payable checks to the monthly bank statement. Audits accounts and produces monthly reports. Disburses and mails accounts payable checks. Reviews checking account reconciliation from other departments. Charges expenses to accounts by analyzing invoices and expense reports. Maintains historical records by scanning and filing documents. Reports Sales and Use taxes by calculating them using paid invoices.

Accounts Payable & Receivable Clerk, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$41,003 | \$44,326 | \$48,793 | \$52,988 | \$57,372 |
| 6 | \$39,914 | \$43,167 | \$47,519 | \$51,578 | \$55,834 |
| 5 | \$38,711 | \$41,894 | \$46,129 | \$50,042 | \$54,156 |
| 4 | \$37,393 | \$40,501 | \$44,624 | \$48,384 | \$52,341 |
| 3 | \$35,979 | \$38,998 | \$43,013 | \$46,624 | \$50,412 |
| 2 | \$34,512 | \$37,407 | \$41,316 | \$44,786 | \$48,406 |
| 1 | \$33,042 | \$35,767 | \$39,559 | \$42,902 | \$46,364 |

ERI as of 7/1/2022

Processes invoices, check requests, and expense reports, and other tasks related to maintaining the accounts payable and receivable for an organization. Applies correct codes to vendor invoices and files related supporting documents. Checks and verifies expense reports. Researches and posts outstanding vendor payments. Generates payments and distributes checks. Invoices third parties and performs other collection activities according to contract terms. Maintains accurate records of payments received and future payments due. Updates and reconciles sub-ledger to the general ledger.

Financial Assistant, ERI

| Years of Experience | 10th Percentile | 25 th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------------------|-------------|-----------------|-----------------|
| 7 | \$35,881 | \$38,201 | \$41,380 | \$43,999 | \$46,868 |
| 6 | \$34,960 | \$37,242 | \$40,381 | \$42,940 | \$45,727 |
| 5 | \$34,003 | \$36,228 | \$39,328 | \$41,833 | \$44,542 |
| 4 | \$33,020 | \$35,169 | \$38,224 | \$40,678 | \$43,319 |
| 3 | \$32,028 | \$34,083 | \$37,073 | \$39,480 | \$42,062 |
| 2 | \$31,040 | \$32,990 | \$35,885 | \$38,243 | \$40,775 |
| 1 | \$30,072 | \$31,906 | \$34,679 | \$36,975 | \$39,462 |

ERI as of 7/1/2022

Assists with budgets, prepares financial reimbursements, reconciles billing documents, maintains records and follow-up information, gives clerical support, and oversees timekeeping and payroll distribution. Collects and records financial information, and ensures account balances are up to date in order for superiors to be able to monitor budgets, spending, and profits. Assists in maintaining department financial records, maintains and reconciles account ledgers, processes transaction corrections, prepares documentation for payment, and assists with accounts payable and accounts receivable. Performs timekeeping and payroll distribution functions, maintains employee information, and prepares labor reallocations. Receives, logs, posts and retrieves financial data from the financial database; and reconciles account balances. Reviews financial records for accuracy and identifies and corrects errors. Assists with the preparation of financial reports and analyses.

Payroll Specialist, ERI

| Years of Experience | 10th Percentile | 25 th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------------------|-------------|-----------------|-----------------|
| 7 | \$47,771 | \$51,677 | \$56,944 | \$61,952 | \$67,088 |
| 6 | \$46,239 | \$50,001 | \$55,093 | \$59,925 | \$64,892 |
| 5 | \$44,647 | \$48,259 | \$53,165 | \$57,812 | \$62,602 |
| 4 | \$43,000 | \$46,464 | \$51,172 | \$55,625 | \$60,230 |
| 3 | \$41,303 | \$44,628 | \$49,131 | \$53,380 | \$57,793 |
| 2 | \$39,560 | \$42,759 | \$47,061 | \$51,098 | \$55,311 |
| 1 | \$37,778 | \$40,866 | \$44,984 | \$48,804 | \$52,811 |

ERI as of 7/1/2022

Administers processing of organization's payroll and collects payroll data to maintain accurate payroll records. Handles processing of employee status changes, analyzes payroll and employee expenses, assures general ledger accounts are reconciled; creates on-going month-end, quarterly, and year-end organization reports; and performs other rated duties as assigned. Audits payroll information for accuracy. Participates in problem solving and special projects within the Payroll Department. Screens time-worked inputs for calculating, coding, or other errors. Monitors computer reports alerting Payroll Clerks to problems or errors. Reconciles errors and maintains payroll records. Reviews and processes payroll adjustments, including vacation, sick, and other time off. Generates accrual entries, as required. Fields and responds to payroll inquiries and resolves discrepancies as required.

Payroll Clerk, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$48,480 | \$51,831 | \$56,472 | \$60,677 | \$65,119 |
| 6 | \$47,070 | \$50,306 | \$54,803 | \$58,866 | \$63,170 |
| 5 | \$45,528 | \$48,643 | \$52,977 | \$56,886 | \$61,037 |
| 4 | \$43,854 | \$46,847 | \$51,004 | \$54,742 | \$58,726 |
| 3 | \$42,059 | \$44,935 | \$48,909 | \$52,461 | \$56,265 |
| 2 | \$40,160 | \$42,931 | \$46,730 | \$50,085 | \$53,697 |
| 1 | \$38,187 | \$40,861 | \$44,507 | \$47,671 | \$51,081 |

ERI as of 7/1/2022

Assists the Payroll Manager in assigned tasks. Compiles and enters payroll data, such as hours worked, sales or piecework, taxes, insurance, union dues to be withheld, and employee identification number from time sheets and other records; ensures employees are paid accurately and on time; and keeps payroll files up to date. Checks time-worked inputs for calculating, coding, or other errors and makes applicable changes. Compiles payroll data, enters data, computes and posts wages, and reconciles errors to maintain payroll records. Prepares computer input forms, enters data into computer files, or computes wages and deductions, and posts to payroll records. Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee, to update master payroll records. Records data concerning transfer of employees between departments. Processes wage garnishments and direct deposits for employees as needed. Processes W-2 forms for employees at the end of each calendar year. May prepare and issue paychecks.

Payroll Administrator, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$47,771 | \$51,677 | \$56,944 | \$61,952 | \$67,088 |
| 6 | \$46,239 | \$50,001 | \$55,093 | \$59,925 | \$64,892 |
| 5 | \$44,647 | \$48,259 | \$53,165 | \$57,812 | \$62,602 |
| 4 | \$43,000 | \$46,464 | \$51,172 | \$55,625 | \$60,230 |
| 3 | \$41,303 | \$44,628 | \$49,131 | \$53,380 | \$57,793 |
| 2 | \$39,560 | \$42,759 | \$47,061 | \$51,098 | \$55,311 |
| 1 | \$37,778 | \$40,866 | \$44,984 | \$48,804 | \$52,811 |

ERI as of 7/1/2022

Administers processing of organization's payroll and collects payroll data to maintain accurate payroll records. Handles processing of employee status changes, analyzes payroll and employee expenses, assures general ledger accounts are reconciled; creates on-going month-end, quarterly, and year-end organization reports; and performs other rated duties as assigned. Audits payroll information for accuracy. Reconciles payroll deposits, tax withholdings, wage garnishments, and voluntary deductions. Participates in problem solving and special projects within the Payroll Department. Assigns exempt and non-exempt worker status to employees. Assures that payroll-related transactions are processed in compliance with external and internal policies. Performs actions necessary to track and determine regular and overtime pay, and factors commission-based income or bonuses into an employee's salary. Screens time-worked inputs for calculating, coding, or other errors. Monitors computer reports alerting Payroll Clerks to problems or errors. Reconciles errors and maintains payroll records. Reviews and processes payroll adjustments, including vacation, sick, and other time off. Generates accrual entries, as required. Fields and responds to payroll inquiries and resolves discrepancies as required.

Billing Clerk, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$42,103 | \$44,982 | \$48,960 | \$52,516 | \$56,325 |
| 6 | \$40,925 | \$43,736 | \$47,602 | \$51,037 | \$54,727 |
| 5 | \$39,655 | \$42,400 | \$46,157 | \$49,462 | \$53,023 |
| 4 | \$38,246 | \$40,922 | \$44,572 | \$47,741 | \$51,158 |
| 3 | \$36,712 | \$39,313 | \$42,861 | \$45,896 | \$49,160 |
| 2 | \$35,098 | \$37,597 | \$41,046 | \$43,957 | \$47,071 |
| 1 | \$33,470 | \$35,819 | \$39,158 | \$41,957 | \$44,934 |

ERI as of 7/1/2022

Charges and invoices customers for goods sold or services rendered. Receives and processes numerical data for invoicing purposes. Compiles records of charges, computes and records amounts, and prepares itemized statements, bills, or invoices for bookkeeping purposes and to send to customers. Applies applicable discounts, special rates, or credit terms; and ensures all invoices are correct before sending them to customers or insurance providers. Issues debit and credit memos and statements to customers, cancels or void invoices, and responds to customer concerns relating to billing. Updates and monitors customers' accounts, files and tracks the status of invoices, reviews aged reports to view outstanding balances, and sends payment reminders to respective customers. Resolves issues when invoices cannot be matched to purchase orders. May prepare pro forma bills, which are estimated invoices sent to the buyer before shipment of goods or performance of services; if buyer makes changes, makes edits and sends the final invoice to the customer. May record daily deposits, perform petty cash reconciliation, and write checks from the company's general disbursement account.

Accountant Assistant, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$57,872 | \$62,367 | \$68,427 | \$74,151 | \$80,030 |
| 6 | \$56,184 | \$60,540 | \$66,425 | \$71,976 | \$77,687 |
| 5 | \$54,426 | \$58,634 | \$64,335 | \$69,702 | \$75,238 |
| 4 | \$52,610 | \$56,663 | \$62,171 | \$67,347 | \$72,698 |
| 3 | \$50,756 | \$54,646 | \$59,952 | \$64,929 | \$70,088 |
| 2 | \$48,884 | \$52,603 | \$57,700 | \$62,472 | \$67,434 |
| 1 | \$47,018 | \$50,557 | \$55,439 | \$60,002 | \$64,763 |

ERI as of 7/1/2022

Aids in the application of principles of accounting and, with experience, may handle complex tasks. Utilizes knowledge of accounting principles related to classifying, recording, and summarizing data and making computations to compile and keep financial records. Finalizes accounting reports. Studies and analyzes accounting records for purposes of preparing statements and reports. Includes such activities as keeping and verifying records of transactions; receiving and disbursing money; computing and verifying amounts; preparing records; combining data and performing computations to create statistical records; and computing costs, verifying bills, invoices, rates, tariff, duties, and amounts due. This position may exist in any of the accounting functions such as payroll, accounts payable, accounts receivable, credit, collections, budgets, financial planning, general accounting, billing, etc. This is a paraprofessional level position and does not require a four-year degree in accounting. Audits records and prepares bills. May make computations for payroll and timekeeping records, compute earnings, and prepare duty rosters and work schedules. Work may involve analyzing past and present financial operations and future estimates. May analyze records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred. May assist in the maintenance of budgeting systems that provide control of expenditures made to carry out activities, such as advertising and

marketing, production and labor, maintenance, or project activities, such as construction of buildings. May have lead responsibilities over lower level accounting personnel.

Accounting Coordinator, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$57,872 | \$62,367 | \$68,427 | \$74,151 | \$80,030 |
| 6 | \$56,184 | \$60,540 | \$66,425 | \$71,976 | \$77,687 |
| 5 | \$54,426 | \$58,634 | \$64,335 | \$69,702 | \$75,238 |
| 4 | \$52,610 | \$56,663 | \$62,171 | \$67,347 | \$72,698 |
| 3 | \$50,756 | \$54,646 | \$59,952 | \$64,929 | \$70,088 |
| 2 | \$48,884 | \$52,603 | \$57,700 | \$62,472 | \$67,434 |
| 1 | \$47,018 | \$50,557 | \$55,439 | \$60,002 | \$64,763 |

ERI as of 7/1/2022

Processes incoming and outgoing payments and performs quarterly and annual financial audits. Generates and prepares accounting reports and records journal entries that outline the integrity of financial data. Assists in general accounting work such as calculating time worked and entering timesheets, reviewing and maintaining cash receipts, and analysis and reconciliation of company accounts. Assists in proofing of sales orders and invoices. Completes and updates W-9 forms and credit applications. Codes and enters transactions in appropriate accounting systems/databases. Collaborates and communicates with Human Resources as necessary. Collects, reviews and prepares metric reports.

Recommendation

As a first step in addressing current recruitment and retention challenges, this communication recommends raising the minimum rate of pay for positions that perform Business and Financial Operation duties. Additional job studies will follow to further address the cost of labor for additional positions that perform Business Operations and Financial Operations duties, as well as positions in other job families.

Action Required – Effective Date Pay Period 20, 2022 (September 18, 2022)

*** See addendum included in CCFN: 220530 for Salary and Position Ordinance changes.**

Prepared by: Arielle Ewing
Arielle Ewing, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue, IV
Harper Donahue, IV, Employee Relations Director



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

REVISED 9/13/2022 (2)

Job Evaluation Report

Fire Police Commission Meeting: September 15, 2022

This city-wide job study aligns 160 human resources, business operations, and related classifications across city government. These recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission as titles are often specific to a department. Titles highlighted in grey are specific to the City Services Commission report.

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. Market data was sourced from ERI, a salary survey to which the Department of Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary survey information provided through MRA.

The recommendations reallocate the rates of pay for classifications based upon a comparison to market rates of pay. These reallocations are not reclassifications. Employees in these titles will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title. This report does include several reclassifications. The justifications for these changes are provided.

This is the first of a number of reports that will align classifications and recommend competitive rates of pay for City of Milwaukee positions. To assist departments in recruiting and retaining employees for these and other titles, this report recommends that departments be allowed to recruit at any point in the range for titles in Pay Ranges 1AX to 1GX, 2AN to 2JN, and 2EX to 2JX with the approval of DER.

In order to address internal equity issues, this report recommends that departments be allowed to request equity adjustments with the approval of DER. These may be requested when an eligible non-probationary employee is being compensated at a rate of pay that is below the rate of a newer employee with less experience in the same classification or performing similar work within the same department. Further, this report recommends that departments be allowed to request 3% transfer adjustments with the approval of DER. A transfer is defined as the appointment to a position within the same pay range or to a pay range with the same rates of pay.

The recommendations that follow are organized by 'Recommended Pay Range' and indicate titles by Department. These recommendations are a continuation of classification and market studies for human resources and budget/finance positions previously completed in 2021 and earlier in 2022. Please note that these recommendations are shown only as non-resident wage rates. City residents receive the 3% incentive.

Pay Range 1LX (\$93,232 - \$130,521)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|---------------------|--|
| Budget and Fiscal Policy Operations Manager* One Position – DOA-Budget & Management | 1LX: \$93,232 - \$130,521 Recruit Rate: \$102,554 | N/A | 1LX: \$93,232 - \$130,521 Recruit Rate: \$120,134 |
| Accounts Director* One Position - Comptroller | | | |
| Employee Benefits Director* One Position – DER | | | |
| Financial Services Director* One Position – Comptroller | 1KX: \$87,472 - \$122,465 | | |
| Investments and Financial Services Director* One Position – City Treasurer | | | |
| Labor Negotiator* One Position - DER | | | |
| Executive Director-Defer. Comp. Board* One Position – Deferred Compensation | 2OX: \$87,472 - \$122,465 | | |
| Fire and Police Commission Chief of Staff* One Position - FPC | 1HX: \$72,244 - \$101,137 | FPC Deputy Director | |

*City Service Commission Report Only

Pay Range 2OX (\$87,472 - \$122,465)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|---------------------------|-----------|---|
| ARPA Director* One Position - DOA-Budget & Management | 2OX: \$87,472 - \$122,465 | N/A | 2OX: \$87,472 - \$122,465 Recruit Rate: \$97,970 |
| Capital Finance Manager* One Position - Comptroller | | | |

*City Service Commission Report Only

Pay Range 1JX (\$82,051 - \$114,879)

| Current Title | Current Pay Range | New Title | Recommended Pay Range | | | |
|--|---------------------------|-----------|--|---------------------------|--|--|
| Accounting Manager* One Position - Comptroller | 1IX: \$76,988 - \$107,782 | N/A | 1JX: \$82,051 - \$114,879 Recruit Rate: \$100,920 | | | |
| Audit Manager* One Position – Comptroller | | | | | | |
| City Payroll Manager* One Position - Comptroller | | | | | | |
| FPC Audit Manager* One Position - FPC | | | | | | |
| FPC Staffing Services Manager* One Position - FPC | | | | | | |
| Grants Fiscal Manager* One Position - Comptroller | | | | | | |
| Worker’s Compensation and Safety Manager* One Position - DER | | | | | | |
| Human Resources Manager* Two Positions - DER | | | | | | |
| Revenue and Financial Services Manager* One Position - Comptroller | | | | | | |
| Water Financial Manager* One Position – DPW-Water Works | | | | | | |
| Finance and Administration Manager* One Position – DCD One Position – DPW-Operations | | | | | | |
| Police Budget and Administration Manager One Position - Police | | | | 1HX: \$72,244 - \$101,137 | | |

*City Service Commission Report Only

Pay Ranges 1IX and 2MX (\$76,988 - \$107,782)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|---|---|--|---|
| Budget and Fiscal Policy Manager* Two Positions – DOA-Budget | 2MX: \$76,988 - \$107,782 Recruit Rate: \$84,687 | N/A | 2MX: \$76,988 - \$107,782 Recruit Rate: \$94,456 |
| Legislative Reference Bureau Manager* One Position - CCCC | 1HX: \$72,244 - \$101,137 Recruit Rate: \$85,680 | | |
| Emergency Communications Finance Manager One Position - DEC | 1HX: \$72,244 - \$101,137 Recruit Rate: \$79,467 | | |
| Emergency Communications Human Resources Administrator One Position - DEC | | | |
| Port Finance and Administration Officer* One Position – Port Milwaukee | 2LX: \$72,244 - \$101,137 Recruit Rate: \$77,957 | | |
| Policy and Administration Manager* One Position – DOA-ITMD | 2LX: \$72,244 - \$101,137 | | ITMD Policy and Administration Manager |
| Human Resources Administrator One Position - Police | 1HX: \$72,244 - \$101,137 Recruit Rate: \$77,182 | Police Human Resources Administrator | 1IX: \$76,988 - \$107,782 Recruit Rate: \$94,456 |
| Budget and Management Reporting Manager* One Position - DCD | 1HX: \$72,244 - \$101,137 | Budget Manager-City Development | |
| Administrative Services Manager* One Position – DPW-Administrative Services | | | |
| Associate Director* One Position - DOA-CDGA | | | |
| Health Budget and Administration Manager* One Position - Health | | | |
| Tax Billing and Collection Manager* One Position – City Treasurer | | | |
| Safety Manager* One Position – DPW-Administration | | 1GX: \$67,763 - \$94,870 Recruit Rate: \$72,244 | |
| Water Accounting Manager* One Position – DPW-Water Works | 1GX: \$67,763 - \$94,870 | N/A | |
| Water Business Operations Manager* One Position – DPW-Water Works | | | |
| Retirement Plan Manager* One Position - ERS | | | |
| Human Resources Compliance Officer* One Position - DER | 2JX: \$63,585 - \$89,016 | DCD Human Resources Administrator Library Human Resources Administrator Health Human Resources Administrator | |
| Human Resources Officer* One Position – DCD One Position – Library One Position - Health | 1FX: \$63,585 - \$89,016 | | |
| MPD Safety Division Manager One Position - Police | 1EX: \$59,632 - \$83,481 | | |
| Business Operations Manager-Neighborhood Services* One Position - DNS | 1FX: \$63,585 - \$89,016 | N/A | |
| Library Business Manager* One Position - Library | 1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943 | | |
| Fire Health and Safety Manager One Position - Fire | 2IX: \$59,632 - \$83,481 | N/A | 2MX: \$76,988 - \$107,782 Recruit Rate: \$94,456 |
| FPC Compliance Auditor* One Position - FPC | 2HX: \$55,962 - \$78,342 | | |
| Police Open Records Legal Advisor One Position - Police | 2IX: \$59,632 - \$83,481 | N/A | 2MX: \$76,988 - \$107,782 |

| | | | |
|---|--|--|---|
| DNS Personnel Officer* One Position - DNS | 1DX: \$55,962 - \$78,342 | DNS Human Resources Administrator | 1IX: \$76,988 - \$107,782 Recruit Rate: \$94,456 |
| Fire Personnel Officer One Position - Fire | | Fire Human Resources Administrator | |
| Personnel Officer* One Position - City Attorney | | City Attorney Human Resources Administrator | |
| Operations Personnel Officer* One Position - DPW-Operations | 2HX: \$55,962 - \$78,342 4.8% GIC | Operations Human Resources Administrator | |
| Infrastructure Services Personnel Officer* One Position - DPW-Infrastructure | | Infrastructure Human Resources Administrator | |
| Water Works Personnel Officer* One Position - DPW-Water Works | 2HX: \$55,962 - \$78,342 | Water Works Human Resources Administrator | |
| Business Finance Officer* One Position - City Attorney | 2HX: \$55,962 - \$78,342 Recruit Rate: \$65,594 | Business Finance Manager | |
| Business Finance Manager Two Positions - Fire One Position - DER* | 1FX: \$63,585 - \$89,016 Recruit Rate: \$76,316 | N/A | |

*City Service Commission Report Only

Pay Ranges 1HX and 2LX (\$72,244 - \$101,137)

| Current Title | Current Pay Range | New Title | Recommended Pay Range | | | |
|---|--|-----------|--|--|--|--|
| Budget and Fiscal Policy Analyst IV* Five Positions - DOA-Budget | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 | N/A | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 | | | |
| Senior IT Auditor* One Position - Comptroller | 2KX: \$67,763 - \$94,870 | | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 | | | |
| Accounting Manager-City Development* One Position - DCD | 1GX: \$67,763 - \$94,870 | | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 | | | |
| Assistant Accounting Manager* One Position - Comptroller | | | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 | | | |
| Assistant City Payroll Manager* One Position - Comptroller | | | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 | | | |
| Assistant Grants Fiscal Manager* One Position - Comptroller | 2JX: \$63,585 - \$89,016 Recruit Rate: \$77,182 | | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 | | | |
| Risk Management and Safety Officer* One Position - DER | | | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 | | | |
| UCC Operations Manager* One Position - DOA-ITMD-UCC | 1FX: \$63,585 - \$89,016 | | N/A | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 | | |
| Water Billing and Collections Manager* One Position - DPW-Water Works | | | | | | |
| Benefits and Wellness Supervisor* One Position - DER | | | | | | |
| Human Resources Supervisor One Position - Police | 1EX: \$59,631 - \$83,481 Recruit Rate: \$77,182 | | | | | |
| Pay Services Supervisor* One Position - DER | | | | | | |
| Workforce Planning and Certification Supervisor* One Position - DER | | | | | | |
| Employee Assistance and Resource Coordinator* One Position - DER | | | | | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 | |
| Business Operations Manager* Two Positions - DPW-Administration One Position - DPW-Infrastructure | 1EX: \$59,631 - \$83,481 | | | | N/A | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| Legislative Research Supervisor* Two Positions - CCCC | | | | | | |
| Pension Accounting Manager* Three Positions - ERS | | | | | | |

| | | | |
|---|--------------------------|---|--|
| Procurement and Compliance Manager* One Position – DCD | 1EX: \$59,631 - \$83,481 | N/A | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| Procurement Manager* One Position – DOA-Purchasing | | | |
| Water Customer Service Manager* One Position – DPW-Water Works | 1EX: \$59,631 - \$83,481 | N/A | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| ERS Business Operations Analyst* One Position – ERS | | | |
| Fiscal Planning Specialist* Two Positions – CCCC | 2IX: \$59,632 - \$83,481 | | 2LX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| Court Business Manager* One Position – Municipal Court | 1DX: \$55,962 - \$78,342 | | 1HX: \$72,244 - \$101,137 Recruit Rate \$79,467 |
| Administrative Services Supervisor* One Position - Assessor | 1BX: \$49,643 - \$68,968 | Administrative Services Manager - Assessor | |

*City Service Commission Report Only

Pay Ranges 1GX and 2KX (\$67,763 - \$94,870)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|-----------|--|
| Grant Compliance Manager* Four Positions – DOA-CDGA | 2JX: \$63,585 - \$89,016 | | |
| Human Resources Representative One Position – Library* Three Positions - Police Three Positions – DPW-Administration* Seven Positions – DER* Two Positions – FPC* Two Positions - Health | 2HX: \$55,962 - \$78,342 Recruit Rate: \$72,383 | N/A | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| Lead Pension Specialist* One Position - ERS | 1CX: \$52,498 - \$73,504 | | |
| Health and Safety Officer One Position - Police | | | |
| Procurement Specialist* Five Positions – DOA-Purchasing | 2GX: \$52,498 - \$73,504 | | |
| Police Payroll Supervisor One Position - Police | 1DX: \$55,962 - \$78,342 Recruit Rate: \$72,383 | N/A | 1GX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| Safety Supervisor* Once Position – DPW-Administration | | | |
| Leave Administration Coordinator* One Position - DER | 1DX: \$55,962 - \$78,342 Recruit Rate: \$59,632 | | |
| Worker’s Compensation Specialist* One Position - DER | | | |
| Disability Specialist-Lead* One Position - ERS | | | |
| Accounting and Grant Specialist One Position – Health* One Position – Police Two Positions – DPW-Infrastructure* | | | |
| Accountant-Lead* One Position - Comptroller | | | |
| Accounting Supervisor* One Position - Comptroller | 2HX: \$55,962 - \$78,342 | N/A | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| Auditor-Lead* One Position - Comptroller | | | |
| Fire and Police Commission Investigator* Two Positions - FPC | | | |
| Fire Compliance Officer One Position - Fire | | | |
| IT Auditor* Underfill Title - Comptroller | | | |

| | | | |
|---|--|-----|--|
| Legislative Fiscal Analyst-Lead* Five Positions - CCCC | 2HX: \$55,962 - \$78,342 | N/A | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| Senior Auditor* Two Positions - Comptroller | | | |
| Budget and Fiscal Policy Analyst III* Underfill Title – DOA-Budget | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 | N/A | 2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539 |
| DCD Accountant-Lead* Two Positions - DCD | | | |
| Grant Budget Specialist* One Position - DCD | | | |

*City Service Commission Report Only

Pay Ranges 1FX and 2JX (\$63,585 - \$89,016)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|---|-----------|---|
| Pension Specialist-Senior* Three Positions - ERS | 2DN: \$43,350 - \$60,688 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Health and Safety Specialist* One Position – Police | | | |
| Call Center Supervisor* Two Positions – DOA-ITMD-UCC | 1AX: \$49,643 - \$64,695 | N/A | 1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Deferred Compensation Plan Coordinator* One Position – Deferred Compensation Plan | 2EX: \$49,643 - \$64,695 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Management Accountant-Senior* Three Positions – ERS One Position – Health One Position – DPW-Administration | | | |
| Business Analyst-Senior* One Position – DOA-ITMD One Position – DOA-Equity & Inclusion | | | |
| Disability Specialist-Senior* Two Positions - ERS | | | |
| Customer Service Specialist* Two Positions – City Treasurer | 1BX: \$49,643 - \$68,968 | N/A | 1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Worker’s Compensation Analyst* One Position - DER | 2FX: \$49,643 - \$68,968 Recruit Rate: \$63,729 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Human Resources Analyst-Senior* Two Positions - DER | | | |
| Diversity Recruiter* One Position - DER | | | |
| Recruiter* One Position - FPC | | | |
| Emergency Communications Human Resource Analyst-Senior One Position - DEC | 2FX: \$49,643 - \$68,968 Recruit Rate: \$52,498 4.8 % GIC 5% Lead Assignment | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 4.8 % GIC 5% Lead Assignment |
| Safety Specialist-Senior Two Positions – Police Three Position – DPW-Administration* | | | |
| Certification and Communications Coordinator* One Position - DNS | | | |
| Fire and Police Commission Auditor* Two Positions - FPC | 2FX: \$49,643 - \$68,968 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| DPW Operations Business Analyst* One Position – DPW-Administration | | | |
| Purchasing Agent-Senior* One Position – DOA-Purchasing One Position - DCD | | | |

| | | | |
|--|--|-----|--|
| Management and Accounting Officer* One Position – DPW-Administration One Position – DPW-Infrastructure | | | |
| Accountant III* Three Positions – DPW-Water Works Two Positions – DPW-Infrastructure One Position – DPW-Transportation Fund | 2GX: \$52,498 - \$73,504 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Workforce Development Coordinator* One Position – CCCC | | | |
| Accounting Specialist* 11 Positions – Comptroller | | | |
| Associate IT Auditor* Underfill Title – Comptroller | | | |
| Auditor* Three Positions – Comptroller | | | |
| Business Inclusion Program Coordinator* One Position – DOA-E&I | 2GX: \$52,498 - \$73,504 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Contract Compliance Officer* One Position – DPW-Administration One Position – DOA-E&I | | | |
| Grant Monitor* Two Positions – DOA-AAA 10 Positions – DOA-CDGA | | | |
| Pension Accounting Specialist* Two Positions – ERS | | | |
| Water Customer Services Supervisor* Two Positions - Library | 1CX: \$52,498 - \$73,504 | | |
| Water Collections Supervisor* One Position – DPW-Water Works | 1DX: \$55,962 - \$78,342 | N/A | 1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Tax Collection and Enforcement Coordinator* One Position – City Treasurer | 1EX: \$59,632 - \$83,481 | | |
| Budget and Fiscal Policy Analyst II* Underfill Title – DOA-Budget | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |
| Investments and Financial Services Coordinator* One Position – City Treasurer | | | |
| Transportation Financial Analyst* One Position – DPW-Transportation Fund | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 4.8% GIC | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 4.8% GIC |
| Senior Financial Analyst* One Position - Comptroller | 2JX: \$63,585 - \$89,016 | N/A | 2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 |

*City Service Commission Report Only

Pay Ranges 1EX and 2IX (\$59,632 - \$83,481)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|---|--|-----------|--|
| Revenue Collection Manager* One Position – City Treasurer | 1DX: \$55,962 - \$78,342 | N/A | 1EX: \$59,632 - \$83,481 Recruit Rate: \$65,594 |
| Budget and Fiscal Policy Analyst I* Underfill Title – DOA-Budget | 2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594 | | |
| Financial Analyst* Underfill Title – Comptroller | 2IX: \$59,632 - \$83,481 | N/A | 2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594 |
| Management Services Analyst* One Position – ERS | | | |
| Business Finance Officer* One Position – DOA-ECO | 2HX: \$55,962 - \$78,342 | | |
| Benefits Systems Analyst* One Position - DER | 2GX: \$52,498 - \$73,504 | N/A | 2IX: \$59,632 - \$83,481 Recruit Rate: \$67,928 |
| HRIS Analyst* One Position - DER | Recruit Rate: \$67,928 | | |

| | | | | |
|---|--|-----|--|-------------------------|
| Test Administration Specialist* One Position - DER | 2GX: \$52,498 - \$73,504 Recruit Rate: \$67,928 | | 2IX: \$59,632 - \$83,481 Recruit Rate: \$67,928 | |
| Investments and Financial Services Specialist* One Position - City Treasurer | 2GX: \$52,498 - \$73,504 Recruit Rate: \$61,376 | N/A | 2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594 | |
| Associate Auditor* Underfill Title - Comptroller | 2FX: \$49,643 - \$68,968 | | | |
| Finance Specialist* One Position - Port Milwaukee | | N/A | 2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594 | |
| Water Claims Specialist* One Position - DPW-Water Works | | | | |
| Workforce Grant Specialist* One Position - CCCC | 2FX: \$49,643 - \$68,968 | | | |
| Workforce Outreach Specialist* One Position - CCCC | | | | |
| Legislative Analyst-Associate* Underfill Title - CCCC | 2EX: \$49,643 - \$64,695 | | | |
| Athletic Trainer One Position - Fire | 2EN: \$46,212 - \$64,695 | | | |
| Investigator/Adjuster* Two Positions - City Attorney | 2EN: \$46,212 - \$64,695 Recruit Rate: \$53,805 | | | |
| Human Resources Analyst* Underfill Title - DER | 2DN: \$43,350 - \$60,688 Recruit Rate: \$57,691 | | | |
| Safety Specialist* Underfill Title - DPW-Administration | 2DN: \$43,350 - \$60,688 Recruit Rate: \$46,212 | | | |
| Purchasing Agent* Underfill Title - DOA-Purchasing | 2DN: \$43,350 - \$60,688 | | | |
| Business Analyst* Underfill Title - DOA-Purchasing | 2CN: \$40,678 - \$56,941 | N/A | 2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594 | |
| Disability Specialist* Underfill Title - ERS | | | | |
| Pension Specialist* Underfill Title - ERS | 2BN: \$38,174 - \$53,439 | | | |
| Program Assistant II* One Position - Health | 5FN: \$41,326 - \$49,213 Recruit Rate: \$43,390 | | | Human Resources Analyst |

*City Service Commission Report Only

Pay Range 2GX (\$52,498 - \$73,504)

| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|--------------------------------|--|
| Business Operations Associate* One Position - DER | 2FX: \$49,643 - \$68,968 Recruit Rate: \$63,729 | Business Operations Specialist | 2GX: \$52,498 - \$73,504 Recruit Rate: \$63,729 |
| Paralegal* One Position - DER | 5JN: \$48,037 - \$58,287 | Paralegal-Lead | |

*City Service Commission Report Only

Pay Range 2EN (\$46,212 - \$64,695)

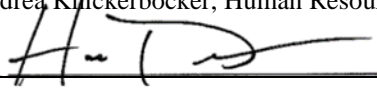
| Current Title | Current Pay Range | New Title | Recommended Pay Range |
|--|--|-----------|--|
| Benefit Services Coordinator* One Position - ERS | 2DN: \$43,350 - \$60,688 Recruit Rate: \$57,691 | N/A | 2EN: \$46,212 - \$64,695 Recruit Rate: \$57,691 |
| Test Administration Coordinator* One Position - FPC | | | |
| Paralegal* One Position - DER Two Positions - FPC Three Positions/1 Auxiliary - City Attorney | 5JN: \$48,037 - \$58,287 | | |

*City Service Commission Report Only

Action Required – Effective Pay Period 20, 2022 (September 18, 2022)

*** See addendum included in CCFN: 220530 for Salary and Position Ordinance changes.**

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director

City-Wide Business Operations and Human Resources Benchmark Pay Ranges

| Title | Pay Range | Pay Range Minimum | Title Minimum | Pay Range Maximum |
|--------------------------------------|------------------|--------------------------|----------------------|--------------------------|
| Budget and Fiscal Policy Manager | 2MX | 76,988 | 94,456 | 107,782 |
| Budget and Fiscal Police Analyst IV | 2LX | 72,244 | 79,467 | 101,137 |
| Budget and Fiscal Police Analyst III | 2KX | 67,763 | 74,539 | 94,870 |
| Budget and Fiscal Police Analyst II | 2JX | 63,585 | 69,943 | 89,016 |
| Budget and Fiscal Policy Analyst I | 2IX | 59,632 | 67,928 | 83,481 |

| Title | Pay Range | Pay Range Minimum | Title Minimum | Pay Range Maximum |
|--------------------------------|------------------|--------------------------|----------------------|--------------------------|
| Human Resources Manager | 1JX | 82,051 | 100,920 | 114,879 |
| Human Resources Administrator | 1IX | 76,988 | 94,456 | 107,782 |
| Human Resources Supervisor | 1HX | 72,244 | 79,467 | 101,137 |
| Human Resources Representative | 2KX | 67,763 | 74,539 | 94,870 |
| Human Resources Analyst-Senior | 2JX | 63,585 | 69,943 | 89,016 |
| Human Resources Analyst | 2IX | 59,632 | 67,928 | 83,481 |



City of Milwaukee Fiscal Impact Statement

| | | | | | | |
|----------|----------------|---|--------------------|---------------|---|--|
| A | Date | <u>9/12/2022</u> | File Number | <u>220530</u> | <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Substitute |
| | Subject | <u>Communication from the Department of Employee Relations regarding a classification report submitted to the September 1, 2022 Fire and Police Commission meeting.</u> | | | | |

| | | |
|----------|---|---|
| B | Submitted By (Name/Title/Dept./Ext.) | <u>Sarah Trotter/ Human Resources Representative / Employee Relations / x2398</u> |
|----------|---|---|

| | | |
|----------|------------------|--|
| C | This File | <input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures. |
| | | <input type="checkbox"/> Suspends expenditure authority. |
| | | <input type="checkbox"/> Increases or decreases city services. |
| | | <input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability. |
| | | <input type="checkbox"/> Increases or decreases revenue. |
| | | <input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance. |
| | | <input type="checkbox"/> Authorizes borrowing and related debt service. |
| | | <input type="checkbox"/> Authorizes contingent borrowing (authority only). |
| | | <input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget. |

| | | | |
|----------|------------------|---|--|
| D | Charge To | <input checked="" type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund |
| | | <input type="checkbox"/> Capital Projects Fund | <input type="checkbox"/> Special Purpose Accounts |
| | | <input type="checkbox"/> Debt Service | <input type="checkbox"/> Grant & Aid Accounts |
| | | <input type="checkbox"/> Other (Specify) _____ | |

| 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 September 1, 2022
Finance and Personnel Committee Meeting of September 14, 2022

| NEW COSTS FOR 2022 | | | | | | | | | | | |
|---------------------------|--------|---------------------------------|-----|---|-----|----------|----------|---------|-------------------------|---------|---------|
| Pos. | Dept | From | PR | To | PR | Annual | Annual | Costs | Rollup | Rollup+ | Sal |
| 124 | Police | 911 Dispatcher | 5IN | 911 Dispatcher - Align Peer Training Comp | 5IN | N/A | N/A | N/A | Included in File 211103 | | |
| 26 | Fire | 911 Dispatcher | 5IN | 911 Dispatcher - Align Peer Training Comp | 5IN | N/A | N/A | N/A | Included in File 211103 | | |
| 1 | Fire | Fire Dispatch Assistant Manager | 1EX | Fire Dispatch Assistant Manager* | 1EX | \$85,986 | \$88,339 | \$1,539 | \$215 | | \$1,754 |
| 1 | Fire | Fire Dispatch Assistant Manager | 1EX | Fire Dispatch Assistant Manager** | 1EX | \$85,986 | \$88,339 | \$1,448 | \$203 | | \$1,651 |
| 152 | | | | | | | | \$2,987 | \$418 | | \$3,405 |

Assume effective date is Pay Period 5, 2022 (February 20, 2022).

*Assume cost is based on using ay Period 10, 2022 (May 1, 2022) when incumbent was promoted into position.

**Assume cost is based on using Pay Period 11, 2022 (May 15, 2022) when incumbent was promoted into position.

| NEW COSTS FOR FULL YEAR | | | | | | | | | | | |
|--------------------------------|--------|---------------------------------|-----|---|-----|----------|----------|---------|-------------------------|---------|---------|
| Pos. | Dept | From | PR | To | PR | Annual | Annual | Costs | Rollup | Rollup+ | Sal |
| 124 | Police | 911 Dispatcher | 5IN | 911 Dispatcher - Align Peer Training Comp | 5IN | N/A | N/A | N/A | Included in File 211103 | | |
| 26 | Fire | 911 Dispatcher | 5IN | 911 Dispatcher - Align Peer Training Comp | 5IN | N/A | N/A | N/A | Included in File 211103 | | |
| 1 | Fire | Fire Dispatch Assistant Manager | 1EX | Fire Dispatch Assistant Manager* | 1EX | \$85,986 | \$88,339 | \$2,353 | \$329 | | \$2,682 |
| 1 | Fire | Fire Dispatch Assistant Manager | 1EX | Fire Dispatch Assistant Manager** | 1EX | \$85,986 | \$88,339 | \$2,353 | \$329 | | \$2,682 |
| 152 | | | | | | | | \$4,706 | \$659 | | \$5,365 |

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



City of Milwaukee Fiscal Impact Statement

| | | | | | | |
|----------|----------------|---|--------------------|---------------|---|--|
| A | Date | <u>9/12/2022</u> | File Number | <u>220530</u> | <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Substitute |
| | Subject | <u>Communication from the Department of Employee Relations regarding classification reports submitted to the September 15, 2022 Fire and Police Commission meeting.</u> | | | | |

| | | |
|----------|---|---|
| B | Submitted By (Name/Title/Dept./Ext.) | <u>Sarah Trotter/ Human Resources Representative / Employee Relations / x2398</u> |
|----------|---|---|

| | | |
|----------|------------------|--|
| C | This File | <input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures. |
| | | <input type="checkbox"/> Suspends expenditure authority. |
| | | <input type="checkbox"/> Increases or decreases city services. |
| | | <input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability. |
| | | <input type="checkbox"/> Increases or decreases revenue. |
| | | <input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance. |
| | | <input type="checkbox"/> Authorizes borrowing and related debt service. |
| | | <input type="checkbox"/> Authorizes contingent borrowing (authority only). |
| | | <input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget. |

| | | | |
|----------|------------------|---|--|
| D | Charge To | <input checked="" type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund |
| | | <input type="checkbox"/> Capital Projects Fund | <input type="checkbox"/> Special Purpose Accounts |
| | | <input type="checkbox"/> Debt Service | <input type="checkbox"/> Grant & Aid Accounts |
| | | <input type="checkbox"/> Other (Specify) _____ | |

| 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 September 15, 2022
Finance and Personnel Committee Meeting of September 14, 2022

NEW COSTS FOR 2022

| Pos. | Dept | From | PR | To | PR | Annual | Annual | Costs | Rollup | Rollup+ Sal |
|------|-----------------------|------------------------------------|-----|------------------------------------|-----|--------|--------|-------|--------------------------|-------------|
| 11 | Fire and Police Depts | Business Ops Positions (Nonexempt) | N/A | Business Ops Positions (Nonexempt) | N/A | N/A | N/A | N/A | Included in File #220531 | |
| 22 | Fire and Police Depts | HR & Bus Ops Positions (Exempt) | N/A | HR & Bus Ops Positions (Exempt) | N/A | N/A | N/A | N/A | Included in File #220531 | |
| 33 | | | | | | | | | | |

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 |
|------|-----------------------|------------------------------------|-----|------------------------------------|-----|--------|--------|-------|--------------------------|-------------|
| 11 | Fire and Police Depts | Business Ops Positions (Nonexempt) | N/A | Business Ops Positions (Nonexempt) | N/A | N/A | N/A | N/A | Included in File #220531 | |
| 22 | Fire and Police Depts | HR & Bus Ops Positions (Exempt) | N/A | HR & Bus Ops Positions (Exempt) | N/A | N/A | N/A | N/A | Included in File #220531 | |
| 33 | | | | | | | | | | |