



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

May 10, 2024

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 231963 – Communication from the Department of Employee Relations relating to classification studies scheduled for the May 16, 2024 Fire and Police Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Fire and Police Commission meeting on May 16, 2024.

**Fire Department**

Current	Recommended
Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (52 Positions)	Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (52 Positions)

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

**Police Department**

Current	Recommended
Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (32 Positions)	Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (32 Positions)

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

**Police Department**

Current	Recommended
Crime Analyst III PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$69,462 (One vacant Position)	Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223) (One vacant Position)

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

**Fire Department**

Current	Recommended
New Position	Human Resources Analyst - Senior PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)
New Position	Accounting Specialist PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (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



## Department of Employee Relations

**Cavalier Johnson**

Mayor

**Harper Donahue, IV**

Director

**Molly King**

Employee Benefits Director

**Nicole M. Fleck**

Labor Negotiator

### Job Evaluation Report

Fire and Police Commission Meeting: May 16, 2024

#### Fire Department

Current	Recommended
Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (52 Positions)	Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (52 Positions)

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

#### Police Department

Current	Recommended
Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (32 Positions)	Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (32 Positions)

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

#### Background

This report is a continuation of the previous citywide Administrative Support market study. The previous citywide report stated that a full market and classification study for Fire Cadet and Police Aide titles would be completed after labor contracts in related titles had been settled. Since that time, the recruitments for Police Aide have continued to return reduced numbers of applicants and pay has been one of the indicators for lack of interest.

Both the Police Aide and Fire Cadet positions serve as important feeder positions for sworn roles of Police Officer and Firefighter. Given the new staffing level requirements included in Act 12, it more important than ever that recruitments for these titles produce robust groups of eligible candidates.

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with Leon Todd, Fire and Police Commission Executive Director and departmental human resources administrators.

#### **Fire Cadet**

Current	Recommended
Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (52 Positions)	Fire Cadet PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (52 Positions)

Fire Cadets are uniformed civilian employees who work in an apprentice-style program designed to prepare Cadets for a career as Milwaukee Firefighters. Duties include training, education, community relations, as well as fire house duties. The assignments are widely varied so that the Fire Cadet will gain a broad range of operational and administrative experience. Fire Cadets are required to meet established program criteria to complete a prescribed college curriculum in paramedicine and a physical fitness program prior to being considered for appointment to Firefighter.

These are paid positions that assist with various office support, fire station, and community service duties; recruitment activities; and special projects. Individuals in these positions will receive training towards achieving Firefighter Level 1 certification and Emergency Medical Technician (EMT) certification; and physical training and conditioning

**Essential Functions:**

Duties include, but are not limited to:

- Participate in and complete academic and physical training program in preparation for future Firefighter duties, including cultural competency classes and activities.
- Participate in classroom instruction and clinical medical rotations.
- Lift, carry and operate heavy tools and equipment.
- Perform maintenance of departmental equipment, buildings and grounds.
- Perform general housekeeping duties.
- Assist with safety education, community and recruitment events.
- Assist with special projects as assigned.

Note: This is a rigorous 2-year program that has physical and mental benchmarks that must be achieved to standards. Both initial and quarterly counseling sessions will be provided to each Fire Cadet.

**Conditions of Employment:**

- A 40-hour work week, with off-days by assignment.
- Work assignments include various Fire Department and training sites.
- Attain certification as a Nationally Registered EMT.
- Maintain licensure as a Wisconsin EMT.
- Successfully complete Wisconsin Firefighter 1 (National Fire Protection Association 1001) program.
- All candidates are subject to the COVID-19 vaccination requirements of the City of Milwaukee and every clinical partner of the Milwaukee Fire Department and Milwaukee Area Technical College.

Must complete 24 college credits in paramedicine prior to completion of the Fire Cadet program and maintain a minimum 3.3 GPA on applicable credits. May be subject to completion of complete paramedic training, certification & licensure prior to promotion.

Must adhere to the rules and regulations and code of conduct of the Milwaukee Fire Department

*NOTE: Effective October 11, 2016, Fire Cadets will be subject to the residency requirement for the City of Milwaukee. This means that within six months of being hired, Fire Cadets must establish an actual and bona fide residence within 15 miles of the city of Milwaukee's jurisdictional border.*

**Minimum qualifications:**

- Must be at least 17 years old at time of application deadline; and may not be more than 19 years old on the starting date of the Fire Cadet Class which is tentatively scheduled for August 19, 2024.
- Individuals after December 1, 2005 -or- born before August 19, 2004 do not qualify.

- Graduation from an accredited high school or completion of a General Education Development Certificate (G.E.D.), high school equivalency certificate, or State of Wisconsin home school certificate prior to July 1, 2024.
- Familiarity with web browsers such as Chrome, Edge, and Firefox, as well as phone or web-based email word processing systems such as MS Word and Outlook.
- Physically and academically able to perform Fire Cadet – and eventually Firefighter Paramedic – training and job duties.
- Must possess a valid State of Wisconsin driver's license within six months of date of hire, and maintain a valid driver's license throughout employment with the Department.
- Must not have been terminated / discharged or resigned with charges pending from either the Milwaukee Fire Department or Milwaukee Police Department within the last two years from the date of application.
- Must successfully pass a background investigation. Applicants who have failed a Milwaukee Fire Department background investigation, including appeal, may not apply for two years after the date of disqualification.
- Must successfully pass pre-employment medical and psychological evaluations, and drug screening.

#### External Comparators

Position	Minimum Qualifications	Pay Range
<b>Job Title: Fire Cadet</b> Employer: City of Oak Creek	<ul style="list-style-type: none"> <li>• Anyone enrolled in high school or college and is considering a career in the fire service</li> </ul>	\$31,200 - \$37,440
<b>Job Title: EMT</b> Employer: Bell Ambulance	<ul style="list-style-type: none"> <li>• Minimum of either a high school diploma or GED</li> <li>• Current/valid State of Wisconsin EMT-B license</li> <li>• Current/valid American Heart Association CPR (cardiopulmonary resuscitation) card or similar curriculum certification</li> <li>• Current/Valid Driver's License</li> </ul>	Cadet: \$35,360 EMT:\$43,680 - \$47,840
<b>Job Title: EMT</b> Employer: Milwaukee County	<ul style="list-style-type: none"> <li>• Valid driver's license which must be maintained throughout employment</li> <li>• High School Diploma or GED equivalent is required</li> <li>• State of Wisconsin EMT certification required at time of application</li> <li>• CPR certification required at time of application</li> </ul>	\$44,658 - \$49,982

#### Market Data Comparison for Emergency Medical Technician from ERI

ERI defines an Emergency Medical Technician as a position that cares for and transports sick or injured patients to a medical facility, working as a member of an emergency medical team. Responds to instructions from emergency medical dispatcher, and drives specially equipped emergency vehicle to specified location. Monitors communication equipment to maintain contact with dispatcher. Removes or assists in removal of victims from scene of accident or catastrophe. Determines nature and extent of illness or injury, or magnitude of catastrophe, to establish first aid procedures to be followed or need for additional assistance, basing decisions on statements of people involved, examination of victim or victims, and knowledge of emergency medical practice. Administers prescribed first-aid treatment at site of emergency, or in specially equipped vehicle, performing such activities as application of splints, administration of oxygen or intravenous injections, treatment of minor wounds or abrasions, or administration of artificial resuscitation. This position requires certification as an EMT. Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility. Assists in transfer of victims to treatment center. Assists treatment center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency. Maintains vehicles and medical and communication equipment and replenishes first-aid equipment and supplies. May assist in controlling crowds, protecting valuables, or performing other duties at scene of catastrophe. May assist professional medical personnel in emergency treatment administered at medical facility.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Emergency Medical Technician	Milwaukee, Wisconsin	Level 1	\$34,005	\$37,849	\$41,347
Emergency Medical Technician	Milwaukee, Wisconsin	Level 2	\$38,243	\$42,547	\$46,495
Emergency Medical Technician	Milwaukee, Wisconsin	Level 3	\$44,085	\$49,001	\$53,564

ERI as of January 1<sup>st</sup>, 2024

#### **Police Aide**

Current	Recommended
Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$33,110 (32 Positions)	Police Aide PR 6AN (\$36,421 - \$43,705) FN: Recruitment is at \$37,114 (32 Positions)

Police Aides are uniformed civilian employees who serve in an apprentice-style program designed to prepare them for a career as a Police Officer. Duties include administrative and clerical functions and processing of department arrestees. The assignments are widely varied so that the Police Aide will gain a broad range of operational and administrative experience. Police Aides are required to meet established criteria by completing a prescribed course of college curriculum and a physical fitness program prior to being considered for appointment to Police Officer.

Police Aides perform a variety of administrative, clerical and other support functions as prescribed by the supervisor. At no time is a Police Aide permitted to act independently while conducting law enforcement activities.

#### **Essential Functions:**

Duties include, but are not limited to:

- Participate in and complete academic and physical training program in preparation for future Police Officer duties, including cultural competency classes and activities.
- Answering and directing phone calls.
- Assisting citizens via telephone and in-person.
- Operating radio console.
- Performing administrative/clerical duties such as typing, filing, data entry.
- Assisting with special projects as assigned.
- Assist with safety education, community and recruitment events.

#### **Conditions of Employment:**

- A 40-hour work week, with off-days by assignment.
- Must complete 24 college credits and maintain a minimum 2.0 GPA on applicable credits
- Must adhere to the rules and regulations and code of conduct of the Milwaukee Police Department.

*NOTE: Effective October 11, 2016, Police Aides will be subject to the residency requirement for the City of Milwaukee. This means that within six months of being hired, the candidates must establish an actual and bona fide residence within 15 miles of the city of Milwaukee's jurisdictional border.*

#### **Minimum qualifications:**

- Must be at least 17 years old at time of the application deadline; and may not be more than 20 years old on the starting date of the Police Aide class which is scheduled for July 22, 2024.
- Individuals born after December 1, 2006 -or- born before July 22, 2003 do not qualify.

- Graduation from an accredited high school or completion of a G.E.D., high school equivalency certificate or State of Wisconsin home school certificate prior to July 1, 2024.
- United States citizenship, or must have resided in the United States for at least five years immediately prior to the date of application and be legally authorized to work for any employer in the United States. Non-citizen applicants should request information regarding Fire and Police Commission rules and citizenship requirements at time of application. [FPC Rule VI.4.(b). and Rule XI.2.(a)]
- Must possess a valid State of Wisconsin driver's license within one year of date of hire, and at the time of appointment to Police Officer.
- Physically able to perform Police Aide – and eventually Police Officer – training and job duties.
- Must successfully pass a Milwaukee Police Department Background Investigation.
- Must successfully pass pre-employment medical and psychological evaluations, and drug screening.

#### External Comparators

Position	Minimum Qualifications	Pay Range
<b>Job Title: Police Aide</b> Employer: Marquette University	<ul style="list-style-type: none"> <li>• High School graduation with a four-year cumulative high school grade point average of at least 2.0 upon graduation.</li> <li>• Must be at least 17 years old at time of application; and may not be more than 19 years old at time of appointment.</li> <li>• Must possess a valid State of Wisconsin driver's license within one year of date of hire, and at the time of appointment to Police Officer.</li> </ul>	\$31,200
<b>Job Title: Police Aide</b> Employer: City of Oak Creek	<ul style="list-style-type: none"> <li>• Must be 18 years of age or older at time of appointment.</li> <li>• Must possess a minimum of a high school diploma or the equivalent G.E.D.</li> </ul>	\$37,440 - \$44,928
<b>Job Title: Police Aide</b> Employer: Village of Menomonee Falls	<ul style="list-style-type: none"> <li>• High school or equivalent required</li> <li>• Valid Wisconsin Driver's License required by date of appointment</li> <li>• Must be at least 18 years of age</li> </ul>	\$41,600

#### Market Data Comparison for Security Aide from ERI

ERI defines a Security Aide as a position that compiles and records personal data about applicants and employees. Prepares badges, passes, and identification cards. Meets with applicants to obtain and verify information, such as name, date of birth, physical description, and (when appropriate) type of security clearance held. Assists manager in preparing required reports and keeping department records. Corresponds with law enforcement officials, previous employers, and other references to obtain applicant's background for use in determining employment acceptability. Background information may include social, moral, national, and political background. Photographs new employees and may fingerprint workers and keep other supplemental identification systems. May keep records of badges issued, lost, and reissued. May issue temporary identification badges to visitors.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Security Aide	Milwaukee, Wisconsin	Level 1	\$35,829	\$39,112	\$41,794
Security Aide	Milwaukee, Wisconsin	Level 2	\$39,981	\$43,488	\$46,461
Security Aide	Milwaukee, Wisconsin	Level 3	\$45,504	\$49,384	\$52,790

ERI as of January 1, 2024

#### Comparison to Sworn Positions

##### Firefighter

Pay Range 850

	Academy							
Annual	\$38,413	\$51,217	\$53,269	\$59,036	\$64,817	\$71,193	\$78,224	\$85,240

- While in the Fire and Police Academy, an employee shall be paid at the Academy step. Upon graduation from the Fire and Police Academy, an employee shall move to step 1 of the pay range.
- An employee shall advance from step 1 to step 2 and also from step 2 to step 3 after completing eight months of active service in step 1 and step 2 respectively. All additional pay steps shall be attained upon completing one year of active service

#### Police Officer

#### Pay Range 801

	Academy					
Annual	\$47,674	\$63,565	\$69,523	\$77,234	\$80,191	\$84,744

- While in the Academy, an employee will be paid 75% of step 1. Upon graduation from the Fire and Police Academy, an employee will move to step 1.

#### **Analysis and Recommendation**

A comparison of the Police Aide and Fire Cadet titles indicate that there are many similarities in the overall objectives and types of duties and functions.

#### **Both programs:**

- Are intended for high school graduates or those who have obtained a G.E.D., high school equivalency certificate, or State of Wisconsin home school certificate prior to July 1, 2024
- Require applicants to be 17 to 19 (Fire Cadet) or 20 (Police Aide) years of age
- Require applicants to be interested in becoming a Police Officer or Firefighter
- Are approximately two years in length
- Involve education and training requirements (including completing 24 college credits)
- Provide a mentoring environment
- Include assignments at various Divisions within the Police or Fire Department that allow the individual the ability to learn about the different areas while performing administrative, office support and other functions.

There are some differences in the two programs. For example, there is more emphasis on strength and conditioning and specific course work for the Fire Cadets in Phase I of their program while Police Aides spend a higher percentage of time performing office and other support functions. Overall, though, the objectives, duties, and responsibilities are very similar.

Given that Police Aides receive onboarding and administrative task training from Police Department Office Assistant IIs (6DN \$40,826 - \$48,991) and in considering the minimum qualifications for the position, we recommend keeping the Police Aide title in pay range 6AN (\$36,421 - \$43,705) and increasing the recruitment rate to \$37,114.

Given the similarities in the programs and in considering the minimum qualifications for the position, we recommend keeping the Fire Cadet title in pay range 6AN (\$36,421 - \$43,705) and increasing the recruitment rate to \$37,114.



**Action Required – Effective Pay Period 12, 2024 (May 26, 2024)**

**\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: Sarah Wangerin  
Sarah Wangerin, Human Resources Representative

Prepared 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

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

### Job Evaluation Report

Fire and Police Commission Meeting: May 16, 2024

#### Police Department

Current	Recommended
Crime Analyst III PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$69,462 (One vacant Position)	Crime and Intelligence Manager PR 1HX (\$75,162 - \$105,223)  (One vacant Position)

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

#### Fire Department

Current	Recommended
New Position	Human Resources Analyst - Senior PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)
New Position	Accounting Specialist PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

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

Positions evaluated in this report are vacant and either have been repurposed to perform new functions to meet the programmatic needs of the department or are newly budgeted positions. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and human resources personnel.

#### Police Department

Current	Recommended
<b>Crime Analyst III</b> PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$69,462 (One Position)	<b>Crime and Intelligence Manager</b> PR 1HX (\$75,162 - \$105,223)  (One Position)

#### Background

The Police Department has requested to repurpose one vacant position of Crime Analyst III to Crime and Intelligence Manager. The Department indicated that the additional manager position is needed to assist with the expansion of the Office of Management, Analysis and Planning (OMAP). Since September of 2023, OMAP has taken over the district analyst program, which resulted in a significant increase in the daily work load. The Crime and Intelligence Manager position will assist in overseeing the increased workload and supervising the thirteen (13) crime analysts assigned to

OMAP, including reviewing their documents for accuracy. The Crime and Intelligence Manager will also assist with providing documents related to the Public Safety Review, monthly Crime and Safety meetings, and any other data requests from the district Captains.

#### Responsibilities and Minimum Requirements

Under the direction of the Office of Management, Analysis and Planning Captain, this position is responsible for the supervision of a staff of strategic and tactical analysts who perform short and long-term analysis of crimes trends, patterns and series as well as the collection and interpretation of data and statistics using quantitative and qualitative methods.

#### **Essential Functions:**

##### Application of Analytical Methods and Techniques

- Applies appropriate analytical methods and techniques to identify and analyze raw information for the purpose of substantiating criminal patterns and/or trends and predictive analysis.
- Uses computerized analytic tools to create charts, maps, timelines, and link diagrams for the purpose of demonstrating analytical findings, including target relationships, time sequence of events, and criminal hierarchies.
- Conducts tactical, strategic and intelligence lead policing assessments of major crime.

##### Criminal Patterns and Trends

- Correlates, integrates, and evaluates varying types of information from investigative activities for the purpose of generating investigative leads, and prepares reports to document investigative activities and summarize findings.
- Leads and/or assists with special projects and investigative efforts of the Milwaukee Police Department.

##### Crime Assessment

- Prepares reports, presentations and/or maps, that assist with the efficient deployment of resources to prevent or control crime.
- Reviews existing reports and data, analyzes statistics to identify patterns and trends and to prepare useful products (i.e. reports or maps) in a timely manner so that criminal activity can be predicted, monitored or suppressed.

Minimum qualifications include a bachelor's degree in criminal justice, information management systems, computer science, or a closely related field from an accredited college or university; and four years of experience performing strategic and criminal intelligence analysis, including three years of experience with relational database development, management, and data mining.

#### Analysis and Recommendation

Based upon comparisons to other positions with the same classification, the recommendation is to repurpose this vacant position of Crime Analyst III to Crime and Intelligence Manager in Pay Range 1HX (\$75,162 - \$105,223).

#### **Fire Department**

Current	Recommended
<b>New Position</b>	<b>Human Resources Analyst - Senior</b> PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

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

### Background

The Fire Department has requested a new position be classified as Human Resources Analyst – Senior. Due to an increase in staffing challenges, including numerous civilian and sworn resignations and an increase in staffing due to an estimated two recruit classes per year of 50 new or promoted employees. The department indicated that significant bottlenecks occur when Human Resources positions are vacated or unplanned absences occur, contributing to employee burnout. A lack of sufficient advancement opportunities has resulted in talented employees leaving for opportunities outside of the city. This position will help create a career path to the Fire Human Resources Administrator (FHRA) position and hopefully encourage para-professional and office support employees to enhance their skills and attain education, in order to apply.

### Responsibilities and Minimum Requirements

This position will assist the FHRA in providing a full range of professional human resources services, such as staffing, promotions, and benefits administration, to both internal and external stakeholders. This position also assumes the duties and responsibilities of the FHRA in the absence of the incumbent.

### **Essential Functions:**

#### Human Resources Administration and Staffing

- Creates requisitions for vacant positions using JobAps.
- Initiates communication (email, postal mail, phone) to invite candidates to assessment processes to fill civilian vacancies in the Support Bureau, including the Administration, Technical Services, and Construction and Maintenance Divisions, as well as the Budget and Finance Section. Proctors practical tests for clerical positions. Maintains referrals via Job Aps.
- Conducts onboarding and department orientation.
- Coordinates staff and supports onboarding for 100-150 employees annually in firefighter or cadet classes including the creation and communication of employment offers. Prepares first day agendas and reviews handouts.
- Attends first day of classes to assist with orientation, including paperwork handouts and collection, and audits documents for accuracy in compliance with current National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), Fire and Police Commission, and department requirements.
- Performs I-9 processing.
- Performs many regular functions of the FHRA in the absence of the incumbent. Functions as the primary back-up for family and medical leave (FMLA), and secondary back-up for emergent injury leave, sick leave, and return to work review and processing in the extended absence of incumbent(s), ensuring fidelity and necessary redundancy.

#### Payroll and Benefit Administration

- Approves CityTime via Exception Pay Worksheets and Time and Allowed (TOA) adjustments. Calculates, inputs, and administers benefit adjustments (vacation, sick leave, and holiday) for sworn personnel changing between 40-hour work weeks and greater than 40-hour work weeks, in compliance with collective bargaining agreements, as necessary.
- Calculates vacation adjustments, creating Transitional Vacation Accounts (TVAs) for Local 215 bargaining unit personnel promoting to the Chief Officers' Association.
- Compiles and executes promotional documents, performs vetting of those being promoted, and facilitates equipment exchange at time of promotion.
- Maintains familiarity with benefits specified in the Local 215 Collective Bargaining Agreement and City Ordinances, to ensure correct administration of various leaves and benefits.
- Reviews and approves Tuition Reimbursement online applications.
- Runs the Holiday Report from HRMS, auditing for balance abnormalities.
- Reviews and approves military leave, performing non-vet-status member adjustments.

**Administrative Support**

- Correlates, creates and processes Fire and Police Commission customary correspondence, including resignations, rescinded appointments, contingent appointments, and commencing or returning from leaves.
- Creates a printed file in preparation of separations from service, including printing data screens, drafting and distributing memos, and maintaining the vacancy table.
- Processes death notifications of ex-members to applicable internal and external stakeholders.

Minimum qualifications include a bachelor's degree in human resources management, industrial relations, psychology, business administration, public administration, or a related field from an accredited college or university and two years of progressively responsible human resources experience, as described above.

**Analysis and Recommendation**

Based upon comparisons to other positions within the City in the same classification, we recommend classifying this new position a Human Resources Analyst – Senior in Pay Range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

Current	Recommended
<b>New Position</b>	<b>Accounting Specialist</b> PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

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

**Background**

The Fire Department has requested a new position be classified as an Accounting Specialist to assist with the department's enhanced pursuit and reliance on alternative funding sources (grants, settlement funds, etc.) for city-supported initiatives such as opioid remediation, specialized regional supported equipment purchases, and major projects such as litigation, grant research and contract negotiations. The department indicated that the increased responsibility placed on the Business Finance Manager to oversee budget and finance activities for a department of 862 current employees, with no dedicated position to assist, has created bottlenecks in the past.

**Responsibilities and Minimum Requirements**

This new position will assist the Business Finance Manager in budget preparation and procurement, auditing, grant activities, and performing as the lead for special finance projects, as well as assisting with oversight of accounts payable, accounts receivable, and departmental payroll processing.

**Essential Functions:**

- Leads special finance projects involving complex payroll implementations, collaborations with other City departments, litigation, research, and reimbursement and revenue opportunities.
- Assists the Business Finance Manager with coordination of grant activities, assisting in grant application and the implementation and administration of grants. Prepares modification requests, monitors and analyzes expenditures, and prepares and reviews reporting.
- Maintains expenditure tracking and projections, and monitors departmental salaries, operating expenditures, equipment budget, special funds, and capital expenditures in coordination with the Business Finance Manager.
- Reviews and audits work produced by the Budget and Finance Section staff for accuracy and completeness. Approves payroll adjustment entries and procurement requisitions.
- Audits various tracking and projection worksheets to ensure they reconcile with the financials system.
- Prepares council files and responds to requests from the Legislative Reference Bureau (LRB).

Minimum qualifications include a bachelor's degree with a major in accounting, business administration, finance, or a closely-related field from an accredited college or university and two years of progressively responsible professional accounting experience.

Analysis and Recommendation

Based upon comparisons to other positions within the City in the same classification, we recommend classifying this new position as an Accounting Specialist in Pay Range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

**Action Required – Effective Pay Period 12, 2024 (May 26, 2024)**

**\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by: Sarah Wangerin  
Sarah Wangerin, Human Resources Representative

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

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



# City of Milwaukee Fiscal Impact Statement

A	Date	5/15/2024	File Number	231963	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of classification reports to be heard at the Fire and Police Commission on May 16th, 2024.				

B	Submitted By (Name/Title/Dept./Ext.)	Sarah Wangerin/ Human Resources Representative / Employee Relations
---	--------------------------------------	---

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 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)	

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.**

The total cost for 2024 is \$239,566. Total cost for full year is \$415,248.  
Please see attached spreadsheet for details. Cost breakdown is in  
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 May 16, 2024  
Finance and Personnel Committee Meeting of May 15, 2024

**NEW COSTS FOR 2024**

	Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal
	22	Fire	Fire Cadet	6AN	Fire Cadet	6AN	\$33,110	\$37,114	12	\$50,823	\$10,393	\$61,217
	4	Police	Police Aide	6AN	Police Aide	6AN	\$33,110	\$37,114	12	\$9,241	\$1,890	\$11,130
Vacant	8	Fire	Fire Cadet	6AN	Fire Cadet	6AN	\$33,110	\$37,114	12	\$18,480	\$3,779	\$22,259
Vacant	25	Police	Police Aide	6AN	Police Aide	6AN	\$33,110	\$37,114	12	\$57,750	\$11,810	\$69,560
	22	Fire	Fire Cadet	6AN	Fire Cadet	6AN	\$34,103	\$38,227	12	\$52,348	\$10,705	\$63,053
	3	Police	Police Aide	6AN	Police Aide	6AN	\$34,103	\$38,227	12	\$7,138	\$1,460	\$8,598
Vacant	1	Police	Crime Analyst III	2JN	Crime and Intelligence Manager	1HX	\$69,462	\$75,162	12	\$3,289	\$460	\$3,749
Vacant	1	Fire	New Position	N/A	Human Resources Analyst - Senior	2JX	N/A	\$72,768	12	N/A Included in 2024 budget		
Vacant	1	Fire	New Position	N/A	Accounting Specialist	2JX	N/A	\$72,768	12	N/A Included in 2024 budget		
	87									\$199,069	\$40,497	\$239,566

Assume effective date is Pay Period 12, 2024 (June 26, 2024) unless otherwise indicated.

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

**NEW COSTS FOR FULL YEAR**

	Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
	22	Fire	Fire Cadet	6AN	Fire Cadet	6AN	\$33,110	\$37,114	1	\$88,094	\$18,015	\$106,109
	4	Police	Police Aide	6AN	Police Aide	6AN	\$33,110	\$37,114	1	\$16,017	\$3,275	\$19,293
	8	Fire	Fire Cadet	6AN	Fire Cadet	6AN	\$33,110	\$37,114	1	\$32,032	\$6,551	\$38,583
	25	Police	Police Aide	6AN	Police Aide	6AN	\$33,110	\$37,114	1	\$100,100	\$20,470	\$120,570
	22	Fire	Fire Cadet	6AN	Fire Cadet	6AN	\$34,103	\$38,227	1	\$90,736	\$18,556	\$109,292
	3	Police	Police Aide	6AN	Police Aide	6AN	\$34,103	\$38,227	1	\$12,373	\$2,530	\$14,903
	1	Police	Crime Analyst III	2JN	Crime and Intelligence Manager	1HX	\$69,462	\$75,162	1	\$5,700	\$798	\$6,498
	1	Fire	New Position	N/A	Human Resources Analyst - Senior	2JX	N/A	\$72,768	1	N/A Included in 2024 budget		
	1	Fire	New Position	N/A	Accounting Specialist	2JX	N/A	\$72,768	1	N/A Included in 2024 budget		
	87									\$345,053	\$70,196	\$415,248

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