



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychev
Labor Negotiator

Department of Employee Relations

July 17, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 240453 - Communication from the Department of Employee Relations amending the Positions Ordinance to designate one additional position of Executive Administrative Assistant I in the Common Council-City Clerk's Office as bilingual.

Dear Committee Members:

This communication requests an amendment to the 2024 Positions Ordinance to designate one additional position of Executive Administrative Assistant I in the Common Council-City Clerk's Office as bilingual. James Owczarski, City Clerk, has requested this designation so that the number of Executive Administrative Assistant I positions bilingual in English and Spanish will increase from two to three. A bilingual designation means that the requirements for the position include the ability to read, speak, and write in both English and Spanish.

These six positions provide temporary staff assistant coverage to assigned Common Council Members when a regular staff assistant is unavailable. The department indicated that approximately 20% of City residents identify as Hispanic/Latino, and of those, approximately 35% are more comfortable communicating in a language other than English. This equates to approximately 40,405 residents who would benefit from being able to communicate with an elected official in Spanish with the assistance of a bilingual Executive Administrative Assistant I. With three of the six Executive Administrative Assistant I positions being bilingual there would be someone in the office to translate most of the time.

The following ordinance changes are recommended:

Action Required – Effective Pay Period 17, 2024 (August 4, 2024)

In the Positions Ordinance

Under Common Council-City Clerk, Central Administration Division

- Delete contents under footnote "(E)" and repurpose to say:
(E) Position(s) are designated as bilingual
- Delete 3 positions of 'Executive Administrative Assistant I (0.5FTE) (Y) (E)'
- Add 3 positions of 'Executive Administrative Assistant I (0.05FTE) (Y)'

Respectfully submitted,

Harper Donahue, IV
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>7/24/2024</u>	File Number	<u>240453</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of amending the Positions Ordinance to designate one additional position of Executive Administrative Assistant I in the Common Council-City Clerk's Office as bilingual.				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u>
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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)	
		<u>_____</u>	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. _____

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

 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. _____

IAdditional information. Costs included in fiscal note for CCFN 240446**J**This Note Was requested by committee chair.