



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

May 22, 2023

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 230071 – Communication from the Department of Employee Relations relating to classification studies approved at the May 9th City Service Commission Meeting and scheduled for the May 23rd Special City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on May 9th, 2023 and are scheduled to be heard at the Special City Service Commission meeting on May 23rd, 2023.

Approved at the May 9th City Service Commission:

City Attorney – Administrative and Support positions

Current	Recommended
Legal Office Assistant PR: 6JN (\$36,257-\$46,345) FN: Recruitment is at the following rate and will increase 3% upon completion of probation: \$41,212 (4 Positions)	Legal Office Assistant 2 PR: 6ON (\$51,337-\$58,617) FN: Recruitment is at \$53,074 (4 Positions)
	Legal Office Assistant 1 PR 6NN (\$40,189-\$53,629) FN: Recruitment is at the following rate and will increase 3% upon completion of probation: \$49,095 (Underfill title)
Legal Office Assistant - Senior PR 6LN (\$42,137-\$48,611) FN: Recruitment is at \$44,737 (1 Position)	Legal Office Assistant - Senior PR: 5JN (\$48,998-\$59,453) FN: Recruitment is at \$55,728 (1 Position)
Legal Office Assistant - Lead PR: 6NN (\$40,189-\$53,629) FN: Recruitment is at \$46,831 (2 Positions)	Legal Office Assistant - Lead PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (2 Positions)
Program Assistant I PR 5EN (\$42,137-\$48,611) FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	Business Services Specialist PR 2DN (\$44,217-\$61,902) FN: Recruitment is at \$50,381 (1 Position)
Docketing Specialist PR 6NN (\$40,189-\$53,629) FN: Recruitment is at \$46,831 (1 Position)	Docketing Specialist PR: 5JN (\$48,998-\$59,453) FN: Recruitment is at \$55,728 (1 Position)

Docketing Specialist - Senior PR 6ON (\$51,337-\$58,617) (1 Position)	Docketing Specialist - Senior PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)
Administrative Specialist - Senior PR: 2EX (\$47,136-\$65,989) (2 Positions)	Legal Administrative Specialist-Senior PR: 2FX (\$50,636-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal-Lead PR 2GX (\$53,548-\$74,974) FN: Recruitment is at \$65,004 (1 Position)	Paralegal-Lead PR 2IX (\$60,824-\$85,151) FN: Recruitment is at \$66,906 (1 Position)

Department of Employee Relations – Worker’s Compensation

Current	Recommended
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal-Lead PR 2GX (\$53,548-\$74,974) FN: Recruitment is at \$65,004 (1 Position)	Paralegal-Lead PR 2IX (\$60,824-\$85,151) FN: Recruitment is at \$66,906 (1 Position)

Fire and Police Commission

Current	Recommended
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)

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

Department of Public Works – Infrastructure, Operations, Water Works

Current	Recommended
New Positions (2 New Positions)	Human Resources Representative PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 1 Position – DPW Infrastructure 1 Position – DPW Water Works
Office Assistant IV PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (1 Position - VACANT)	Human Resources Representative PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 1 Position – DPW Operations

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

DPW – Transportation Fund - Parking Operations and Maintenance

Management and Professional Positions

Current	Recommended
Parking Services Manager PR 1JX (\$83,692 - \$117,177) (One Position)	Parking Services Manager PR 1KX (\$89,222 – \$124,914) FN: Recruitment is at \$99,505 (One Position)
Parking Enforcement Manager PR 1GX (\$69,119 - \$96,768) (One Position)	Parking Enforcement Manager PR 1IX (\$78,528 - \$109,938) FN: Recruitment is at \$86,815 (One Position)
Tow Lot Manager PR 1FX (\$64,857 - \$90,796) (One Position)	Tow Lot Manager PR 1IX (\$78,528 - \$109,938) FN: Recruitment is at \$86,815 (One Position)
Parking Enforcement Assistant Manager PR 1CX (\$53,548 – \$74,974) (Two Positions)	Parking Enforcement Operations Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
	Parking Enforcement Communications Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
Transportation Financial Analyst PR 2JX (\$64,857 - \$90,796) FN: Recruitment is at \$71,341 FN: 4.8% for Snow and Ice Control (One Position)	Transportation Financial Analyst PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 FN: 4.8% for Snow and Ice Control (One Position)
Accountant III PR 2JX (\$64,857 - \$90,796) FN: Recruitment is at 71,341 (One Position)	Transportation Accountant PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
Parking Services Supervisor PR 1DX (\$57,081- \$79,909) FN: 4.8% for Snow and Ice Control (Two Positions)	Parking Services Supervisor PR 1FX (\$64,857 - \$90,796) FN: Recruitment is at \$71,341 FN: 4.8% for Snow and Ice Control (Two Positions)
Parking Citation Review Manager PR 2GX (\$53,548 - \$74,974) (One Position)	Parking Citation Review Manager PR 2IX (\$60,824 - \$85,151) FN: Recruitment is at \$66,906 (One Position)
Tow Lot Assistant Manager PR 1CX (\$53,548 - \$74,974) (One Position)	Tow Lot Assistant Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
Parking Enforcement Supervisor PR 1AX (\$50,636 - \$65,989) FN: 4.8% for Snow and Ice Control (Four Positions)	Parking Enforcement Supervisor PR 1CX (\$53,548 - \$74,974) FN: Recruitment is at \$59,209 FN: 4.8% for Snow and Ice Control (Four Positions)

Tow Lot Supervisor PR 1AX (\$50,636 - \$65,989) (Two Positions)	Tow Lot Supervisor PR 1CX (\$53,548 - \$74,974) FN: Recruitment is at \$59,209 (Two Positions)
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Service and Maintenance Positions

Current	Recommended
Parking Meter Technician-Lead PR 3GN (\$42,153 - \$50,197) FN: Recruitment is at \$44,612 (One Position)	Parking Meter Technician-Lead PR 8PN (\$54,655- \$62,822) FN: Recruitment is at \$57,934 (One Position)
Parking Meter Technician PR 3DN (\$39,579 - \$46,193) FN: Recruitment is at \$41,783 (Three Positions)	Parking Meter Technician PR 8LN (\$47,158 - \$53,599) FN: Recruitment is at \$49,987 (Three Positions)
Tow Lot Crew Leader PR 8FN (\$39,899 - \$45,086) (One Position)	Tow Lot Crew Leader PR 8JN (\$45,625 - \$51,331) FN: Recruitment is at \$48,363
Tow Lot Attendant PR 8DN (\$35,225 - \$42,084) FN: Recruitment is at \$38,331 (Ten Positions)	Tow Lot Attendant PR 8HN (\$40,735 - \$46,193) FN: Recruitment is at \$43,179 (Ten Positions)

Paraprofessional and Administrative Support Positions

Current	Recommended
Accounting Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment is at \$44,007 (One Position)	Transportation Accounting Assistant PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$51,337 (One Position)
Tow Lot Assistant IV PR 5EN (\$42,137 - \$48,611) (One Position)	Tow Lot Assistant Lead PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$51,337 (One Position)
Communications Assistant IV PR 6JN (\$36,257 - \$46,345) FN: Recruitment is at \$41,212 FN: Additional 5% when assigned citation review FN: For DPW positions, paid rates consistent with a promotion to Parking Enforcement Sup when assigned to perform the work of a Parking Enforcement Sup. (Five Positions)	Communications Assistant Lead PR 5IN (\$48,220 - \$56,878) FN: Recruitment is at \$50,384 FN: Additional 5% when assigned citation review FN: For DPW positions, paid rates consistent with a promotion to Parking Enforcement Sup when assigned to perform the work of a Parking Enforcement Sup. (Five Positions)
Communications Assistant III PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (Eight Positions)	Communications Assistant - Senior PR 5GN (\$43,291 - \$51,964) FN: Recruitment is at \$47,051 (Eight Positions)
Tow Lot Assistant III PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (Seven Positions)	Tow Lot Assistant III PR 5GN (\$43,291- \$51,964) FN: Recruitment is at \$47,051 (Seven Positions)

Office Assistant IV PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (One Position)	Parking Administrative Services Coordinator PR 2EN (\$47,136 - \$65,989) FN: Recruitment is at \$57,955 (One Position)
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Note: Residents receive a rate that is 3% higher.

City Wide

Current	Recommended
New Underfill Title	Accountant I PR 2IX (\$60,824 - \$85,151) FN: Recruitment is at \$66,906

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Scheduled for the May 23rd Special City Service Commission:

Department of Administration – Office of the Director

Current	Recommended
<i>New Position</i>	Department of Administration-Deputy Director PR 1NX (\$108,037-\$151,255) FN: Recruitment is at \$130,724 (1 Position)

Board of Zoning Appeals

Current	Recommended
BOZA Administrative Coordinator PR 1CX (\$53,548-\$74,974) (1 Position)	BOZA Administrative Manager PR 1IX (\$78,528-\$109,938) FN: Recruitment is at \$93,989 (1 Position)
<i>New Position</i>	BOZA Administrative Supervisor PR 1FX (\$64,857-\$90,796) FN: Recruitment is at \$74,204 (1 Position)
Program Assistant I PR 5EN (\$42,137-\$48,611) FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	BOZA Administrative Assistant-Lead PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)
Office Assistant IV PR 6HN (\$38,578-\$43,555) FN: Recruitment is at \$39,359 (1 Position)	BOZA Administrative Assistant 2 PR 6KN (\$40,190-\$47,224) FN: Recruitment is at \$40,918 (1 Position)
Office Assistant III (0.5 FTE) PR 6FN (\$32,460-\$39,958) FN: Recruitment is at \$36,119 (1 Position)	BOZA Administrative Assistant 1 (1.0 FTE) PR 6IN (\$38,427-\$45,086) FN: Recruitment is at \$38,970 (1 Position)

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

Library

Current	Recommended
Three New Positions	Library Connected Learning Specialist PR 2CN (\$41,492 - \$58,080) FN: Recruitment at \$47,310 (Three Positions)

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

Library

Current	Recommended
Six New Auxiliary Positions	Temporary Librarian III PR 9HN (\$50,245 - \$70,347) FN: Rate is at \$68,116
Four New Auxiliary Positions	Temporary Library Reference Assistant PR 9EN (\$39,359 - \$43,555) FN: Rate is at \$50,459
Six New Auxiliary Positions	Temporary Library Circulation Services Representative PR 9UN (\$37,717 - \$41,556) FN: Rate is at \$39,308
Three New Auxiliary Positions	Temporary Library Services Manager PR 9TX (\$64,857 - \$90,796) FN: Rate is at \$77,986

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

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

REVISED 5/8/2023

Job Evaluation Report

City Service Commission Meeting: May 9th, 2023

City Attorney's Office, Employee Relations and Fire and Police Commission

City Attorney – Administrative and Support positions

Current	Recommended
Legal Office Assistant PR: 6JN (\$36,257-\$46,345) FN: Recruitment is at the following rate and will increase 3% upon completion of probation: \$41,212 (4 Positions)	Legal Office Assistant 2 PR: 6ON (\$51,337-\$58,617) FN: Recruitment is at \$53,074 (4 Positions)
	Legal Office Assistant 1 PR 6NN (\$40,189-\$53,629) FN: Recruitment is at the following rate and will increase 3% upon completion of probation: \$49,095 (Underfill title)
Legal Office Assistant - Senior PR 6LN (\$42,137-\$48,611) FN: Recruitment is at \$44,737 (1 Position)	Legal Office Assistant - Senior PR: 5JN (\$48,998-\$59,453) FN: Recruitment is at \$55,728 (1 Position)
Legal Office Assistant - Lead PR: 6NN (\$40,189-\$53,629) FN: Recruitment is at \$46,831 (2 Positions)	Legal Office Assistant - Lead PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (2 Positions)
Program Assistant I PR 5EN (\$42,137-\$48,611) FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	Business Services Specialist PR 2DN (\$44,217-\$61,902) FN: Recruitment is at \$50,381 (1 Position)
Docketing Specialist PR 6NN (\$40,189-\$53,629) FN: Recruitment is at \$46,831 (1 Position)	Docketing Specialist PR: 5JN (\$48,998-\$59,453) FN: Recruitment is at \$55,728 (1 Position)
Docketing Specialist - Senior PR 6ON (\$51,337-\$58,617) (1 Position)	Docketing Specialist - Senior PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)
Administrative Specialist - Senior PR: 2EX (\$47,136-\$65,989) (2 Positions)	Legal Administrative Specialist-Senior PR: 2FX (\$50,636-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)

Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal-Lead PR 2GX (\$53,548-\$74,974) FN: Recruitment is at \$65,004 (1 Position)	Paralegal-Lead PR 2IX (\$60,824-\$85,151) FN: Recruitment is at \$66,906 (1 Position)

Department of Employee Relations – Worker’s Compensation

Current	Recommended
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal-Lead PR 2GX (\$53,548-\$74,974) FN: Recruitment is at \$65,004 (1 Position)	Paralegal-Lead PR 2IX (\$60,824-\$85,151) FN: Recruitment is at \$66,906 (1 Position)

Fire and Police Commission

Current	Recommended
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)

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Background

The City Attorney’s Office requested a market study of their Legal Office Assistant positions. Other support staff were later added to the study. Job Descriptions were provided and discussions were held with City Attorney Human Resources Administrator Sharon Crowe. A job analysis questionnaire was sent out to current incumbents in the Legal Office Assistant series to help discern which titles in the series performed which tasks. The task list was based on both current job descriptions and on the tasks performed by the external market data position.

The need for flexible recruitment for the Legal Office Assistants was discussed, as the needs of the professional Attorney staff can change, depending on the department’s work load or the type of tasks delegated to support staff. Recruitment of support staff with legal office experience is essential, with a particular emphasis on the ability to eFile. eFiling is the process of electronically filing legal paperwork into the court system. Digital tools like eFiling helped courts remain operational during the Covid-19 pandemic and are poised to become permanent fixtures of the legal system. As the legal field is transitioning to digital technology, eFiling is becoming the preferred method of submitting paperwork to the court.

Recommendations for changes are based on a review of position descriptions of duties and responsibilities, KSAs, minimum qualifications, and a job analysis survey completed by incumbents. Recommendations are supported by market data and salary comparisons with other employers.

Current	Recommended
Legal Office Assistant PR: 6JN (\$36,257-\$46,345) FN: Recruitment is at the following rate and will increase 3% upon completion of probation: \$41,212 (4 Positions)	Legal Office Assistant 2 PR: 6ON (\$51,337-\$58,617) FN: Recruitment is at \$53,074 (4 Positions) Legal Office Assistant 1 PR 6NN (\$40,189-\$53,629) FN: Recruitment is at the following rate and will increase 3% upon completion of probation: \$49,095 (Underfill title)
Legal Office Assistant - Senior PR 6LN (\$42,137-\$48,611) FN: Recruitment is at \$44,737 (1 Position)	Legal Office Assistant - Senior PR: 5JN (\$48,998-\$59,453) FN: Recruitment is at \$55,728 (1 Position)
Legal Office Assistant - Lead PR: 6NN (\$40,189-\$53,629) FN: Recruitment is at \$46,831 (2 Positions)	Legal Office Assistant - Lead PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (2 Positions)

Legal Office Assistants provide legal administrative and technical support to City of Milwaukee Assistant City Attorneys and other legal professionals. Incumbents perform tasks of a complex nature, including composing and handling papers and correspondence of legal nature, such as briefs, pleadings, opinions, ordinances, contracts, agreements and papers for filing and serving. Preparing or assisting in the preparation of legal and related documents requires knowledge of legal forms, documents, and citations and legal procedures.

Legal Office Assistant I & II serve as the first two titles of the job series. Perform an array of administrative and technical legal support duties including composing, proofreading, transcribing, preparing, processing, and electronically filing legal documents, briefs, pleadings, correspondence, opinions, ordinance, resolutions, bonds, contracts, and related agreements. Provide service to internal and external customers by phone and in person, including responding to inquiries and explaining departmental policies and procedures. Assists City Attorneys with gathering necessary case information. Minimum requirements include two years of administrative support experience, including at least one year of experience in a law office. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Legal Office Assistant - Senior is distinguished from Legal Office Assistant I & I by leadworker responsibilities over a particular legal section. They are required to prioritize, assign, and monitor incoming and outgoing workflow and provide training and guidance to entry level Legal Office Assistants. Minimum requirements include three years of administrative support experience, including at least one year of experience in a law office. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Legal Office Assistant - Lead performs a variety of higher-level support functions and is distinguished from the Senior level by serving as executive support staff to Deputy City Attorneys, Claims Investigators and may provide support to the City Attorney. Sets work priorities independently based on familiarity with caseload and office functions. Serves as a lead worker to office support personnel, reviews the work of others and provides general input on employee performance to supervisor. Minimum requirements include four years of administrative support experience, including at least two years performing legal support functions in a law office or other legal setting. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Market Rates & External Competitors

In conducting a market cost of labor analysis for these titles, rates of pay from the Economic Research Institute (ERI), and neighboring jurisdictions job postings were considered.

Legal Secretary

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$54,893	\$59,878	\$66,479	\$72,960	\$79,540
6	\$53,067	\$57,884	\$64,267	\$70,515	\$76,865
5	\$51,076	\$55,710	\$61,858	\$67,853	\$73,952
4	\$48,930	\$53,368	\$59,264	\$64,988	\$70,819
3	\$46,650	\$50,883	\$56,512	\$61,951	\$67,500
2	\$44,268	\$48,292	\$53,646	\$58,790	\$64,048
1	\$41,825	\$45,643	\$50,721	\$55,566	\$60,529

Source: ERI, Data as of April 1st, 2023

The following table provides wage information from ERI for Legal Secretary with 2 years of experience in southeastern Wisconsin communities:

Area Name	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Racine, Wisconsin	\$44,585	\$48,684	\$54,130	\$59,366	\$64,728
Madison, Wisconsin	\$45,637	\$49,669	\$54,966	\$60,016	\$65,161
Milwaukee, Wisconsin	\$45,495	\$49,782	\$55,616	\$61,278	\$67,076
Waukesha, Wisconsin	\$45,676	\$50,002	\$55,879	\$61,575	\$67,403
West Allis, Wisconsin	\$45,690	\$50,016	\$55,890	\$61,580	\$67,402
Kenosha, Wisconsin	\$46,748	\$51,031	\$56,870	\$62,533	\$68,314

Source: ERI, as of April 1, 2023

ERI defines a Legal Secretary as a position that Assists attorneys by performing secretarial work of a complex nature, which includes typing and handling papers and correspondence of legal nature, such as contracts, briefs, warrants, summonses, complaints, indictments, motions, subpoenas, and papers for filing and serving. Composes and prepares routine correspondence. Proofreads legal documents. Arranges appointments and meetings. Remains knowledgeable of current legal procedures and terminology. Answers telephone calls, provides information, and accurately handles received information. Handles incoming and outgoing mail. Establishes and maintains files and records relating to administrative and litigation matters. Takes and transcribes notes and dictation. May be the liaison between attorneys and clients. May maintain a calendar for attorney(s) and assure that complete information is available for all matters. May organize travel. May do accounting and billing work. May review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials. Education expectations: equivalent versus high school graduate/1 year trade school

Peer employers and the City of Milwaukee, sorted by minimum rate of pay:

City/ County	Title	Recruitment Rate
City of Milwaukee - Current	Legal Office Assistant	\$41,212-\$46,345
Kenosha County	Legal Clerk/Intern	\$42,057-\$52,520
Sheboygan	Legal Assistant (Paralegal)	\$43,617-\$59,051
City of Milwaukee - Current	Legal Office Assistant-Senior	\$44,737-\$48,611

City of Milwaukee - Current	Legal Office Assistant-Lead	\$46,831-\$53,629
City of Racine	Executive Assistant - Legal	\$48,922-\$51,708
City of Milwaukee - Recommended	Legal Office Assistant 1-2	\$49,075-\$58,616
Madison	Legal Secretary 1-2	\$50,089-\$57,966
City of Milwaukee - Current	Administrative Specialist-Senior	\$50,636-\$65,989
Kenosha County	Legal Assistant	\$50,784-\$65,280
City of Racine	Admin Asst - Mayor/Attorney's Office	\$53,601-\$56,638
City of Milwaukee - Recommended	Legal Office Assistant-Senior	\$55,728-\$59,453
Fitchburg	Legal Executive Assistant	\$57,720-\$65,956
City of Milwaukee - Recommended	Legal Office Assistant-Lead	\$58,514-\$69,950
City of Racine	Legal Assistant	\$60,632-\$77,916
City of Milwaukee - Recommended	Legal Administrative Specialist-Senior	\$60,852-\$70,347
Dane County	Administrative Legal Assistant	\$64,792-\$69,909

Pay Rates and Job Announcements for listed jurisdictions from 2022 and 2023

Analysis and Recommendation

As the current recruitment rate for Legal Office positions falls below the 10% percentile for years of experience required, an increase for this group of employees is recommended.

A review of the Job Analysis questionnaire data completed by employees confirmed the distinct differences in the work performed by incumbents in the different levels of the Legal Office Assistant series.

We recommend creating two levels of the Legal Office Assistant title for flexibility in recruitment, at 2 years and 3 years (with applicable legal experience) and retaining the 3% increase connected to an employee successfully passing probation in the Legal Office Assistant 1 classification.

Current	Recommended
Program Assistant I PR 5EN (\$42,137-\$48,611) FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	Business Services Specialist PR 2DN (\$44,217-\$61,902) FN: Recruitment is at \$50,381 (1 Position)

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

Under the minimum direction of the Business Finance Manager and the Personnel Officer, the Program Assistant I performs accounting, payroll, and personnel functions for the City Attorney's Office.

45% Financial operations (performed under the direction of the Business Finance Manager):

- Update and maintain spreadsheets for financial tracking and forecasting purposes; including accounts receivable and operating expenditures tracking.
- Process vouchers through the City's financial accounting system.
- Processing of interdepartmental requisitions and invoices.
- Maintain various contracts for the City Attorney's Office.
- Process outside counsel and expert witness agreements.

- Encumber funds for special purposes.
- Process all payments and expenses incurred in claims operations and tort lawsuits.
- Maintain office supply inventory and order office supplies.
- Procard access and approving responsibilities.

45% Personnel Operations (performed under the direction of the Personnel Officer):

- Responsible for payroll administration
- Assist in calculating pay rates, benefits service dates, years of service, seniority, or other salary and/or benefit information as needed.
- Input data, personnel transactions, process pay increases and adjustments, retrieve information from the Human Resources Management System.
- Maintain Comp Time balances.
- Prepare bi-weekly time owed and allowed and payroll register reports.
- Create and generate various human resources reports from the City’s HRMS for use in payroll monitoring
- Enter new employee information in HRMS.
- Assist new City Attorney employees on how to do time entry.
- Maintain salary histories and answer employee questions regarding pay practices.

Other Duties

- Create documents and releases of all claims.
- Prepare documents for claim appeals.
- Performs other duties as assigned such as back-up to reception.

Comparison to Internal Position

Classification	Function
<p>Title: Business Services Specialist Pay Range: 2DN (\$44,217-\$61,902) FN: Recruitment is at \$50,381 Department: DOA-Community Block Grant Adm</p>	<p>Under the leadership of the Associate Director, the Business Services Specialist provides data entry and reporting in the Federal reporting system and accounting and fiscal management services for the Department of Housing and Urban Development (HUD) and other funded grants.</p> <ul style="list-style-type: none"> • Prepare contracts for grant funded organizations; review and process invoices, payment vouchers and related documentation. • Enter set-up, payment, encumber, amend and close accounts for all HUD funded projects. • Perform payroll clerk functions for the (CDGA).
<p>Minimum qualifications: A bachelor’s degree in business or public administration, accounting or a related field from an accredited college or university OR four years of progressively responsible accounting or payroll experience. <i>(Minimum requirements have not yet been assessed by the DER Staffing Division)</i></p>	

Analysis and Recommendation

Based on the comparable job duties, responsibilities, and functions of the reviewed positions, along with consideration of the city-wide Human Resources and Business Operations studies performed in 2022, we recommend the reclassification of this position to Business Services Specialist.

Current	Recommended
Docketing Specialist PR 6NN (\$40,189-\$53,629) FN: Recruitment is at \$46,831 (1 Position)	Docketing Specialist PR: 5JN (\$48,998-\$59,453) FN: Recruitment is at \$55,728 (1 Position)
Docketing Specialist - Senior PR 6ON (\$51,337-\$58,617) (1 Position)	Docketing Specialist - Senior PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)

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

Docketing Specialist

Classifies, enters and tracks all court and administrative cases in the City Attorney’s case management software, indexes relevant documents and identifies potential conflicts of interests.

Docketing

- Review documents and create electronic case management entries based on paper documents, ensuring inclusion of necessary information for tracking, calendaring and monitoring.
- Identify possible conflicts of interest.
- Research court and agency requirements for deadlines, hearings, depositions, and appointments.
- Advise staff on data entry requirements.
- Administer docketing activities related to legal services including opinions, advice, document drafting and research requests.

Case Management System Maintenance

- Create and maintain docket types and categories
- Administer security access for attorneys and staff and for system features and functions.
- Create queries and report templates.
- Monitor the system daily to detect data corruption and errors.

Record Retention

- Coordinate closing of files (paper and electronic) including pleadings, motions, briefs, memoranda and exhibits.
- Coordinate the storage of files including boxing, transporting, storage and retrieval.

Minimum Qualifications include three years of professional experience working in a legal office setting as a legal office assistant, paralegal or equivalent position. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Docketing Specialist - Senior

The Docketing Specialist – Senior performs all tasks as the Docketing Specialist and additionally provides day to day task management and workflow direction for the Docketing Specialist. Also instructs all attorneys and support staff in the use and procedures of the ProLaw case management software and eDOCS document management system. Oversees procedures and staff performance with respect to electronic workflow, generation of regular reports to management regarding case status, volume, and workload and creation of customized reports related to internal and external information requests.

Minimum Qualifications include four to five years of professional experience working in a legal office setting as a legal office assistant, paralegal or equivalent position. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Analysis and Recommendation

In searching for comparable internal titles for the Legal Office Assistant, it was discovered that the Docketing Specialist has historically shared a pay range and recruitment rate with former title Legal Office Assistant III. Three positions of Legal Office Assistant III were reclassified to Legal Office Assistant – Lead (one position) and Legal Office Assistant – Senior (two positions) in 2014. A partnering study was conducted shortly after and similarly equated Docketing Specialist with Legal Office Assistant III.

Based on the similarity in level of support to Assistant City Attorneys and other legal professionals, the complex nature of the tasks performed, and minimum qualifications, we recommend the same pay range and recruitment rate as the Legal Office Assistant – Senior for the Docketing Specialist.

With the additional oversight and delegation provided by the Docketing Specialist – Senior, as well as higher minimum qualifications, we recommend the same pay range and recruitment rate as the Legal Office Assistant – Lead for the Docketing Specialist – Senior.

Current	Recommended
Administrative Specialist - Senior PR: 2EX (\$47,136-\$65,989) (2 Positions)	Legal Administrative Specialist-Senior PR: 2FX (\$50,636-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)

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

The Administrative Specialist-Senior is the primary administrative and executive support for the City Attorney and backup support to Deputy City Attorneys.

- Serve as primary contact for access and appointment scheduling for the City Attorney
- Coordinate the schedules of the City Attorney and the Special Deputy City Attorney
- Provide administrative support for the City Attorney and Deputy City Attorneys
- Serve as back up to the Business Finance Officer for invoice and bill payments
- Maintain the department’s checking account
- Update departmental letterhead and internal templates in ProLaw; make other adjustments and additions to ProLaw
- Secure opinions, briefs and confidential documents in EDocs
- Process uninsured motorist settlements
- Track and distribute Common Council files for City Attorney review and signature

Minimum qualifications include a Bachelor’s Degree in business administration, public administration, or a related field and two years of progressively responsible experience performing complex administrative duties related to the essential functions above. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Analysis and Recommendation

The job description for Administrative Specialist – Senior was reviewed for appropriateness in classification, as well as for compression in administrative titles after recommendations for the Senior and Lead titles.

The review and analysis of the job descriptions for Administrative Specialist – Senior and Paralegal, market data, and external comparison to Legal Assistant and Legal Office Assistant

rates of pay, we recommend Legal designation in the position title to Legal Administrative Specialist-Senior and classification in pay range 2FX with a recruitment rate of \$60,852. We also recommend the same pay range and recruitment rate for the Paralegal position.

Current	Recommended
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal-Lead PR 2GX (\$53,548-\$74,974) FN: Recruitment is at \$65,004 (1 Position)	Paralegal-Lead PR 2IX (\$60,824-\$85,151) FN: Recruitment is at \$66,906 (1 Position)

Paralegal

Performs a variety of administrative duties and research pertaining to litigation and other substantive legal matters, including document preparation and review, interviews clients and witnesses and prepares for trial.

Hearings, Case Files and/ or Claim Files

- Analyze case files and conduct related legal research, monitor legislative and administrative meetings and deliberations and prepare summaries and reports.
- Summarize legal issues, defenses and/or claim files; investigate, collect and organize facts in connection with hearing preparation and litigation.
- Draft filings; research and analyze relevant court decisions, legislative documents and public records.
- Prepare drafts of affidavits, pleadings, motions and related correspondence and memoranda.
- Prepare confidential materials, proposals, reports and contact information.
- Respond to inquiries for records and issue invoices for records provided to third parties; download records from the electronic medical portal onto Evault, maintain filing systems both electronically and physically and assist with record retention schedules while ensuring confidentiality of all materials.
- Serve as the docket clerk for all litigation; maintain spreadsheets relative to litigation activity.

Record, Reports and Materials

- Maintain and develop annual reports for the Comptroller, Department of Workforce Development (DWD), Budget Office, Common Council and leadership, including running and designing reports, conducting research and collecting data.
- Assist in developing training materials; maintain an index of office protocols.
- Acquire medical records and investigative materials; address outstanding bills for litigation files and prepare medical summaries.

Customer Service and Administrative Duties

- Resolve inquiries and complaints by investigating the merits and prepare, collect and analyze data.
- Manage the subrogation process and provide timely responses to the third-party administrator, third party carriers and attorneys, enabling the City to recover costs; manage uninsured motorist claim inquiries by the contracted attorney.

Minimum Qualifications include Bachelor’s degree in criminal justice, political science, business administration or a closely related field from an accredited college or university and two years of administrative support experience as a paralegal or research assistant

performing duties closely related to this position. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Paralegal-Lead

The Paralegal-Lead performs all tasks as the Paralegals and additionally performs leadworker duties for the Paralegals. Provides guidance to paralegals who perform a variety of administrative duties and research pertaining to litigation and other substantive legal matters that include preparing and reviewing documents, interviewing clients and witnesses, and preparing for trial. Assigns projects and organizes and prioritizes tasks, caseload, and workflow. Assists in training new paralegals by preparing necessary training aides and resource guides.

Minimum Qualifications include a Bachelor’s degree in criminal justice, political science, business administration, or a closely related field from an accredited college or university and three years of experience as a paralegal or research assistant performing duties closely related to this position, including at least one year of experience as a team lead in a law office or providing supervision for a team of legal support staff. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Analysis and Recommendation

Based on the similarity in level of support to Assistant City Attorneys and other legal professionals, the complex nature of the tasks performed, and minimum qualifications, we recommend the same pay range and recruitment rate as the Legal Administrative Specialist-Senior for the Paralegal.

With the additional oversight and delegation provided by the Paralegal-Lead, as well as higher minimum qualifications, we recommend a change in pay range to 2IX and recruitment rate of \$66,906 to alleviate any compression with this position and the Paralegals.

We further recommend any other instances of Paralegal and Paralegal-Lead citywide reflect these pay range changes, as the changes were a result of a market study and not as a result of changes in duties and responsibilities.

Department of Employee Relations – Worker’s Compensation

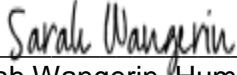
Current	Recommended
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)
Paralegal-Lead PR 2GX (\$53,548-\$74,974) FN: Recruitment is at \$65,004 (1 Position)	Paralegal-Lead PR 2IX (\$60,824-\$85,151) FN: Recruitment is at \$66,906 (1 Position)


Fire and Police Commission

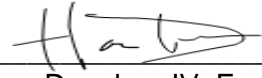
Current	Recommended
Paralegal PR 2EN (\$47,136-\$65,989) FN: Recruitment is at \$58,845 (2 Positions)	Paralegal PR 2FN (\$50,245-\$70,347) FN: Recruitment is at \$60,852 (2 Positions)

Action Required – Effective Pay Period 13, 2023 (June 11th, 2023)

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

Prepared by: 
Sarah Wangerin, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
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

Job Evaluation Report

City Service Commission Meeting: May 9, 2023

Department of Public Works – Infrastructure, Operations, Water Works

Current	Recommended
New Positions (2 New Positions)	Human Resources Representative PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 1 Position – DPW Infrastructure 1 Position – DPW Water Works
Office Assistant IV PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (1 Position - VACANT)	Human Resources Representative PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 1 Position – DPW Operations

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

The Department of Public Works has requested a classification study for two new positions authorized in the 2023 budget for Infrastructure and Water Works. The Department has also requested that one vacant position of Office Assistant IV in Pay Range 6HN be repurposed as a Human Resources Representative in Pay Range 2KX. Job descriptions were provided, and discussions were held with Jason Pifer, Infrastructure Human Resources Administrator; Makisha Porter, Operations Human Resources Administrator; and Amy Hefter, Water Works Human Resources Administrator.

The incumbents of these positions will provide a full range of professional human resources duties for their assigned DPW Division staff members. The primary focus of these positions is staffing, training, and development, as well as discipline administration and other employee relations. These roles also act as the second-in-command to the HR Administrator of their assigned Division, and assumes the duties and responsibilities of that position in his or her absence. Duties and responsibilities include:

- 40% Prepare and update job description; request new recruitments/examinations; implement recruitment strategies to ensure innovative and equitable hiring practices; work with DER in developing job announcement sheets, exams, and hiring from eligibility lists; consult with managers regarding the preparation of job-related, entry-level, and promotional interview questions and serve on interview panels; oversee the interview process, reference and background checks, and offers; implement resulting decisions, including completion of necessary communication and forms; supervise new employee onboarding orientation and probationary review process; and monitor the Position and Salary Ordinances for changes and updates and communicate these changes with the Human Resources Administrator for action.
- 30% Provide counseling to members of staff related to employment, education, training, and advancement opportunities; counsel supervisors and employees on issues regarding Civil Service Rules, work rules, policies and procedures, and employment law; assist with employee disciplinary matters, performance

improvement plans, or other activities that serve to improve overall employee and leader performance; work with supervisors and managers to conduct stay interviews; and compile quarterly report of stay interview feedback for review by leadership.

- 20% Proactively and regularly meet with leaders to determine current and future staffing needs; analyze turnover, overtime and sick leave usage to develop a comprehensive plan to address staffing shortages; maintain position management tracking; produce staffing reports and gather data requested from leadership; and lead the tracking and review of probationary reporting as well as assist managers on probationary extensions or other City Service policies and procedures.
- 5% Conduct exit interviews with employees leaving the organization or transferring to another department within the City. Respond to unemployment claims and participate in hearings on behalf of the department.
- 5% Serve as the backup for the Human Resources Administrator.

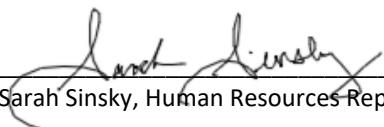
Minimum requirements include a bachelor’s degree in human resources management, public administration, psychology, business administration, or a closely related field; at least 3 years of progressively responsible human resources experience in training and development, performance management, and employee and/or labor relations in a government setting is highly desirable. Other combinations of education and experience may be considered.

The responsibilities of these new and repurposed positions are also comparable in nature of work and level of responsibility to other Human Resources Representative positions already classified city wide, in Pay Range 2KX (\$69,119 - \$96,768) with a recruitment rate of \$76,030.


We therefore recommend the 2 new positions, one in DPW Infrastructure and one in Water Works and one repurposed position of Office Assistant IV in DPW Operations (Pay Range 6HN [\$35,578 - \$43,555, recruitment rate of \$39,359]) be classified as Human Resources Representatives in Pay Range 2KX (\$69,119 - \$96,768) with a recruitment rate of \$76,030.

Action Required – Effective Pay Period 1, 2023 (December 25, 2022)

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

Prepared by: 
Sarah Sinsky, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager


Reviewed by: _____
Harper Donahue IV, Employee Relations Director



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

Department of Employee Relations

City Service Commission Meeting: May 9, 2023

DPW – Transportation Fund - Parking Operations and Maintenance

Management and Professional Positions

Current	Recommended
Parking Services Manager PR 1JX (\$83,692 - \$117,177) (One Position)	Parking Services Manager PR 1KX (\$89,222 – \$124,914) FN: Recruitment is at \$99,505 (One Position)
Parking Enforcement Manager PR 1GX (\$69,119 - \$96,768) (One Position)	Parking Enforcement Manager PR 1IX (\$78,528 - \$109,938) FN: Recruitment is at \$86,815 (One Position)
Tow Lot Manager PR 1FX (\$64,857 - \$90,796) (One Position)	Tow Lot Manager PR 1IX (\$78,528 - \$109,938) FN: Recruitment is at \$86,815 (One Position)
Parking Enforcement Assistant Manager PR 1CX (\$53,548 – \$74,974) (Two Positions)	Parking Enforcement Operations Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
	Parking Enforcement Communications Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
Transportation Financial Analyst PR 2JX (\$64,857 - \$90,796) FN: Recruitment is at \$71,341 FN: 4.8% for Snow and Ice Control (One Position)	Transportation Financial Analyst PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 FN: 4.8% for Snow and Ice Control (One Position)
Accountant III PR 2JX (\$64,857 - \$90,796) FN: Recruitment is at 71,341 (One Position)	Transportation Accountant PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
Parking Services Supervisor PR 1DX (\$57,081- \$79,909) FN: 4.8% for Snow and Ice Control (Two Positions)	Parking Services Supervisor PR 1FX (\$64,857 - \$90,796) FN: Recruitment is at \$71,341 FN: 4.8% for Snow and Ice Control (Two Positions)

Parking Citation Review Manager PR 2GX (\$53,548 - \$74,974) (One Position)	Parking Citation Review Manager PR 2IX (\$60,824 - \$85,151) FN: Recruitment is at \$66,906 (One Position)
Tow Lot Assistant Manager PR 1CX (\$53,548 - \$74,974) (One Position)	Tow Lot Assistant Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 (One Position)
Parking Enforcement Supervisor PR 1AX (\$50,636 - \$65,989) FN: 4.8% for Snow and Ice Control (Four Positions)	Parking Enforcement Supervisor PR 1CX (\$53,548 - \$74,974) FN: Recruitment is at \$59,209 FN: 4.8% for Snow and Ice Control (Four Positions)
Tow Lot Supervisor PR 1AX (\$50,636 - \$65,989) (Two Positions)	Tow Lot Supervisor PR 1CX (\$53,548 - \$74,974) FN: Recruitment is at \$59,209 (Two Positions)

Service and Maintenance Positions

Current	Recommended
Parking Meter Technician-Lead PR 3GN (\$42,153 - \$50,197) FN: Recruitment at \$44,612 (One Position)	Parking Meter Technician-Lead PR 8PN (\$54,655- \$62,822) FN: Recruitment is at \$57,934 (One Position)
Parking Meter Technician PR 3DN (\$39,579 - \$46,193) FN: Recruitment is at \$41,783 (Three Positions)	Parking Meter Technician PR 8LN (\$47,158 - \$53,599) FN: Recruitment is at \$49,987 (Three Positions)
Tow Lot Crew Leader PR 8FN (\$39,899 - \$45,086) (One Position)	Tow Lot Crew Leader PR 8JN (\$45,625 - \$51,331) FN: Recruitment is at \$48,363
Tow Lot Attendant PR 8DN (\$35,225 - \$42,084) FN: Recruitment is at \$38,331 (Ten Positions)	Tow Lot Attendant PR 8HN (\$40,735 - \$46,193) FN: Recruitment is at \$43,179 (Ten Positions)

Paraprofessional and Administrative Support Positions

Current	Recommended
Accounting Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment is at \$44,007 (One Position)	Transportation Accounting Assistant PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$51,337 (One Position)
Tow Lot Assistant IV PR 5EN (\$42,137 - \$48,611) (One Position)	Tow Lot Assistant Lead PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$51,337 (One Position)

Communications Assistant IV PR 6JN (\$36,257 - \$46,345) FN: Recruitment is at \$41,212 FN: Additional 5% when assigned citation review FN: For DPW positions, paid rates consistent with a promotion to Parking Enforcement Sup when assigned to perform the work of a Parking Enforcement Sup. (Five Positions)	Communications Assistant Lead PR 5IN (\$48,220 - \$56,878) FN: Recruitment is at \$50,384 FN: Additional 5% when assigned citation review FN: For DPW positions, paid rates consistent with a promotion to Parking Enforcement Sup when assigned to perform the work of a Parking Enforcement Sup. (Five Positions)
Communications Assistant III PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (Eight Positions)	Communications Assistant - Senior PR 5GN (\$43,291 - \$51,964) FN: Recruitment is at \$47,051 (Eight Positions)
Tow Lot Assistant III PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (Seven Positions)	Tow Lot Assistant III PR 5GN (\$43,291 - \$51,964) FN: Recruitment is at \$47,051 (Seven Positions)
Office Assistant IV PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359 (One Position)	Parking Administrative Services Coordinator PR 2EN (\$47,136 - \$65,989) FN: Recruitment is at \$57,955 (One Position)

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

Background

This report is a labor market study of several positions under the Transportation Fund plus a reclassification of one positions of Office Assistant IV. Labor market data and job descriptions were reviewed. Discussions were held with Danielle Rodriguez, Operations Division Director, and Makisha Porter, Human Resources Representative.

Please note that not all requirements have been assessed by the Staffing Division and that equivalent combinations of education and experience may be considered.

Market Pay Data

Market pay data for other cities was reviewed as listed below. The current titles and rates of pay for the City of Milwaukee management positions are in bold.

City/State	Title	Current Pay	Adjusted Pay
Columbus, Ohio	Parking Services Division Administrator	\$106,018 - \$158,954	\$117,719 - \$176,497
Cincinnati, Ohio	Deputy Director (Parking)	\$101,664 - \$148,084	\$105,039 - \$153,000
Minneapolis, Minnesota	Parking System Manager	\$108,892 - \$127,385	\$112,507 - \$131,614
Cincinnati, Ohio	Parking Superintendent	\$87,424 - \$120,863	\$90,326 - \$124,875
Madison, Wisconsin	Assistant Parking Utility Manager	\$102,378 - \$123,468	\$99,095 - \$119,508
Milwaukee, Wisconsin	Parking Services Manager	\$83,692 - \$117,177	\$83,692 - \$117,177
Minneapolis, Minnesota	Assistant Manager Parking Systems	\$93,155 - \$101,793	\$93,814 - \$102,513
Cincinnati, Ohio	Parking Services Supervisor	\$70,122 - \$94,238	\$72,450 - \$97,366

Milwaukee, Wisconsin	Parking Enforcement Manager	\$69,119 - \$96,768	\$69,119 - \$96,768
Milwaukee, Wisconsin	Tow Lot Manager	\$64,857 - \$90,796	\$64,857 - \$90,796
Madison, Wisconsin	Parking Operations Supervisor	\$71,075 - \$85,104	\$68,796 - \$82,375
Columbus, Ohio	Parking Enforcement Supervisor	\$48,693 - \$73,050	\$54,067 - \$81,112
Milwaukee, Wisconsin	Parking Services Supervisor*	\$57,081 - \$79,909	\$57,081 - \$79,909
Madison, Wisconsin	Parking Enforcement Supervisor	\$68,321 - \$81,074	\$66,130 - \$78,474
Milwaukee, Wisconsin	Parking Enforcement Assistant Manager	\$53,548 - \$74,974	\$53,548 - \$74,974
Milwaukee, Wisconsin	Parking Citation Review Manager	\$53,548 - \$74,974	\$53,548 - \$74,974
Milwaukee, Wisconsin	Tow Lot Assistant Manager	\$53,548 - \$74,974	\$53,548 - \$74,974
Cincinnati, Ohio	Assistant Parking Services Supervisor	\$53,576 - \$72,002	\$55,354 - \$74,392
Madison, Wisconsin	Parking Revenue Supervisor	\$62,987 - \$74,163	\$60,967 - \$71,785
Madison, Wisconsin	Parking Maintenance Supervisor	\$62,987 - \$74,163	\$60,967 - \$71,785
Madison, Wisconsin	Parking Enforcement Field Supervisor	\$61,302 - \$71,075	\$59,336 - \$68,796
Milwaukee, Wisconsin	Parking Enforcement Supervisor*	\$50,636 - \$65,989	\$50,636 - \$65,989
Milwaukee, Wisconsin	Tow Lot Supervisor	\$50,636 - \$65,989	\$50,636 - \$65,989
Tucson, Arizona	Parking Services Supervisor	\$36,400 - \$64,917	\$34,961 - \$62,350

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

*Eligible to receive 4.8% for Snow and Ice Control.

Market pay data for comparable positions was obtained from the Economic Research Institute (ERI), a service to which the Department of Employee Relations (DER) subscribes, as listed below.

Accountant

Area Name	25th Percentile	Mean	75th Percentile	90th Percentile
West Allis, Wisconsin	64,463	71,316	77,966	84,740
Kenosha, Wisconsin	68,981	76,796	84,231	91,648
Madison, Wisconsin	62,524	68,898	75,099	81,435
Milwaukee, Wisconsin	64,155	70,985	77,612	84,361
Racine, Wisconsin	63,343	70,205	76,823	83,522
Waukesha, Wisconsin	64,450	71,307	77,961	84,739

Readies and maintains financial and business transactions, applying accounting principles, that include work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice.

Meter Repairer

	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Level 1	48,346	52,009	57,052	61,761	66,692
Level 2	53,546	57,678	63,310	68,608	74,119
Level 3	61,073	65,865	72,335	78,475	84,810

Disassembles, cleans, adjusts, repairs, and tests oil, gas, and water meters, using hand tools and testing equipment.

Maintenance Assistant

	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Level 1	35,183	37,357	40,490	43,083	45,923
Level 2	38,894	41,302	44,717	47,627	50,824
Level 3	43,795	46,522	50,349	53,700	57,373

Cleans and keeps indoor and outdoor areas of buildings, equipment, and grounds maintained. Moves equipment and furniture for cleaning or renovation purposes. Inspects equipment and systems for preventive maintenance.

Tow Lot Crew Leader – Hybrid Market Data

	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Levels 1, 2, 3	52,361	56,124	61,162	66,023	70,993

Communications Assistants – Hybrid Market Data

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
1	39,793	43,261	47,882	52,243	56,764
2	41,141	44,714	49,481	54,003	58,684
3	42,483	46,163	51,077	55,759	60,602
4	43,813	47,600	52,662	57,506	62,510

Position Descriptions and Recommendations

Management and Professional Positions

Current	Parking Services Manager	PR 1JX (\$83,692 - \$117,177) FN: Recruitment is at \$94,456	One Position
Recommended	Parking Services Manager	PR 1KX (\$89,222 – \$124,914) FN: Recruitment is at \$99,505	One Position

This position is responsible for all administrative and field operations for the Department of Public Works Operations Division – Parking Services Section. This includes the administration, management, and oversight of the City’s Tow Lot, City wide parking enforcement, parking structures/lots, and the budgeting and finance of a \$40-\$50M program. The Parking Services Manager is also responsible for the supervision of 120 – 130 employees.

Minimum requirements include a bachelor’s degree in public administration, business administration, business finance, or a related field and five years of professional experience in managing and supervising administrative and field operations in a large and complex organization.

Current	Parking Enforcement Manager	PR 1GX (\$69,119 - \$96,768) (One Position)	One Position
Recommended	Parking Enforcement Manager	PR 1IX (\$78,528 - \$109,938) FN: Recruitment is at \$86,815 (One Position)	One Position

This position manages parking enforcement activities for the City on a 24/7 schedule; oversees the development of policies and procedures, complaints from citizens and elected officials, night parking permissions, and dispatch operations for vehicle towing; and directly supervises 85 employees.

Minimum requirements include a bachelor’s degree in business administration, public administration, or a related field and three years of progressively responsible managerial experience in municipal public works, parking operations, or enforcement operations.

Current	Tow Lot Manager	PR 1FX (\$64,857 - \$90,796)	One Position
Recommended	Tow Lot Manager	PR 1IX (\$78,528 - \$109,938) FN: Recruitment is at \$86,815	One Position

This position manages Tow Lot activities for the City of Milwaukee on a 24/7 schedule; provides management oversight for all Tow Lot activities by setting the operational direction in all matters related to the in-take, processing, storage, release and disposal of towed vehicles by the Department of Public Works; applies a detailed understanding of related laws and ordinances to the daily operations of the City’s Tow Lot; and directly supervises 27 employees in the processing of payments and Department of Transportation transactions for towed vehicles. In addition, this position uses FMIS and vendor-specific financial reporting systems to track and report on Tow Lot finances.

Minimum requirements include a bachelor’s degree in business administration, public administration, or another related field and three years of progressively responsible managerial experience in municipal public works, parking operations, and/or enforcement of towing operations.

Current	Parking Enforcement Assistant Manager	PR 1CX (\$53,548 – \$74,974)	Two Positions
Recommended	Parking Enforcement Operations Manager	PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030	One Position
	Parking Enforcement Communications Manager	PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030	One Position

The Department has requested that the title of Parking Enforcement Assistant Manager be changed to two distinct titles that are more representative of the management duties performed by each position. This report recommends the title of Parking Enforcement Operations Manager for the positions that directly supervises the four positions of Parking Enforcement Supervisor and is responsible for 62 positions of Parking Enforcement Officer that deliver critically needed services on a 24/7/365 schedule.

This report recommends the title of Parking Enforcement Communications Manager for the positions that directly supervises all staff in the Parking Information Desk unit and is responsible for the training of 13 clerical positions within the unit, maintaining proper staffing levels, and oversight of the Parking Enforcement Building.

Both positions are responsible for providing management oversight and leadership for parking enforcement activities, including development of policies and procedures, handling parking inquiries, complaints from citizens and elected officials, processing night parking permissions, and managing vehicle towing dispatch operations.

The minimum requirements for both positions include a bachelor’s degree in business administration, public administration, or a related field and four years of progressively responsible experience managing municipal public works field operations.

Current	Transportation Financial Analyst	PR 2JX (\$64,857 - \$90,796) FN: Recruitment at 71,341 FN: 4.8% for Snow and Ice Control	One Position
Recommended	Transportation Financial Analyst	PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 FN: 4.8% for Snow and Ice Control	One Position

This position provides detailed financial analysis and reports: including narrative, financial and statistical reports of revenues, expenses, and cost-accounting and profit/loss statements for current and future operations to ensure the vitality of the Transportation Fund.

Minimum requirements include a bachelor’s degree in finance, accounting, business administration, or a related field and one year of related experience. This position also requires a knowledge of the principles and practices of financial and statistical analysis to make recommendations that will have long-term implications to the department.

Current	Accountant III	PR 2JX (\$64,857 - \$90,796) FN: Recruitment at 71,341	One Position
Recommended	Transportation Accountant	PR 2KX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030 FN: 4.8% for Snow and Ice Control	One Position

This position provides professional accounting and related financial management support by overseeing all accounting activities for over \$40 million in invoices, IRIs and revenues derived from parking-related activities; maintains reconciliation and fiscal data; and uses FMIS to prepare reports for management review and decision making.

Minimum requirements include a bachelor’s degree in Accounting or Finance and two years of experience. Government accounting is preferred. This report recommends the Accountant III position be placed in Pay Range 2KX (\$69,119 - \$96,768) with a recruitment rate of \$76,030 and the title be changed to Transportation Accountant.

Current	Parking Services Supervisor	PR 1DX (\$57,081 - \$79,909) FN: 4.8% for Snow and Ice Control	Two Positions
Recommended	Parking Services Supervisor	PR 1FX (\$64,857 - \$90,796) FN: Recruitment is at \$71,341 FN: 4.8% for Snow and Ice Control	Two Positions

These positions are responsible for the daily operations of 7100+ parking meters, structures, and lots in the City of Milwaukee; supervise the parking meter shop employees; and serve as a liaison to various contracted management companies, contractors, and other city departments.

Minimum requirements include a bachelor’s degree in architecture, engineering, construction, communications, management, business, public administration or a related degree and two years of related experience.

Current	Parking Citation Review Manager	PR 2GX (\$53,548 - \$79,974)	One Position
Recommended	Parking Citation Review Manager	PR 2IX (\$60,824 - \$85,151) FN: Recruitment is at \$66,906	One Position

This position is primarily responsible for the appeal review process regarding parking citations and towing events. Responsibilities include the supervision and training of staff to perform reviews; assisting other staff in managing Tow Lot functions and provide direct supervision to the Tow Lot Assistant IV positions.

Minimum requirements include a bachelor’s degree in business administration, public administrative, law or a related field and two years of experience in parking enforcement, paralegal, citation processing, claims adjusting, or other related experience.

Current	Tow Lot Assistant Manager	PR 1CX (\$53,548 - \$74,974)	One Position
Recommended	Tow Lot Assistant Manager	PR 1GX (\$69,119 - \$96,768) FN: Recruitment is at \$76,030	One Position

This position assists the Tow Lot Manager in providing leadership for the operations of the City of Milwaukee Tow Lot. Duties include monitoring contractors, administering the release and storage of vehicles; and managing special programs. This position also oversees on-site processing including reconciling financial transactions, coordinates snow removal at the Tow Lot, and acts as a back-up for the Tow Lot Manager at City hearings and committee meetings.

Minimum requirements include a bachelor’s degree in business administration, public administration, or a related field; and three years of progressively responsible managerial experience in municipal public works, parking operations or enforcement of towing operations.

Current	Parking Enforcement Supervisor	PR 1AX (\$50,636 - \$65,989) FN: 4.8% for Snow and Ice Control	Four Positions
Recommended	Parking Enforcement Supervisor	PR 1CX (\$53,548 - \$74,974) FN: Recruitment is at \$59,209 FN: 4.8% for Snow and Ice Control	Four Positions

These positions are responsible for the supervision of staff who enforce City parking regulations, tow illegally parked vehicles, and respond to citizen complaints. These positions are also responsible for the supervision of the City’s Parking Information Desk, a 24-hour operation.

Minimum requirements include experience in parking enforcement, towing, and related activities. Post high school education in business administration, public administration, or a related field is desirable and two years of experience managing municipal public works field operations is preferred.

Current	Tow Lot Supervisor	PR 1AX (\$50,636 - \$65,989)	Two Positions
Recommended	Tow Lot Supervisor	PR 1CX (\$53,548 - \$74,974) FN: Recruitment is at \$59,209	Two Positions

These positions supervise the daily operations of the Tow Lot attendant staff, intake and release of vehicles, vehicle disposal, vehicle auction sales, and lot maintenance; are responsible for addressing personnel matters and complaints from

citizens; monitor daily activities via the Tow Lot’s software management; and are responsible for the direct supervision of 24 employees and temporary staff.

Minimum requirements include a bachelor’s degree in business administration, public administration, or a related field; and an ability to direct and lead staff and to communicate analytical information both in writing and verbally.

Service and Maintenance Positions

Current	Parking Meter Technician-Lead	PR 3GN (\$42,153 - \$50,197) FN: Recruitment is at \$44,612	One Position
Recommended	Parking Meter Technician-Lead	PR 8PN (\$54,655- \$62,822) FN: Recruitment is at \$57,934	One Position

Current	Parking Meter Technician	PR 3DN (\$39,579 - \$46,193) FN: Recruitment is at \$41,783	Three Positions
Recommended	Parking Meter Technician	PR 8LN (\$47,158 - \$53,599) FN: Recruitment is at \$49,987	Three Positions

In conjunction with the Parking Operations Supervisor, the Parking Meter Technician - Lead facilitates the installation, repair, replacement, and servicing of the City’s parking meters. Responsibilities include coordinating the maintenance and use of databases for single and multi-space meters; and providing direct supervision to the Parking Meter Technicians.

Minimum requirements include experience as a Parking Meter Technician and the ability to develop basic computer programming skills.

This Parking Meter Technician positions perform routine and skilled maintenance of the City’s 6500+ single space Smart Parking meters in the field and in the shop. Responsibilities include hooding, installing, and removing parking meters for special events or construction purposes.

Minimum requirements include two years of experience performing mechanical repairs and a valid driver’s license at the time of appointment and throughout employment.

This report recommends placing these positions in pay ranges that are in the Service and Maintenance Section of the Salary Ordinance which is more consistent with the duties and responsibilities of the positions.

Current	Tow Lot Crew Leader	PR 8FN (\$39,899 - \$45,086)	One Position
Recommended	Tow Lot Crew Leader	PR 8JN (\$45,625 - \$51,331) FN: Recruitment is at \$48,363	One Position

This position serves as the Lead Tow Lot Attendant. Duties include monitoring the tow lot and vehicle movement functions of Tow Lot Operations; directly overseeing the work of 12 Tow Lot Attendants; and assisting management in implementing and overseeing the day-to-day towing, intake, inventory, and release of vehicles.

Minimum requirements include three years of experience in customer service, vehicle inventory, and computer operations; the ability to direct staff and provide training; and a working knowledge of handheld electronic devices and current software applications.

Current	Tow Lot Attendant	PR 8DN (\$35,225 - \$42,084) FN: Recruitment is at \$38,331	Ten Positions
Recommended	Tow Lot Attendant	PR 8HN (\$40,735 - \$46,193) FN: Recruitment is at \$43,179	Ten Positions

These positions are responsible for the maintenance of the parking lot and grounds, including snow removal, light vehicle repairs, maintaining the Parking Enforcement fleet and performing custodial, mechanical, and miscellaneous shop duties.

Minimum requirements include experience in light vehicle repair and the use of Tow Lot maintenance equipment including leaf blowers, snow blowers, and snowplows.

Paraprofessionals and Administrative Support Positions

Current	Accounting Assistant III	PR 5EN (\$42,137 - \$48,611) FN: Recruitment is at \$44,007	One Position
Recommended	Transportation Accounting Assistant	PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$51,337	One Position

This position is responsible for processing over \$40 million in invoices, IRIs, and revenues derived from parking-related activities; parking citations, kiosks, parking permits, parking meters, towing, vehicle disposals, parking structures and parking lots; tracking revenues and expenditures in spreadsheets and FMIS (Financial Management Information System); and maintaining and filing fiscal data.

Minimum requirements include three years of experience performing accounting and/or bookkeeping work; or an associate degree in accounting, finance, business or related field and one year of experience in performing accounting and/or bookkeeping work.

Current	Tow Lot Assistant IV	PR 5EN (\$42,137 - \$48,611)	One Position
Recommended	Tow Lot Assistant Lead	PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$51,337	One Position

This position assists with the supervision of the Tow Lot Assistants and Tow Lot Attendants; performs the primary customer service, clerical, accounting, legal, and DMV (Department of Motor Vehicles) related duties at the City Tow Lot; assists management in implementing and overseeing the day-to-day office operations; and is responsible for processing large amounts of money and reconciling cash deposits.

Minimum requirements include four years of experience in customer service; advanced data manipulation skills; the ability to direct and train staff; and a basic working knowledge of current software applications.

Current	Communications Assistant IV	PR 6JN (\$36,257 - \$46,345) Recruitment is at \$41,212 FN: Additional 5% when assigned citation review FN: For DPW positions, paid rates consistent with a promotion to Parking Enforcement Sup when assigned to perform the work of a Parking Enforcement Sup.	Five Positions
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Recommended	Communications Assistant Lead	PR 5IN (\$48,220 - \$56,878) FN: Recruitment is at \$50,384 FN: Additional 5% when assigned citation review FN: For DPW positions, paid rates consistent with a promotion to Parking Enforcement Sup when assigned to perform the work of a Parking Enforcement Sup.	Five Positions
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Current	Communications Assistant III	PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359	Eight Positions
Recommended	Communications Assistant Senior	PR 5GN (\$43,291 - \$51,964) FN: Recruitment is at \$47,051	Eight Positions

The Communications Assistant IV positions function as a lead worker, assist in the day-to-day operations of the Parking Enforcement Desk; oversees the daily operations of the Parking Information desk; assign work to the Communications Assistant III positions; make determinations based on State Statutes and City Ordinances; receive radio requests for towing services; respond to MPD (Milwaukee Police Department) inquiries; and indirectly supervise eight employees.

The Communication Assistant III positions perform duties related to the day-to-day operations of the Parking Information Desk; record and process tow tracking information via a computer database; respond to radio requests for towing services; identify owners of towed vehicles; and provide citizens with information on towing policies and the reporting of stolen vehicles.

Minimum requirements for both positions include general computer and keyboarding competence; excellent oral and written communication skills; and the ability to communicate policies clearly by radio and telephone. These positions also require a knowledge of city streets, locations, and boundaries; an ability to deal tactfully with a variety of people under various conditions; and a knowledge of software applications including citation processing applications, meter payment applications, or parking applications.

Based on the duties and responsibilities of the Communications Assistant IV positions, this report recommends the title be changed to Communications Assistant Lead. This report also recommends the title of the Communications Assistant III positions be changed to Communications Assistant – Senior.

Current	Tow Lot Assistant III	PR 6HN (\$38,578 - \$43,555) Recruitment is at \$39,359	Seven Positions
Recommended	Tow Lot Assistant III	PR 5GN (\$43,291- \$51,964) Recruitment at \$47,051	Seven Positions

These positions perform the primary customer service, clerical, accounting, legal, and DMV related duties at the City Tow Lot; respond to inquiries from insurance companies, lien holders, and police officers; respond to problematic customers and complaints; review compliance with statutes and other applicable regulations; process over \$3,000 in cash daily; create and uses database queries to locate vehicles, establish ownership, and check for stolen vehicles; and use Excel functions to export and sort data from the computer recording system.

Minimum requirements include four years of office support experience including experience with customer service, data manipulation, queries, and reports.

Current	Office Assistant IV	PR 6HN (\$38,578 - \$43,555) FN: Recruitment is at \$39,359	One Position
Recommended	Administrative Services Coordinator	PR 2EN (\$47,136- \$65,989) FN: Recruitment is at \$57,955	One Position

This position provides confidential administrative support to the Parking Services and Enforcement management team; interacts with government officials, executive management, and the general public; coordinates all administrative and human resources activities for the Parking Services team including preparing, processing, and tracking documents required for all types of personnel actions; and ensures the timely flow of information to and from the Parking Services Manager.

Minimum requirements include five years of administrative support experience including two years of experience at the Office Assistant IV level or above.

The duties and responsibilities of this position have changed so they are at a higher level that is comparable to the duties and responsibilities of an Election Administrative Services Coordinator in Pay Range 2EN (\$47,136- \$65,989) with a recruitment rate of \$57,955. The Election Administrative Services Coordinator is responsible for overseeing the primary office administration functions including HRMS (Human Resources Management System) and FMIS, payroll (including meeting all documentation requirements); establishing office policies and procedures; managing vendor relationships related to office equipment; collaborative supervision of Temporary Office Assistant staff located in the office, especially as it relates to customer service functions; providing administrative support to the Election Commission leadership team; publishing legal election notices and maintaining updated candidate files.

We therefore recommend reclassifying one position of Office Assistant IV in Pay Range 6HN (\$38,578 - \$43,555) with a recruitment rate of \$39,359 to Parking Administrative Services Coordinator in Pay Range 2EN (\$47,136 - \$65,989) with a recruitment rate of \$57,955.

Action Required – Effective Pay Period 13, 2023 (June 11, 2023)

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

Prepared by Alana Sitek
Alana Sitek , Human Resources Representative

Prepared by Sarah Trotter
Sarah Trotter 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

Job Evaluation Report

City Service Commission Meeting: May 9, 2023

Current	Recommended
New Underfill Title	Accountant I PR 2IX (\$60,824 - \$85,151) FN: Recruitment is at \$66,906

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

This report recommends creating an underfill title that can be used for accounting positions. The classification of Accountant III in 2JX (\$64,857 - \$90,796) with a recruitment rate of \$71,341 requires a bachelor's degree in accounting and two years of experience. This report recommends creating the underfill title of Accountant I that requires just a bachelor's degree in accounting. This would allow the City to hire applicants who have just graduated from college or have less than the two years of experience required for the Accountant III classification. Pay Range 2IX (\$60,824 - \$85,151) with a recruitment rate of \$66,906, which is the same pay range for the entry level position of Budget and Fiscal Policy Analyst I, is recommended.

The Accountant I would be an entry-level classification that would provide professional accounting and related financial management services. Specific duties and responsibilities may vary depending on where the position is located but may include the following.

- Prepare basic annual financial statements.
- Assist in the preparation of the department's annual budget, including assembling backup documents and work papers.
- Prepare monthly spending reports comparing section budgets with year-to-date expenditures and other operational reports
- Maintain petty cash work papers and complete semi-annual reports.
- Prepare and coordinate the development of the department's audit work papers and act as a liaison for auditors.
- Monitor local and grant related accounts to ensure that projects are fully funded for work orders, contracts, and change orders.
- Review and pay invoices; and resolve any problems with vendors.
- Monitor service contracts, equipment purchases, and reimbursable accounts.
- Complete retrievals in Peoplesoft and prepare analyses of local and grant projects.
- Process transfers required to close out local and grant related projects.

We therefore recommend creating the underfill classification of Accountant I in Pay Range 2IX (\$60,824 - \$85,151) with a recruitment rate of \$66,906.

Prepared by Sarah Trotter
Sarah Trotter, 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
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: May 23rd, 2023

Department of Administration – Office of the Director

Current	Recommended
<i>New Position</i>	Department of Administration-Deputy Director PR 1NX (\$108,037-\$151,255) FN: Recruitment is at \$130,724 (1 Position)

Board of Zoning Appeals

Current	Recommended
BOZA Administrative Coordinator PR 1CX (\$53,548-\$74,974) (1 Position)	BOZA Administrative Manager PR 1IX (\$78,528-\$109,938) FN: Recruitment is at \$93,989 (1 Position)
<i>New Position</i>	BOZA Administrative Supervisor PR 1FX (\$64,857-\$90,796) FN: Recruitment is at \$74,204 (1 Position)
Program Assistant I PR 5EN (\$42,137-\$48,611) FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	BOZA Administrative Assistant-Lead PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)
Office Assistant IV PR 6HN (\$38,578-\$43,555) FN: Recruitment is at \$39,359 (1 Position)	BOZA Administrative Assistant 2 PR 6KN (\$40,190-\$47,224) FN: Recruitment is at \$40,918 (1 Position)
Office Assistant III (0.5 FTE) PR 6FN (\$32,460-\$39,958) FN: Recruitment is at \$36,119 (1 Position)	BOZA Administrative Assistant 1 (1.0 FTE) PR 6IN (\$38,427-\$45,086) FN: Recruitment is at \$38,970 (1 Position)

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

Background

Preston Cole, Administration Director, has requested the classification of a new Department of Administration - Deputy Director title. A job description was provided and discussions were held with Preston Cole, Administration Director, and Bryan Rynders, Budget and Fiscal Policy Operations Manager.

This job study also addresses the classifications of all Board of Zoning Appeals titles and the classification of a new BOZA Administrative Supervisor. DER staff did request that incumbent BOZA employees complete a job analysis questionnaire to discern job tasks and level of responsibility. The

task list was based upon both current and historical job descriptions, as well as previous classification studies.

The following recommendations for changes are based on a review of position descriptions of duties and responsibilities, knowledge/skills/abilities, minimum qualifications, and the job analysis survey completed by incumbents. Recommendations are supported by market data and salary comparisons with other employers.

DOA-Office of the Director

Current	Recommended
<i>New Position</i>	Department of Administration-Deputy Director PR 1NX (\$108,037-\$151,255) FN: Recruitment is at \$130,724 (1 Position)

Note: Residents receive a rate that is 3% higher

Duties & Responsibilities

Reporting to the Administration Director, the Deputy Director provides oversight of organizational, budgetary and human resources functions internal to the DOA and of programmatic divisions within the DOA, including the Community Development Grants Administration Division, the Office of Equity and Inclusion, the Office of African American Affairs, the Office of Violence Prevention, the Board of Zoning Appeals administrative staff, and the Environmental Collaboration Office.

Essential Functions

- Provide information, advice and counsel to the DOA Director and other managers relative to the planning, development and operation of services; ensure the Director is informed regarding the status of operations.
- Ensure the efficient and effective daily operation of the DOA by implementing organizational objectives and ensuring adherence to ordinances, statutes, federal laws, regulations and best practices.
- Develop, improve and implement operational systems, processes and procedures to ensure internal efficiency.
- Participate in strategic planning processes and the development of policies. Manage special initiatives.
- Provide leadership on interdepartmental initiatives, seeking appropriate opportunities to resolve challenges and achieve organizational objectives through interdepartmental efforts.
- Manage the DOA's finances; develop, monitor and analyze programmatic budgets and financial reports.
- Oversee and implement appropriate resources to ensure the operations of the DOA are efficient.
- Oversee and/or prepare policies, procedures, reports and studies.
- Provide reports, assist management in goal setting and anticipate and forecast trends and patterns that impact Milwaukee's residents.
- Ensure human resource functions are performed equitably and efficiency, including hiring, coaching and counseling, administration of leave and compliance.
- Represent the DOA at Common Council committee meetings, ad hoc meetings and other groups' meetings as needed.
- Serve as a liaison between the DOA and various external organizations and other City departments.

Minimum qualifications include Bachelor's degree in business administration, public administration, or a closely related field from an accredited college or university and five years of progressively responsible, professional-level experience in management and policy development, including one-year overseeing providing strategic direction and supervising staff. Equivalent combinations of education and experience may be considered.

Market Rates & Internal Comparators

In conducting a market cost of labor analysis for this title, rates of pay from the Economic Research Institute (ERI), and neighboring jurisdictions job postings were considered.

The following table provides wage information from ERI for Operations Manager with 5 years of experience in southeastern Wisconsin communities:

Area Name	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Kenosha, Wisconsin	\$105,430	\$116,199	\$129,846	\$143,896	\$157,301
Madison, Wisconsin	\$98,680	\$108,973	\$121,975	\$135,267	\$148,129
Milwaukee, Wisconsin	\$104,962	\$115,989	\$129,891	\$144,126	\$157,855
Racine, Wisconsin	\$99,305	\$109,922	\$123,383	\$137,209	\$150,580
Waukesha, Wisconsin	\$105,432	\$116,489	\$130,427	\$144,699	\$158,457
West Allis, Wisconsin	\$105,399	\$116,458	\$130,412	\$144,716	\$158,511

Source: ERI, as of April 1, 2023

ERI defines an Operations Manager as a position that Manages and coordinates organization, branch, plant, or department operation strategies and activities; Collaborates in the development and implementation of organization policies, practices, procedures, and attainment of operating goals; Reviews, analyzes, and prepares reports, records, and directives, and confers with managers/supervisors to obtain data required for planning activities, such as new commitments, status of work in progress, and problems encountered; Assigns, or delegates responsibility for, specified work or functional activities and disseminates policies and objectives to supervisors/staff.

Comparison to Internal Position

Title	Special Deputy City Attorney
Pay Range	1NX (\$108,037-\$ 151,255)
Department	City Attorney
Basic Function	The Special Deputy City Attorney is a senior legal strategist to the City Attorney and directs the daily operations and activities of the Office of the City Attorney. The position has responsibility for evaluating all office practices in order to help mitigate risk; for optimizing the organization and utilizations of professional and administrative staff; and for guiding assignments to ensure integration and consistency with the City Attorney's vision and mission for the office. Position provides strategic leadership to the professional and administrative staff in the Office of the City Attorney and collaborates with the department's senior leaders in both developing and implementing the City Attorney's Office strategic plans
Minimum qualifications	Minimum requirements as established by the City Attorney's Office include a Juris Doctor and bachelor's degree; a license to practice law in the State of Wisconsin or the ability to obtain within six months of appointment; and three years each of legal experience, Senior Human Resources experience and legal management experience in a complex legal environment.

Analysis and Recommendation

As this position serves as an advisor to the Administration Director regarding complex and inter-related, large-scale, high visibility DOA program operations and administrative services as well as provides ongoing leadership and day-to-day guidance to senior management personnel, we recommend placement in pay range 1NX with a recruitment rate of \$130,724.

Board of Zoning Appeals Positions

BOZA is an independent agency authorized to hear appeals in matters related to the zoning ordinances. Board members are appointed by the Mayor and are confirmed by the Common Council. The BOZA Board performs as its own court, making it its own quasi-judicial body. The Board is required to follow procedures set forth by the City and State and to evaluate the facts in each case. BOZA hears approximately 700 appeals over the course of 12 hearings each year.

Current	Recommended
BOZA Administrative Coordinator PR 1CX (\$53,548-\$74,974) (1 Position)	BOZA Administrative Manager PR 1IX (\$78,528-\$109,938) FN: Recruitment is at \$93,989 (1 Position)

Note: Residents receive a rate that is 3% higher

Duties & Responsibilities

Under the direction of the Chair and Members of the City of Milwaukee Board of Zoning Appeals (BOZA), the BOZA Administrative Manager is responsible for supervising staff; overseeing administrative processes, records maintenance, and website management; chairing the Zoning Administration Group; representing BOZA before the public; and drawing upon zoning code knowledge and expertise to support Board activities. The BOZA Administrative Manager works closely with the Office of the City Attorney, the Office of the Mayor, the Common Council, the Department of Neighborhood Services (DNS), the Department of City Development (DCD), and other City departments to carry out BOZA-related functions. The BOZA Administrative Manager works closely with the Office of the City Attorney to ensure compliance with state statutes and ordinances, and to ensure the independence of the Board and its decision-making authority.

Administration:

- Supervise the work of the Board of Zoning Appeals (BOZA) staff, including hiring and discipline.
- Prepare and present an annual budget.
- Serve as custodian of records and maintain record retention policy.
- Accept service of papers and provide transcripts and records for cases appealed to Circuit Court.
- Communicate effectively with appellants.

Board of Zoning Appeals:

- Confer with the Administrative Officer, BOZA (Chair, Board of Zoning Appeals) on hearings, cases, and schedules.
- Confer with the Assistant City Attorneys and keep up-to-date on federal and state land use regulations and legislation that may impact BOZA.
- Review and draft requests for City Attorney opinions and advise Board members of changes.
- Work with Council Members and City departments on the status of appeals to mitigate confusion for appellants.
- Work closely with the Office of the City Attorney to ensure compliance with state statutes and ordinances, and to ensure the independence of the Board and its decision-making authority.

Zoning Administration Group

- Chair the Zoning Administration Group, confer with department heads and City staff, coordinate recommendations, and accept and review all applications.
- Meet with the Plan Examination staff on a regular basis to assist in the interpretation of the zoning code.
- Prepare legal written decisions for all cases that reflect the conditions agreed to by the Board.

- Provide consultation and general information to those submitting appeals.

Community Engagement and Collaboration

- Represent the Board to City departments, elected officials, and the public.
- Represent the Board at the Zoning Code Technical Committee meetings, and provide input on proposed land use regulations.
- Present information at community summits, seminars, and business fairs as needed.

Minimum qualifications include a Bachelor’s degree in urban planning, public administration or a comparable field from an accredited college or university, plus four years of experience performing duties related to this position including at least one year of related code enforcement or planning work involving some zoning ordinance administration; equivalent combinations of training and experience may be considered. Supervisory experience is desirable.

Market Rates & External Competitors

In conducting a market cost of labor analysis for these titles, rates of pay from the Economic Research Institute (ERI) and neighboring jurisdictions job postings were considered.

The following table provides wage information from ERI for Program Manager with 5 years of experience in southeastern Wisconsin communities:

Area Name	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Kenosha, Wisconsin	\$91,681	\$98,759	\$108,024	\$116,910	\$125,866
Madison, Wisconsin	\$85,714	\$92,371	\$101,191	\$109,692	\$118,221
Milwaukee, Wisconsin	\$90,965	\$98,188	\$107,673	\$116,765	\$125,885
Racine, Wisconsin	\$85,977	\$92,843	\$101,936	\$110,710	\$119,543
Waukesha, Wisconsin	\$91,390	\$98,635	\$108,147	\$117,263	\$126,407
West Allis, Wisconsin	\$91,364	\$98,604	\$108,114	\$117,234	\$126,389

Source: ERI, as of April 1, 2023

ERI defines a Program Manager as a position that manages programs to ensure that implementation and prescribed activities are carried out in accordance with specified objectives; plans and develops methods and procedures for implementing programs, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of programs.

Peer employers and the City of Milwaukee, sorted by minimum rate of pay:

City/ County	Title	Rates of Pay
City of Milwaukee	BOZA Administrative Coordinator	\$53,548-\$74,974
Dane County	Assistant Zoning Administrator	\$72,093-\$91,166
City of Sheboygan	Manager of Planning and Zoning	\$75,317-\$83,678
City of Madison	Zoning Administrator	\$89,130-\$107,300
Dane County	Zoning Administrator	\$96,158-\$124,238
Waukesha County	Planning & Zoning Manager	\$98,696-\$142,147
Fitchburg	Zoning Administrator	\$103,459-\$118,248

Pay Rates and Job Announcements for listed jurisdictions from 2022 and 2023

Analysis and Recommendation

This position was last studied in 2014 when the position’s duties and responsibilities grew significantly to include more technical expertise in the zoning code and federal and land use changes. The department has faced turnover and vacancies in their support staff since that report and this recommendation includes a significant change in classification to help support a

professional level of staff management. Though the reporting group is small, this position will be responsible for full range of human resources tasks including performance management and development, recruitment, leave administration, and disciplinary action.

Current	Recommended
<i>New Position</i>	BOZA Administrative Supervisor PR 1FX (\$64,857-\$90,796) FN: Recruitment is at \$74,204 (1 Position)

Note: Residents receive a rate that is 3% higher

Duties & Responsibilities

The BOZA Administrative Supervisor provides executive-level administrative support and performs a variety of tasks to prepare for the regular meetings of the Board of Zoning Appeals.

Board of Zoning Appeals Functions

- Assist the BOZA Administrative Manager with Zoning Administration Group coordination, including planning for monthly hearings, compiling documents, working with applicants and City staff, and providing general information to those submitting appeals.
- Coordinate with the BOZA Administrative Manager and the BOZA Board Chair regarding agenda items and Board meeting dates; prepare agendas for regular and special BOZA meetings.
- Communicate with Board members, Assistant City Attorneys, Common Council Members, Plan Examination staff, representatives of other City departments, court reporters, and appellants on behalf of the BOZA Administrative Manager.
- Prepare public meeting notices and other documents pertaining to meetings.
- Prepare summary minutes of BOZA proceedings, which become the official record upon approval.
- Independently prepare correspondence notifying interested parties of the results of Board actions.
- Organize agenda materials, ensuring proper distribution prior to meetings and appropriate recording and documentation following Board action.
- Handle logistics for Board meetings, including arranging for court reporters and rooms and related meeting preparation
- Review appeal requests for accuracy and timeliness.
- Communicate with appellants throughout the appeal process.
- Advise interest parties regarding Board policies and procedures.
- Assist with the provision of documents for cases appealed to the Circuit Court.
- Maintain a database of Board actions.
- Staff BOZA meetings in the absence of the BOZA Administrative Manager

BOZA Office Administration

- Oversee the work of the BOZA administrative support staff to ensure excellent customer service and efficient operation of the office
- Prepare general and confidential correspondence, presentations, and reports using word processing, spreadsheet, database, or presentation software.
- Proofread departmental documents.
- Perform general research, compile data, and prepare reports for the BOZA Administrative Manager.
- Assist with creating and maintaining departmental policies and procedures.
- Train new and existing support staff with proper procedures in day-to-day operations.
- Ensure that departmental supplies are purchased and invoices are paid.
- Assist the BOZA Administrative Manager with BOZA records maintenance; handle the destruction of records in accordance with established City protocols.

Minimum qualifications include a Bachelor’s degree in Urban Planning, Public Administration, Business Administration or a related field from an accredited college or university OR four years of experience performing work related to the essential functions listed above. Equivalent combinations of education and experience may be considered. Experience providing administrative support to a board or commission or in a legal support role is desirable.

Comparison to Internal Position

Title	Special Enforcement Supervisor
Pay Range	1FX (\$64,857-\$90,796)
Department	Department of Neighborhood Services
Basic Function	Oversees all of the complexities incorporated with issuing occupancy permits throughout the City thus ensuring the appropriate application of the Zoning Codework on locally-designated historic structures. <ul style="list-style-type: none"> • Respond to department-wide zoning requests. • Answer questions from citizens on code issues. • Answer citizen inquiries about monthly reinspection fees and orders. • Provide advanced, technical support to all sections of the Department. • Provide priority guidance on daily work and special assignments • Authorize work schedules, vacations and maintain payroll records. Approve bi-weekly timecards
Minimum qualifications	Associate degree and 3 years of code enforcement experience. Equivalent combinations of education and experience may also be considered.

Analysis and Recommendation

The internal comparator position of Special Enforcement Supervisor reviews applications submitted to the Board of Zoning Appeals, writes DNS conditions of approval for BOZA applications, and represents DNS at Board of Zoning Appeals hearings. This new position for BOZA shares similar tasks and also performs ancillary duties associated with meeting preparation and staffing. We recommend placing the position in the same pay range as the Special Enforcement Supervisor, and adding a recruitment rate of \$74,204 to prevent any pay compression with past direct reports from DER.

BOZA Administrative Support Staff

A review of current BOZA staff members was completed via a review of Job Descriptions, historical job studies, and a job analysis questionnaire. The questionnaire was completed by current staff and staff that have been recently promoted to other departments.

The job analysis indicated that all three support positions perform similar tasks in support of the Board in an ‘all hands-on deck’ effort to adhere to the hearing calendar that dictates when administrative tasks are due. Tasks include:

Board Support Responsibilities:

- Assist appellants in filing Board applications; checking for completeness and accuracy and providing general information about Board procedures, timing and requirements.
- Assemble and process application materials for special uses and variances.
- Refer application materials to Building Inspection for their preparation of denial letters.
- Review all letters of denial for accuracy when completed.
- Prepare transmittal letters to City Plan Commission and various departments and agencies, where applicable, on all Special Uses that require study and reports.
- Provide information to the general public, appellants, other departments and agencies and alderpersons.

- Make sure Board of Zoning Appeals hearings are published and petitioners and interested parties are noticed by mail.
- Assist in monthly hearing preparations, organization of case files, mailing of notices, and preparation of materials for Board of Zoning Appeals Members.

The positions become unique in their work beyond the Board with varying levels of responsibility.

Current	Recommended
Program Assistant I PR 5EN (\$42,137-\$48,611) FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	BOZA Administrative Assistant - Lead PR: 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)

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

Duties & Responsibilities

Under guidance from department leadership, the BOZA Administrative Assistant - Lead performs higher-level department support functions, serves as a lead worker to office support personnel, reviews the work of others, and provides general input on employee performance to the supervisor.

Board Support

- Assists in completing all Board Support functions

Administrative Support

- Compose and prepare routine correspondence.
- Answer telephone calls, provide information, and accurately handle received information.
- Handles incoming and outgoing mail.

Payroll Administration

- Assist with entering payroll-related data and verifying time entry.
- Assist with onboarding new employees and record staff changes using the human resources information system.

Lead work

- Assume lead responsibility for directing and training clerical staff and/or temporary contract staff.
- Develop manuals and job aids outlining office procedures.
- Serve as the departmental training coordinator.

Minimum qualifications include four years of progressively responsible administrative support experience performing duties closely related to this position. Equivalent combinations of experience and credentials may be considered

Analysis and Recommendation

In reviewing both the job analysis questionnaire and the duties of this position, we recommend a Lead title and a higher rate of pay than the two other support staff members. This position performs higher-level support functions including payroll administration and lead worker duties, providing training, work assignments, and reviewing the work of others.

Current	Recommended
Office Assistant IV PR 6HN (\$38,578-\$43,555) FN: Recruitment is at \$38,970 (1 Position)	BOZA Administrative Assistant 2 PR 6KN (\$40,190-\$47,224) FN: Recruitment is at \$40,918 (1 Position)

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

Duties and Responsibilities

Board Support

- Assists in completing all Board Support functions
- Sort and prepare all historic case files for scanning into digital format while following established indexing procedures.

Administrative Support

- Review all letters of denial for accuracy when completed.
- Composes and prepares routine correspondence.
- Handles incoming and outgoing mail.
- Answers telephone calls, provides information, and accurately handles received information.

Payroll Administration

- Serve as back up to BOZA Administrative Assistant 2 in entering payroll-related data and verifying time entry.

Minimum qualifications include two years of progressively responsible office support experience performing duties closely related to this position. Equivalent combinations of experience and credentials may be considered.

Current	Recommended
Office Assistant III (0.5 FTE) PR 6FN (\$32,460-\$39,958) FN: Recruitment is at \$36,119 (5 Positions)	BOZA Administrative Assistant 1 (1.0 FTE) PR 6IN (\$38,427-\$45,086) FN: Recruitment is at \$38,970 (1 Position)

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

Duties and Responsibilities

This position organizes and prepares all historic files for scanning into digital format; and assists with various office and administrative duties for the BOZA office including assisting appellants with filing of BOZA applications, preparing for monthly hearings, and answering questions related to the zoning code and the Board’s procedures.

Board Support

- Assists in completing all Board Support functions

Administrative Support

- Composes and prepares routine correspondence.
- Handles incoming and outgoing mail.
- Answers telephone calls, provides information, and accurately handles received information.

Minimum qualifications include one year of office support experience performing duties closely related to this position. Equivalent combinations of experience and credentials may be considered.

Market Rates

In conducting a market cost of labor analysis for these titles, rates of pay from the Economic Research Institute (ERI) was considered.

General Clerk

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$39,884	\$42,473	\$46,124	\$49,236	\$52,594
6	\$38,931	\$41,452	\$45,021	\$48,060	\$51,339
5	\$37,913	\$40,359	\$43,837	\$46,794	\$49,992
4	\$36,871	\$39,238	\$42,619	\$45,489	\$48,606
3	\$35,808	\$38,096	\$41,374	\$44,153	\$47,184
2	\$34,732	\$36,940	\$40,111	\$42,793	\$45,735
1	\$33,651	\$35,782	\$38,844	\$41,426	\$44,274

Source: ERI, Data as of April 1st, 2023

The following table provides wage information from ERI for Assistant Clerk in southeastern Wisconsin communities:

Area Name	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Kenosha, Wisconsin	\$36,197	\$38,621	\$42,068	\$44,945	\$48,123
Madison, Wisconsin	\$34,879	\$37,089	\$40,237	\$42,865	\$45,750
Milwaukee, Wisconsin	\$34,865	\$37,136	\$40,393	\$43,136	\$46,178
Racine, Wisconsin	\$34,298	\$36,638	\$39,938	\$42,655	\$45,621
Waukesha, Wisconsin	\$34,965	\$37,246	\$40,523	\$43,289	\$46,360
West Allis, Wisconsin	\$34,978	\$37,257	\$40,534	\$43,302	\$46,374

Source: ERI, as of January 1, 2023

ERI defines a General Clerk as a position that:

- *Assists department, performing any combination of clerical duties requiring general knowledge and application of various work methods and procedures that may be complex.*
- *Types or enters information into computer to prepare correspondence.*
- *Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks.*
- *Conducts limited research.*
- *Operates various office machines, opens and routes incoming mail, answers correspondence, and prepares outgoing mail.*
- *Answers telephones, conveys messages, and runs errands.*
- *Stamps or numbers forms by hand or machine, and photocopies documents.*

Analysis and Recommendation

As the current recruitment rate for these positions falls below the mean survey pay rate for years of experience required, a slight increase for this group of employees is recommended. These positions perform tasks beyond standard office administration that require at least a basic working knowledge of City policies, ordinances, land use regulations, legislation, and zoning codes., etc. As the Office Assistant IV also serves as the back to the Program Assistant I in payroll related duties and also requires one more year of experience for entry, at a rate above the Office Assistant III is recommended.

Action Required – Effective Pay Period 17, 2023 (August 6, 2023)

Prepared by: Sarah Wangerin
Sarah Wangerin, 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

Job Evaluation Report

City Service Commission Meeting: May 23, 2023

Library

Current	Recommended
Three New Positions	Library Connected Learning Specialist PR 2CN (\$41,492 - \$58,080) FN: Recruitment at \$47,310 (Three Positions)

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

The Milwaukee Public Library (MPL) has requested the classification of three new grant-funded positions. A job description and other data were provided by Victoria Robertson, Library Human Resources Administrator. The basic function of these three positions is, under the supervision of the Library Education and Outreach Coordinator, to facilitate the MPL Connected Learning Initiative in library spaces, particularly makerspaces and teen spaces. According to the American Library Association a “makerspace” is a place where people come together to create with technology. Programming includes Open Making Time, technical skill building workshops, educational events, classroom visits, and drop-in appointments.

These positions will build critical developmental relationships with young people in Milwaukee; oversee near peer mentors to ensure the provision of excellent customer service in library makerspaces and beyond; and collaborate with internal and external partners to maintain program success and continuous improvement. Their work will address the digital divide and digital literacy, summer learning loss, workforce readiness, violence prevention, and equitable access to library resources for Milwaukee students across the city with a specific focus on adolescents.

Duties and Responsibilities

50% Program Development and Facilitation

Engage with Education Outreach Coordinator and MPL reference staff to facilitate daily Open Make Time during after school hours in library makerspaces; provide instruction to library patrons one-on-one and in small groups during drop in appointments; host class visits from schools and partner organizations; develop and implement various educational activities and skill-building workshops; write curriculum and lesson plans; provide technical support, prepare materials and host events as part of the Teen Summer Challenge; develop ongoing partnerships with individual artists/makers and community organizations in support of this work; remain current with best practices in after school education and technology; engage in professional development opportunities as needed; regularly develop and execute new models for instruction including such as the equipment badging system, Take and Make services, and tech toy trainings; and support and instruct colleagues in the use of technical equipment and software to reinforce connected learning programming across library branch locations.

20% Direct Oversight

Direct the day-to-day workflow of Teen Outreach Interns, and recruit, interview, and provide orientation and ongoing training; complete intern timesheets; and with support from the Education Outreach Coordinator, handle staff issues including coaching, discipline, and evaluation.

15% Space Management
 Oversee daily patron use of technology and equipment owned by the library in Makerspaces; maintain inventory of equipment and supplies; install and update technological equipment including computing equipment and software, photography and videography, industrial design, music mixing, gaming, and virtual reality equipment; consult on the purchase of equipment, software, and supplies; and ensure a welcoming and organized space for the public to enjoy.

15% Library Reporting and Support
 Provide daily reports on attendance and outcomes; develop and execute outcome monitoring strategies; and participate in library committees and workgroups.

Minimum qualifications include a bachelor’s degree in education, technology, design, or related field; and two years of experience related to the essential functions of the position including youth programing development and implementation and working with computer and design equipment. Experience with a 3D printer, digital recording, and art design technology is preferred. Equivalent combinations of education and experience may be considered.

Analysis and Recommendation

These three positions will perform work that is similar to the work of three positions of “Library Now Program Specialists” in Pay Range 2CN (\$41,492 - \$58,080) with a recruitment rate of \$47,310. All of these positions are in the Education and Outreach Services Section of the library and work under the supervision of the Library Education and Outreach Coordinator. The “Library Now Program Specialists” also perform outreach work at both school and library locations to support the academic achievement of Milwaukee students and address the digital divide and digital literacy, summer learning loss, and equitable access to library resources. While the “Library Now Program Specialists” oversee the work of Library Corps members who must be at least 18 and have a high school degree, these new positions will oversee the work of Teen Outreach Interns and focus on the Connected Learning initiatives in library spaces, particularly makerspaces and teen spaces.

As these classifications will be performing similar work, we agree with the requested level of Pay Range 2CN (\$41,492 - \$58,080) with a recruitment rate of \$47,310. The requested title of “Library Connected Learning Specialist” reflects well the focus of these positions. We therefore recommend these three grant-funded positions be classified as “Library Connected Learning Specialist” In Pay Range 2CN (\$41,492 - \$58,080) with a recruitment rate of \$47,310.

Action Required – Effective Pay Period 12, 2023 (May 28, 2023)

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

Prepared by: Sarah Trotter
 Sarah Trotter, 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

Job Evaluation Report

City Service Commission Meeting: May 23, 2023

Library

Current	Recommended
Six New Auxiliary Positions	Temporary Librarian III PR 9HN (\$50,245 - \$70,347) FN: Rate is at \$68,116
Four New Auxiliary Positions	Temporary Library Reference Assistant PR 9EN (\$39,359 - \$43,555) FN: Rate is at \$50,459
Six New Auxiliary Positions	Temporary Library Circulation Services Representative PR 9UN (\$37,717 - \$41,556) FN: Rate is at \$39,308
Three New Auxiliary Positions	Temporary Library Services Manager PR 9TX (\$64,857 - \$90,796) FN: Rate is at \$77,986

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

This report recommends the classification of 19 temporary auxiliary positions in the Milwaukee Public Library (MPL) that were created with the approval of File #221868. These positions will provide emergency help throughout the Library system when regular staff are off due to illness or when positions are vacant at peak hours. This will assist in attaining minimum staffing at all locations and avoiding the closure of a branch library.

These new auxiliary positions will mirror the work of current regular positions but will be temporary and be placed in Section 9 (Part-Time and Intermittent) of the Salary Ordinance. The pay for these positions will be limited to the footnoted rate, or 3% higher if a resident, which is equal to the recruitment rate of pay for the regular positions.

Current	New Auxiliary Positions		Six Positions
Recommended	Temporary Librarian III	PR 9HN (\$50,245 - \$70,347) FN: Rate is at \$68,116	Six Positions

Under general supervision of a Library Services Manager, these positions will perform all duties at a high level of competence and authority including bibliographic, reference, and readers' advisory work; represent MPL in the community and initiate and participate in programs which extend the services of MPL to the community; plan, within the framework of the overall library program, goals and objectives to be carried out in a particular, specialized area, and ensure they are implemented; and regularly serve as a Librarian-in-Charge when assigned to a branch library. Duties and responsibilities include reference and readers' advisory services, general customer service, collection development and maintenance, programming, community relations and outreach, and system support.

Current	New Auxiliary Positions		Four Positions
Recommended	Temporary Library Reference Assistant	PR 9EN (\$39,359 - \$43,555) FN: Rate is at \$50,459	Four Positions

Under the direct supervision of the Library Services Manager or an employee holding an MLIS (Master of Library and Information Science Degree) or LIS (Library and Information Science Degree), these positions will perform public service duties at the reference desks of an assigned library unit; and perform a variety of non-public duties supporting service to the public. Duties and responsibilities include providing reference and readers’ advisory services, general customer service, collection maintenance support, programming, and system support.

Current	New Auxiliary Positions		Six Positions
Recommended	Temporary Library Circulation Services Representative	PR 9UN (\$37,717 - \$41,556) FN: Rate is at \$39,308	Six Positions

These positions will perform a variety of duties associated with the circulation of physical library materials and public-facing interaction including materials processing, responding to in-person and telephone inquiries, troubleshooting RFID (Radio Frequency Identification) and equipment issues, and helping patrons understand their self-service options. Duties and responsibilities include customer service, material processing and presentation, operational duties, and training.

Current	New Auxiliary Positions		Three Positions
Recommended	Temporary Library Services Manager	PR 9TX (\$64,857 - \$90,796) FN: Rate is at \$77,986	Three Positions

These positions will serve as the Librarian-in-Charge over one of the MPL Central Units or one of the twelve branch libraries and manage the overall service plan, staff development, customer service strategies, collection development and maintenance, services and programs, customer and community relations, and coordination of the general maintenance and security of the property. Duties and responsibilities include maintaining the Library Service Plan, staff and general management, development of resources, education and community services, and promoting the library’s vision, mission and strategic plan.

Action Required – Effective Pay Period 12, 2023 (May 28, 2023)

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

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed 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** 5/23/2023 **File Number** 230071 **Original** **Substitute**

Subject Communication From the Department of Employee Relations relating to the classification studies approved at the May 9, 2023 City Service Commission meeting.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / Employee Relations / x2398

C **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

D **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) _____
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
E	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 2023 is \$343,373 and the total cost for 2024 is \$637,693. Please see attached spreadsheet for details.

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**

City Service Commission Meeting of May 9, 2023
Finance and Personnel Committee Meeting of May 24, 2023

NEW COSTS FOR 2023										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	City Attorney	Legal Office Assistant	6JN	Legal Office Assistant I	6NN	\$42,872	\$52,605	\$5,241	\$1,072	\$6,313
2	City Attorney	Legal Office Assistant	6JN	Legal Office Assistant I	6NN	\$42,448	\$52,085	\$10,378	\$2,122	\$12,501
1	City Attorney	Legal Office Assistant	6JN	Legal Office Assistant I	6NN	\$41,212	\$49,095	\$4,245	\$868	\$5,113
1	City Attorney	Legal Office Assistant-Senior	6LN	Legal Office Assistant-Senior	5JN	\$47,905	\$56,285	\$4,512	\$923	\$5,435
1	City Attorney	Legal Office Assistant-Lead	6NN	Legal Office Assistant-Lead	5KN	\$46,831	\$58,514	\$6,291	\$1,286	\$7,577
1	City Attorney	Legal Office Assistant-Lead	6NN	Legal Office Assistant-Lead	5KN	\$50,652	\$59,099	\$4,548	\$930	\$5,479
1	City Attorney	Program Assistant I	5EN	Business Services Specialist	2DN	\$51,946	\$55,583	\$1,958	\$400	\$2,359
1	City Attorney	Docketing Specialist	6NN	Docketing Specialist	5JN	\$48,237	\$57,400	\$4,934	\$1,009	\$5,943
1	City Attorney	Docketing Specialist - Senior	6ON	Docketing Specialist - Senior	5KN	\$59,562	\$60,872	\$705	\$144	\$850
1	City Attorney	Administrative Specialist-Senior	2EX	Legal Administrative Specialist-Senior	2FX	\$54,642	\$61,461	\$3,672	\$514	\$4,186
1	City Attorney	Administrative Specialist-Senior	2EX	Legal Administrative Specialist-Senior	2FX	N/A	N/A	N/A	N/A Above Recruitment Rate	
1	City Attorney	Paralegal	2EN	Paralegal	2FN	\$60,610	\$62,678	\$1,114	\$228	\$1,341
1	City Attorney	Paralegal	2EN	Paralegal	2FN	\$60,612	\$62,678	\$1,112	\$227	\$1,340
1	City Attorney	Paralegal-Lead	2GX	Paralegal-Lead	2IX	\$65,004	\$66,906	\$1,024	\$143	\$1,168
2	Employee Relations	Paralegal	2EN	Paralegal	2FN	\$58,845	\$60,852	\$2,161	\$442	\$2,603
1	Employee Relations	Paralegal-Lead	2GX	Paralegal-Lead	2IX	\$67,623	\$69,602	\$1,066	\$149	\$1,215
1	Fire & Police Comm	Paralegal	2EN	Paralegal	2FN	\$61,216	\$63,305	\$1,125	\$230	\$1,355
1	Fire & Police Comm	Paralegal	2EN	Paralegal	2FN	\$60,610	\$62,678	\$1,114	\$228	\$1,341
1	DPW-Infrastructure	New Position	N/A	Human Resources Representative*	2KX	N/A	N/A	N/A Included in 2023 budget		
1	DPW-Water Works	New Position	N/A	Human Resources Representative*	2KX	N/A	N/A	N/A Included in 2023 budget		
1	DPW-Operations	Office Assistant IV	6HN	Human Resources Representative**	2KX	\$39,359	\$76,030	\$19,746	\$2,764	\$22,510
1	DPW-Transportation	Parking Services Manager	1JX	Parking services Manager	1KX	N/A	N/A	N/A Above Recruitment Rate		
1	DPW-Transportation	Parking Enforcement Manager	1GX	Parking Enforcement Manager	1IX	\$69,119	\$86,815	\$9,529	\$1,334	\$10,863
1	DPW-Transportation	Tow Lot Manager	1FX	Tow Lot Manager	1IX	\$67,471	\$90,313	\$12,300	\$1,722	\$14,021
1	DPW-Transportation	Parking Enforcement Asst Mgr	1CX	Parking Enforcement Operations Mgr	1GX	\$60,259	\$79,094	\$10,142	\$1,420	\$11,562
1	DPW-Transportation	Parking Enforcement Asst Mgr	1CX	Parking Enforcement Communications Mgr	1GX	\$58,312	\$79,094	\$11,190	\$1,567	\$12,757
1	DPW-Transportation	Transportation Financial Analyst	2JX	Transportation Financial Analyst	2KX	N/A	N/A	N/A Above Recruitment Rate		
1	DPW-Transportation	Accountant III	2JX	Transportation Accountant	2KX	\$74,216	\$79,094	\$2,627	\$368	\$2,994
1	DPW-Transportation	Parking Services Supervisor	1DX	Parking Services Supervisor	1FX	\$67,933	\$74,216	\$3,383	\$474	\$3,857
1	DPW-Transportation	Parking Services Supervisor	1DX	Parking Services Supervisor	1FX	\$57,081	\$71,341	\$7,678	\$1,075	\$8,753
1	DPW-Transportation	Parking Citation Review Manager	2GX	Parking Citation Review Manager	2IX	\$58,312	\$69,602	\$6,079	\$851	\$6,930
1	DPW-Transportation	Tow Lot Assistant Manager	1CX	Tow Lot Assistant Manager	1GX	\$53,548	\$76,030	\$12,106	\$1,695	\$13,800
2	DPW-Transportation	Parking Enforcement Supervisor	1AX	Parking Enforcement Supervisor	1CX	\$52,677	\$61,595	\$9,604	\$1,345	\$10,949
2	DPW-Transportation	Parking Enforcement Supervisor	1AX	Parking Enforcement Supervisor	1CX	\$50,636	\$59,209	\$9,232	\$1,293	\$10,525
1	DPW-Transportation	Tow Lot Supervisor	1AX	Tow Lot Supervisor	1CX	\$51,143	\$59,801	\$4,662	\$653	\$5,315
1	DPW-Transportation	Tow Lot Supervisor	1AX	Tow Lot Supervisor	1CX	N/A	N/A	N/A Above Recruitment Rate		
1	DPW-Transportation	Parking Meter Technician-Lead	3GN	Parking Meter Technician-Lead	8PN	\$50,285	\$60,269	\$5,376	\$1,099	\$6,475
1	DPW-Transportation	Parking Meter Technician	3DN	Parking Meter Technician	8LN	\$49,929	\$52,002	\$1,116	\$228	\$1,344
1	DPW-Transportation	Parking Meter Technician	3DN	Parking Meter Technician	8LN	\$48,475	\$50,487	\$1,083	\$222	\$1,305
1	DPW-Transportation	Parking Meter Technician	3DN	Parking Meter Technician	8LN	\$45,222	\$52,002	\$3,651	\$747	\$4,397
1	DPW-Transportation	Tow Lot Crew Leader	8FN	Tow Lot Crew Leader	8JN	\$44,432	\$50,312	\$3,166	\$647	\$3,814
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	N/A	N/A	N/A Above Recruitment Rate		
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$43,995	\$44,919	\$498	\$102	\$599
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$43,780	\$44,919	\$613	\$125	\$739

1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$42,655	\$43,611	\$515	\$105	\$620
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$42,317	\$44,919	\$1,401	\$287	\$1,688
4	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$39,481	\$44,474	\$10,754	\$2,199	\$12,953
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$38,331	\$43,179	\$2,610	\$534	\$3,144
1	DPW-Transportation	Accounting Assistant III	5EN	Transportation Accounting Assistant	5JN	\$44,007	\$51,337	\$3,947	\$807	\$4,754
1	DPW-Transportation	Tow Lot Assistant IV	5EN	Tow Lot Assistant Lead	5JN	\$50,570	\$53,406	\$1,527	\$312	\$1,839
1	DPW-Transportation	Communications Assistant IV	6JN	Communications Assistant Lead	5IN	\$49,604	\$52,415	\$1,514	\$310	\$1,823
1	DPW-Transportation	Communications Assistant IV	6JN	Communications Assistant Lead	5IN	\$48,159	\$50,888	\$1,469	\$301	\$1,770
1	DPW-Transportation	Communications Assistant IV	6JN	Communications Assistant Lead	5IN	\$42,575	\$50,888	\$4,476	\$915	\$5,392
2	DPW-Transportation	Communications Assistant IV	6JN	Communications Assistant Lead	5IN	\$41,212	\$50,384	\$9,878	\$2,020	\$11,897
2	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$45,310	\$48,948	\$3,918	\$801	\$4,719
1	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$43,835	\$48,948	\$2,753	\$563	\$3,316
3	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$40,945	\$48,948	\$12,928	\$2,644	\$15,572
1	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$40,539	\$48,463	\$4,267	\$873	\$5,139
1	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$39,359	\$47,051	\$4,142	\$847	\$4,989
1	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$45,310	\$48,948	\$1,959	\$401	\$2,360
1	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$42,023	\$48,948	\$3,729	\$763	\$4,491
1	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$41,046	\$48,463	\$3,994	\$817	\$4,810
3	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$40,539	\$48,463	\$12,800	\$2,618	\$15,418
1	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$39,359	\$47,051	\$4,142	\$847	\$4,989
1	DPW-Transportation	Office Assistant IV	6HN	Parking Adm Services Coordinator	2EN	\$39,359	\$57,955	\$10,013	\$2,048	\$12,061
0	Various Departments	New Undefill Title	N/A	Accountant I	2IX	N/A	N/A	N/A	Underfill Title Only	
78								\$291,717	\$51,656	\$343,373

Assume effective date is Pay Period 13, 2023 (June 11, 2023) unless otherwise indicated.

*Assume effective date is Pay Period 1, 2023 (December 25, 2022)

**Assume vacant position is filled Pay Period 13, 2023 (June 11, 2023).

NEW COSTS FOR FULL YEAR										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	City Attorney	Legal Office Assistant	6JN	Legal Office Assistant I	6NN	\$42,872	\$52,605	\$9,733	\$1,990	\$11,723
2	City Attorney	Legal Office Assistant	6JN	Legal Office Assistant I	6NN	\$42,448	\$52,085	\$19,274	\$3,942	\$23,216
1	City Attorney	Legal Office Assistant	6JN	Legal Office Assistant I	6NN	\$41,212	\$49,095	\$7,883	\$1,612	\$9,495
1	City Attorney	Legal Office Assistant-Senior	6LN	Legal Office Assistant-Senior	5JN	\$47,905	\$56,285	\$8,380	\$1,714	\$10,094
1	City Attorney	Legal Office Assistant-Lead	6NN	Legal Office Assistant-Lead	5KN	\$46,831	\$58,514	\$11,683	\$2,389	\$14,072
1	City Attorney	Legal Office Assistant-Lead	6NN	Legal Office Assistant-Lead	5KN	\$50,652	\$59,099	\$8,447	\$1,727	\$10,174
1	City Attorney	Program Assistant I	5EN	Business Services Specialist	2DN	\$51,946	\$55,583	\$3,637	\$744	\$4,381
1	City Attorney	Docketing Specialist	6NN	Docketing Specialist	5JN	\$48,237	\$57,400	\$9,163	\$1,874	\$11,037
1	City Attorney	Docketing Specialist - Senior	6ON	Docketing Specialist - Senior	5KN	\$59,562	\$60,872	\$1,310	\$268	\$1,578
1	City Attorney	Administrative Specialist-Senior	2EX	Legal Administrative Specialist-Senior	2FX	\$54,642	\$61,461	\$6,819	\$955	\$7,774
1	City Attorney	Administrative Specialist-Senior	2EX	Legal Administrative Specialist-Senior	2FX	N/A	N/A	N/A	Above Recruitment Rate	
1	City Attorney	Paralegal	2EN	Paralegal	2FN	\$60,610	\$62,678	\$2,068	\$423	\$2,491
1	City Attorney	Paralegal	2EN	Paralegal	2FN	\$60,612	\$62,678	\$2,066	\$422	\$2,488
1	City Attorney	Paralegal-Lead	2GX	Paralegal-Lead	2IX	\$65,004	\$66,906	\$1,902	\$266	\$2,168
2	Employee Relations	Paralegal	2EN	Paralegal	2FN	\$58,845	\$60,852	\$4,014	\$821	\$4,835
1	Employee Relations	Paralegal-Lead	2GX	Paralegal-Lead	2IX	\$67,623	\$69,602	\$1,979	\$277	\$2,256
1	Fire & Police Comm	Paralegal	2EN	Paralegal	2FN	\$61,216	\$63,305	\$2,089	\$427	\$2,516
1	Fire & Police Comm	Paralegal	2EN	Paralegal	2FN	\$60,610	\$62,678	\$2,068	\$423	\$2,491
1	DPW-Infrastructure	New Position	N/A	Human Resources Representative*	2KX	N/A	N/A	N/A	Included in 2023 budget	
1	DPW-Water Works	New Position	N/A	Human Resources Representative*	2KX	N/A	N/A	N/A	Included in 2023 budget	
1	DPW-Operations	Office Assistant IV	6HN	Human Resources Representative**	2KX	\$39,359	\$76,030	\$36,671	\$5,134	\$41,805

1	DPW-Transportation	Parking Services Manager	1JX	Parking services Manager	1KX	N/A	N/A	N/A	Above Recruitment Rate	
1	DPW-Transportation	Parking Enforcement Manager	1GX	Parking Enforcement Manager	1IX	\$69,119	\$86,815	\$17,696	\$2,477	\$20,173
1	DPW-Transportation	Tow Lot Manager	1FX	Tow Lot Manager	1IX	\$67,471	\$90,313	\$22,842	\$3,198	\$26,040
1	DPW-Transportation	Parking Enforcement Asst Mgr	1CX	Parking Enforcement Operations Mgr	1GX	\$60,259	\$79,094	\$18,835	\$2,637	\$21,472
1	DPW-Transportation	Parking Enforcement Asst Mgr	1CX	Parking Enforcement Communications Mgr	1GX	\$58,312	\$79,094	\$20,782	\$2,909	\$23,691
1	DPW-Transportation	Transportation Financial Analyst	2JX	Transportation Financial Analyst	2KX	N/A	N/A	N/A	Above Recruitment Rate	
1	DPW-Transportation	Accountant III	2JX	Transportation Accountant	2KX	\$74,216	\$79,094	\$4,878	\$683	\$5,561
1	DPW-Transportation	Parking Services Supervisor	1DX	Parking Services Supervisor	1FX	\$67,933	\$74,216	\$6,283	\$880	\$7,163
1	DPW-Transportation	Parking Services Supervisor	1DX	Parking Services Supervisor	1FX	\$57,081	\$71,341	\$14,260	\$1,996	\$16,256
1	DPW-Transportation	Parking Citation Review Manager	2GX	Parking Citation Review Manager	2IX	\$58,312	\$69,602	\$11,290	\$1,581	\$12,871
1	DPW-Transportation	Tow Lot Assistant Manager	1CX	Tow Lot Assistant Manager	1GX	\$53,548	\$76,030	\$22,482	\$3,147	\$25,629
2	DPW-Transportation	Parking Enforcement Supervisor	1AX	Parking Enforcement Supervisor	1CX	\$52,677	\$61,595	\$17,836	\$2,497	\$20,333
2	DPW-Transportation	Parking Enforcement Supervisor	1AX	Parking Enforcement Supervisor	1CX	\$50,636	\$59,209	\$17,146	\$2,400	\$19,546
1	DPW-Transportation	Tow Lot Supervisor	1AX	Tow Lot Supervisor	1CX	\$51,143	\$59,801	\$8,658	\$1,212	\$9,870
1	DPW-Transportation	Tow Lot Supervisor	1AX	Tow Lot Supervisor	1CX	N/A	N/A	N/A	Above Recruitment Rate	
1	DPW-Transportation	Parking Meter Technician-Lead	3GN	Parking Meter Technician-Lead	8PN	\$50,285	\$60,269	\$9,984	\$2,042	\$12,026
1	DPW-Transportation	Parking Meter Technician	3DN	Parking Meter Technician	8LN	\$49,929	\$52,002	\$2,073	\$424	\$2,497
1	DPW-Transportation	Parking Meter Technician	3DN	Parking Meter Technician	8LN	\$48,475	\$50,487	\$2,012	\$411	\$2,423
1	DPW-Transportation	Parking Meter Technician	3DN	Parking Meter Technician	8LN	\$45,222	\$52,002	\$6,780	\$1,387	\$8,167
1	DPW-Transportation	Tow Lot Crew Leader	8FN	Tow Lot Crew Leader	8JN	\$44,432	\$50,312	\$5,880	\$1,202	\$7,082
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	N/A	N/A	N/A	Above Recruitment Rate	
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$43,995	\$44,919	\$924	\$189	\$1,113
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$43,780	\$44,919	\$1,139	\$233	\$1,372
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$42,655	\$43,611	\$956	\$196	\$1,152
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$42,317	\$44,919	\$2,602	\$532	\$3,134
4	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$39,481	\$44,474	\$19,972	\$4,084	\$24,056
1	DPW-Transportation	Tow Lot Attendant	8DN	Tow Lot Attendant	8HN	\$38,331	\$43,179	\$4,848	\$991	\$5,839
1	DPW-Transportation	Accounting Assistant III	5EN	Transportation Accounting Assistant	5JN	\$44,007	\$51,337	\$7,330	\$1,499	\$8,829
1	DPW-Transportation	Tow Lot Assistant IV	5EN	Tow Lot Assistant Lead	5JN	\$50,570	\$53,406	\$2,836	\$580	\$3,416
1	DPW-Transportation	Communications Assistant IV	6JN	Communications Assistant Lead	5IN	\$49,604	\$52,415	\$2,811	\$575	\$3,386
1	DPW-Transportation	Communications Assistant IV	6JN	Communications Assistant Lead	5IN	\$48,159	\$50,888	\$2,729	\$558	\$3,287
1	DPW-Transportation	Communications Assistant IV	6JN	Communications Assistant Lead	5IN	\$42,575	\$50,888	\$8,313	\$1,700	\$10,013
2	DPW-Transportation	Communications Assistant IV	6JN	Communications Assistant Lead	5IN	\$41,212	\$50,384	\$18,344	\$3,751	\$22,095
2	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$45,310	\$48,948	\$7,276	\$1,488	\$8,764
1	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$43,835	\$48,948	\$5,113	\$1,046	\$6,159
3	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$40,945	\$48,948	\$24,009	\$4,910	\$28,919
1	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$40,539	\$48,463	\$7,924	\$1,620	\$9,544
1	DPW-Transportation	Communications Assistant III	6HN	Communications Assistant - Senior	5GN	\$39,359	\$47,051	\$7,692	\$1,573	\$9,265
1	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$45,310	\$48,948	\$3,638	\$744	\$4,382
1	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$42,023	\$48,948	\$6,925	\$1,416	\$8,341
1	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$41,046	\$48,463	\$7,417	\$1,517	\$8,934
3	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$40,539	\$48,463	\$23,772	\$4,861	\$28,633
1	DPW-Transportation	Tow Lot Assistant III	6HN	Tow Lot Assistant III	5GN	\$39,359	\$47,051	\$7,692	\$1,573	\$9,265
1	DPW-Transportation	Office Assistant IV	6HN	Parking Adm Services Coordinator	2EN	\$39,359	\$57,955	\$18,596	\$3,803	\$22,399
0	Various Departments	New Undefill Title	N/A	Accountant I	2IX	N/A	N/A	N/A	Underfill Title Only	
78								\$541,761	\$95,932	\$637,693

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



City of Milwaukee Fiscal Impact Statement

A **Date** 5/23/2023 **File Number** 230071 **Original** **Substitute**

Subject Communication From the Department of Employee Relations relating to the classification studies scheduled at the May 23, 2023 Service Commission Meeting.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / Employee Relations / x2398

C **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

D **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) _____
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
E	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.

There is no cost with this fiscal note from DER as the costs will be included in a fiscal note from the Budget Office, grant funding, or in a separate file. Please see spreadsheet for details.

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**

City Service Commission Meeting of May 23, 2023
Finance and Personnel Committee Meeting of May 24, 2023

NEW COSTS FOR 2023										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+Sal
1	Dept of Administration	New Position	NA	Dept of Admin - Deputy Director	1NX	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	BOZA Administrative Coord	1CX	BOZA Administrative Manager	11X	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	New Position	N/A	BOZA Administrative Supervisor	1FX	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	Program Assistant I	5EN	BOZA Admin Assistant-Lead	5KN	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	Office Assistant IV	6HN	BOZA Admin Assistant 2	6KN	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	Office Assistant III (0.5 FTE)	6FN	BOZA Admin Assistant 1 (1.0 FTE)	6IN	N/A	N/A	N/A	Provided by Budget Office	
3	Library	New Positions	N/A	Library Connected Learning Specialist*	2CN	N/A	N/A	N/A	Grant-Funded Positions	
6	Library	New Auxiliary Positions	N/A	Temporary Librarian III*	9HN	N/A	N/A	N/A	Included in File #221868	
4	Library	New Auxiliary Positions	N/A	Temporary Library Reference Asst*	9EN	N/A	N/A	N/A	Included in File #221868	
6	Library	New Auxiliary Positions	N/A	Temp Library Circulation Services Rep*	9UN	N/A	N/A	N/A	Included in File #221868	
3	Library	New Auxiliary Positions	N/A	Temp Library Services Manager*	9TX	N/A	N/A	N/A	Included in File #221868	
28								\$0	\$0	\$0

Assume effective date is Pay Period 17, 2023 (August 6, 2023) unless otherwise indicated.

*Assume effective date is Pay Period 12, 2023 (May 28, 2023).

NEW COSTS FOR FULL YEAR										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+Sal
1	Dept of Administration	New Position	NA	Dept of Admin - Deputy Director	1NX	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	BOZA Administrative Coord	1CX	BOZA Administrative Manager	11X	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	New Position	N/A	BOZA Administrative Supervisor	1FX	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	Program Assistant I	5EN	BOZA Admin Assistant-Lead	5KN	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	Office Assistant IV	6HN	BOZA Admin Assistant 2	6KN	N/A	N/A	N/A	Provided by Budget Office	
1	Board of Zoning Appeals	Office Assistant III (0.5 FTE)	6FN	BOZA Admin Assistant 1 (1.0 FTE)	6IN	N/A	N/A	N/A	Provided by Budget Office	
3	Library	New Positions	N/A	Library Connected Learning Specialist*	2CN	N/A	N/A	N/A	Grant-Funded Positions	
6	Library	New Auxiliary Positions	N/A	Temporary Librarian III*	9HN	N/A	N/A	N/A	Included in File #221868	
4	Library	New Auxiliary Positions	N/A	Temporary Library Reference Asst*	9EN	N/A	N/A	N/A	Included in File #221868	
6	Library	New Auxiliary Positions	N/A	Temp Library Circulation Services Rep*	9UN	N/A	N/A	N/A	Included in File #221868	
3	Library	New Auxiliary Positions	N/A	Temp Library Services Manager*	9TX	N/A	N/A	N/A	Included in File #221868	
28								\$0	\$0	\$0