



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

February 19, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Subject: *Common Council File No. 231697 - Communication from the Department of Employee Relations amending the Positions Ordinance to designate two Executive Administrative Assistant I positions in the City Clerk's Office as bilingual.*

Dear Committee Members:

This communication requests an amendment to the 2024 Positions Ordinance to designate two position as bilingual in the Common Council-City Clerk's Office. James Owczarski, City Clerk, has requested this designation for two proposed positions of Executive Administrative Assistant I to have someone who is fluent in both English and Spanish. A bilingual designation means that the requirements for the position include the ability to read, speak, and write in both English and Spanish.

Approximately 20% of City of Milwaukee residents identify as Hispanic/Latino, and of those, approximately 35% are more comfortable in a language other than English. This equates to approximately 40,405 residents who would benefit from assistance in communicating with an elected official in Spanish. For the 8th and 12th aldermanic districts, the number of Hispanic/Latino residents are much higher – 71% and 70%, while the 11th, 13th, and 14th districts also have elevated populations of 26-34%. By having two part-time Executive Administrative Assistant I's had bilingual language skills, there would be someone in the office available to translate for any district most of the time, and could be regularly assigned to the districts with the greatest need.

The following ordinance change is recommended to approve this bilingual designation:

In the Positions Ordinance:

Under Common Council-City Clerk, Central Administration Division:

- Add designation "E" to the title "Executive Administrative Assistant I (0.5 FTE) (Y)"

Respectfully submitted,

Harper Donahue, IV
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A **Date** 2/20/2024 **File Number** 231697 **Original** **Substitute**

Subject Communication from the Department of Employee Relations amending the Positions Ordinance to designated certain Executive Administrative Assistant I positions in the City Clerk's Office as bilingual.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Sinsky / Human Resources Representative / Employee Relations / x5075

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) N/A
- 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

FAssumptions used in arriving at fiscal estimate. There is no fiscal impact.**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. _____

JThis Note Was requested by committee chair.