



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Michael Brady**  
Employee Benefits Director

**Deborah Ford**  
Labor Negotiator

January 30, 2017

To the Honorable  
The Committee on Finance and Personnel  
Common Council  
City of Milwaukee

Dear Committee Members:

Re: Common Council File Number **161328**

The following classification and pay recommendations were approved by the City Service Commission on **January 10, 2017**.

In Department of Employee Relations, one new position was recommended for classification to Diversity Recruiter, Pay Range 2FX.

Sincerely,  
  
Maria Monteagudo  
Employee Relations Director

MM:fcw  
Attachments: Job Evaluation Report  
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Nicole Fleck, Jackie Carter



**Job Evaluation Report**

City Service Commission Meeting: January 10, 2017

Consistent with past practice the Department of Employee Relations has prepared a report with classification recommendations for several new, changed and restructured positions. In reviewing these positions staff analyzed job descriptions and held discussions with management representatives. The following chart summarizes the recommended classifications.

**EMPLOYEE RELATIONS**

Current/Request	Recommendation
Diversity Recruiter PR 2FX (\$48,670 - \$67,616) One New Position Created in 2017 Budget	Diversity Recruiter PR 2FX (\$48,670 - \$67,616) One New Position

The focus of this position is to ensure a consistent, recognizable City of Milwaukee recruitment presence and to educate Milwaukee residents on how to obtain employment at the City of Milwaukee. The position will develop and implement recruitment strategies that produce an exceptionally well-qualified and diverse candidate pool in order to quickly fill vacancies within the general City Service (non-sworn). Duties, responsibilities and requirements include:

- 30% Community Outreach: Develop presentations and speak to potential applicants concerning job openings, career opportunities and the City's selection process. Work with community partners, community outreach programs, universities, community colleges and high schools to develop sources of highly qualified candidates. Represent the Department of Employee Relations at career fairs and community events. Work closely with departments engaged in Compete Milwaukee and similar programs to encourage successful participants to compete for City jobs.
- 20% Direct Marketing and Networking: Identify, target and implement recruitment strategies for difficult to fill positions, including those in the STEM (science, technology, engineering and math) and trades fields; research and source related recruitment opportunities and perform direct networking as needed. Utilize candidate search engines and online recruitment tools to identify candidates and to retain candidates in the selection processes.
- 20% Social Media: Create and maintain a highly visible, responsive and effective social media recruiting identity on Facebook, Twitter, Instagram and related sites that will provide accurate, updated information regarding jobs within general City employment. Collaborate efforts with other City departments and elected officials. Oversee outside vendors engaged in recruitment efforts on the department's behalf.
- 20% Candidate Communication: Communicate with applicants and potential applicants regarding minimum qualifications and selection processes.
- 10% Intern Program Development: Work with departmental representatives to enhance and to develop robust and meaningful programs for college interns, graduate interns and management trainees in order to enhance recruitment and retention of in-state, post-secondary students and graduates.

Minimum requirements include a bachelor's degree from an accredited college or university with a major in human resources management, marketing, psychology, communication arts, public relations, public administration or a closely related field and three years of progressively responsible experience performing duties related to the position. Equivalent combinations of job-related training and experience may be considered.

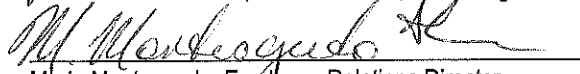
The duties, responsibilities and requirements of this new position are comparable to those of the current Recruiter position in the Fire and Police Commission. We therefore recommend that this new position be classified as Diversity Recruiter in Pay Range 2FX (\$48,670 - \$67,616).

**Action Required – Effective Pay Period 1, 2017**

In the Salary Ordinance, under Pay Range 2FX, add the title "Diversity Recruiter".

Prepared By:   
Sarah Trotter, Human Resources Representative

Reviewed By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Monteagudo, Employee Relations Director