



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

April 14, 2025

The Honorable  
Finance and Personnel  
Committee Common Council  
City of Milwaukee

*Common Council File No. 241921 – Communication from the Department of Employee Relations relating to classification studies scheduled for the April 17, 2025 Fire and Police Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled to be heard at the Fire and Police Commission meeting on April 17, 2025.

### Police Department

Current	Recommended
Administrative Assistant III PR 5IN (\$57,620 - \$72,025) (Three Positions)	Administrative Assistant IV PR 5JN (\$60,036 - \$75,045) FN: Recruitment is at \$62,229. (Three Positions)

Note: Residents receive a resident incentive of 3%.

Current	Recommended
HVAC Maintenance Technician 4 PR 7KN (\$85,785 - \$112,409) FN: Recruitment is at \$90,221. FN: Additional 5% when performing special assignments. FN: Positions in Police Dept receive an additional \$1/hour when assigned to oversight duties for a full shift. (One Position)	Print Media and Academy Facilitator PR 1DX (\$58,656 - \$81,507) (One Position)

Note: Residents receive a resident incentive of 3%.

Current	Recommended
New Positions (Two Positions)	Victim Witness Specialist PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$69,380. (Two Positions)

Note: Residents receive a resident incentive of 3%.

Respectfully Submitted,



Harper Donahue, IV  
Employee Relations Director

Attachments:   Job Evaluation Reports  
                      Fiscal Impact Statement



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## Department of Employee Relations

### JOB EVALUATION REPORT

Fire and Police Commission Meeting: April 17, 2025

#### Police Department

Current	Recommended
Administrative Assistant III PR 5IN (\$57,620 - \$72,025) (Three Positions)	Administrative Assistant IV PR 5JN (\$60,036 - \$75,045) FN: Recruitment is at \$62,229. (Three Positions)

Note: Residents receive a resident incentive of 3%.

The Milwaukee Police Department (MPD) has requested that three positions of Administrative Assistant III in PR 5IN (\$57,620 - \$72,025) be studied for reclassification due to a change in duties and responsibilities. A new job description was provided, and discussions were held with Pamela Roberts, Police Human Resources Administrator.

These three positions serve as personal and confidential administrative assistants to the Chief of Police, Chief of Staff, and the Executive Command Staff; perform confidential and complex administrative duties for the Chief of Police, Chief of Staff, and the Executive Command Staff; and complete a wide array of complex, administrative, and support tasks with minimum direction. Daily functions require a high degree of independent judgment, confidentiality, tact, discretion, and the ability to analyze situations and take appropriate action. Duties and responsibilities include:

- Maintain the Chief of Police, and Executive Command Staff's schedules, including a database of engagements; and arrange personal appearances of the Chief of Police and Executive Command Staff, both locally and outside of the City, and coordinate needed materials for meetings and appearances.
- Provide a high level of administrative support to the Chief of Police and Executive Command Staff; manage the workflow within the Office of the Chief and the Executive Command Staff; and work closely with the Chief of Staff, the Office of Management and Planning (OMAP), the Public Information Office, and Police District Captains.
- Review all incoming correspondence and law enforcement related documents; prioritize, evaluate, and delegate tasks and responsibilities; and monitor items for appropriate follow-up.
- Field telephone calls and interview persons seeking an appointment with the Chief of Police or Executive Command Staff; maintain a tracking system of all incoming and outgoing correspondence including a follow-up system of action taken for assignments by the Chief of Police or the Executive Command Staff; and prioritize incoming mail for the Chief of Police or Executive Command Staff's review.

- Prepare and arrange travel itineraries to law enforcement conferences including gathering all information needed for participation; and be responsible for administration of travel reimbursement expenses including Procard (Procurement Card) statements.
- Compose and prepare correspondence and highly confidential reports as dictated by the Chief of Police, Chief of Staff, and Executive Command Staff; and gather and prepare information and data for reports and special projects as requested by the Chief of Police, Chief of Staff, and Executive Command Staff.
- Respond to inquiries, complaints, and service requests from citizens, City department heads, Common Council members, Mayoral staff, and local, state, and federal law enforcement executives; and prepare summaries for the Fire and Police Commission regarding police related shootings.
- Enter payroll information with manager approval; prepare the Chief of Police's flex reports and special projects; maintain confidential files and follow record retention rules; and perform other duties as assigned.

Minimum requirements include four years of progressively responsible administrative experience in an office environment. Equivalent combinations of education and experience may be considered.

The department has indicated that the duties and responsibilities of these three positions of Administrative Assistant III in Pay Range 5IN (\$57,620 - \$72,025) have expanded so that they are performing work at the higher level of an Administrative Assistant IV in Pay Range 5JN (\$60,036 - \$75,045) with recruitment at \$62,229. The Administrative Assistant IV in the Office of the Chief and these three positions of Administrative Assistant III assigned to the Executive Command are all responsible for maintaining the schedules of the Chief of Police, Assistant Chiefs of Police, and Inspectors of Police including a database of their engagements; managing the workflow between the Chief of Police and the Executive Command; composing and preparing correspondence and highly confidential reports as dictated by the Chief of Police, the Chief of Staff, and the Executive Command; and serving as liaisons between the Executive Command and various work location department heads.


These three positions have been specifically assigned to the Assistant Chiefs of Police who oversee the Patrol Bureau, the Criminal Investigations Bureau, and the Administration Bureau. They may be called upon, however, to provide high level administrative support to the Chief of Police, the Chief of Staff, and the Executive Command that includes three Assistant Chiefs of Police and five Inspectors of Police. The needs of the department have required that these three positions take on higher level duties and responsibilities for which they are accountable.


We therefore recommend these three positions of Administrative Assistant III in Pay Range 5GN (\$53,351 - \$66,689) be reclassified to Administrative Assistant IV in Pay Range 5JN (\$60,036 - \$75,045) with a recruitment rate of \$62,229.

**Action Required - Effective Pay Period 11, 2025 (May 11, 2025)**

\* See addendum included in CCFN 241921 for Salary and Position Ordinance changes.

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Manager, Part-Time

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director



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Labor Negotiator

## Department of Employee Relations

### JOB EVALUATION REPORT

Fire and Police Commission Meeting: April 17, 2025

#### Police Department

Current	Recommended
HVAC Maintenance Technician 4 PR 7KN (\$85,785 - \$112,409) FN: Recruitment is at \$90,221. FN: Additional 5% when performing special assignments. FN: Positions in Police Dept receive an additional \$1/hour when assigned to oversight duties for a full shift. (One Position)	Print Media and Academy Facilitator PR 1DX (\$58,656 - \$81,507) (One Position)

Note: Residents receive a resident incentive of 3%.

The Milwaukee Police Department (MPD) has requested that one position of HVAC Maintenance Technician 4 in Pay Range 7KN (\$85,785 - \$112,409) with a recruitment rate of \$90,221 be studied for reclassification due to a change in duties and responsibilities. A new job description was provided, and discussions were held with Pamela Roberts, Human Resources Administrator; and Mario Pipia, Police Facilities Manager.

Under the direction of the Police Facilities Manager and/or the Police Assistant Facilities Manager, this position is responsible for facilitating the MPD printing and supervising custodial personnel assigned to the Safety Academy; acts as a liaison between MPD, the Milwaukee Fire Department (MFD), and the Department of Public Works (DPW), at the Milwaukee Safety Academy and submits maintenance requests to DPW while utilizing DPW specific programs of CMMS (Computerized Maintenance Management System); responsible for procuring and helping to create all large scale and custom printed materials used by MPD; maintains the general upkeep, appearance, and functionality of the Milwaukee Safety Academy and leads special event set-ups and tear downs; and assists with snow removal and grounds maintenance. Duties and responsibilities include:

- Establish the appropriate scheduling of workloads for subordinates, disseminate orders, conduct training, prioritize assignments, and supervise and review individual work product.
- Maintain staff personnel records, conduct performance evaluations, recommend disciplinary action when necessary, monitor daily attendance, and enter time sheets into the payroll system.
- Identify and report mechanical problems to DPW Building Services.
- Set-up the gymnasium and training rooms for various functions held at the Safety Academy.
- Monitor and maintain inventory of janitorial supplies used by custodial workers.

- Obtain estimates for emergency and routine maintenance by contractors, monitor projects, and coordinate outside contractor services including electrical, carpentry, painting, forestry, and masonry.
- Perform and coordinate snow removal operations at the Safety Academy and Gray's Development Center.
- Coordinate production of printed materials with MPD personnel to determine their needs; and work with various City departments, and outside agencies and vendors as needed during the production process.
- Determine materials required to produce printed materials, obtain quotes, and place orders.
- Help create, compose, design, produce, and format the layout of artwork to enable production of various printed materials utilized by MPD.
- Print forms, brochures, envelopes, and other printed materials as needed; and perform bindery work as necessary.
- Document spending, prepare budget reports, monitor expenditures, and maintain records.
- Verify and prepare biweekly ProCard Statement.
- Help prepare cost estimates for equipment, capital investments, supplies, and projections for future department needs; review and analyze grant and asset forfeiture appropriations and make recommendations to managers for the purchase of materials; and prepare specifications for purchase requisitions when needed for submittal to the Budget Office.
- Inspect the physical conditions and operating efficiency of custodial equipment, troubleshoot and repair malfunctioning equipment or request repair services as needed.
- Perform minor maintenance tasks as required for the Milwaukee Safety Academy.
- Perform other duties as assigned.

Minimum requirements include training in printing and/or graphic design with a minimum of three years of experience; and one year of experience in facility maintenance, operations and repair which may include maintenance of heating, ventilation, air conditioning, electrical and plumbing systems, automated building controls, and custodial operations in a commercial environment. A technical diploma, degree or advanced certifications is preferred. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

This position is located at the Police Safety Academy. Previously this position was a Printer in Pay Range 7FN (\$39,138 - \$48,402) with a recruitment rate of \$40,980 (2018 Rates). Effective the end of 2018 the position was reclassified to Facilities Maintenance Mechanic in Pay Range 7HN (\$41,774 - \$52,049) with rates of \$42,815 - \$55,347 (2018 Rates). The position continued to do some printer duties but also took on some building maintenance responsibilities. In 2023, the position was reclassified again to HVAC Maintenance Technician 4 in Pay Range 7KN (\$84,103 - \$110,205) with a recruitment rate of \$88,452 (2023 Rates) as part of a large market study.

The duties of the position have changed again so that it still does some printing directly but also coordinates the production of printing elsewhere and works with MPD personnel, other City departments, and outside vendors and agencies. The position also serves as a liaison between MPD, MFD, and DPW and submits maintenance requests to DPW, supervises five Custodial Workers, and is responsible for the general upkeep, appearance, and functionality of the Safety Academy. Other responsibilities include special event set-ups and tear downs and assisting with snow removal and grounds maintenance.

The nature of work and level of responsibility has changed so that the position should be placed in the Officials and Administrator Section of the Salary Ordinance. Based on a comparison of other City positions the requested level of Pay Range 1DX (\$58,656 - \$81,507) is appropriate. Other titles in that pay range include Building Operations Supervisor and Property Management Program Coordinator. Building Operations Supervisor has a higher recruitment rate but also supervises a larger staff. The requested title of Print Media and Academy Facilitator reflects well the different areas of focus and responsibility.

We therefore recommend this position of Heating and Ventilating Mechanic 4 in Pay Range 7KN (\$85,785 - \$112,409) with a recruitment rate of \$90,221 be reclassified to Print Media and Academy Facilitator in Pay Range 1DX (\$58,565 - \$81,057).

**Action Required - Effective Pay Period 11, 2025 (May 11, 2025)**

\* See addendum included in CCFN 241921 for Salary and Position Ordinance changes.

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Manager, Part-Time

Reviewed by: Sarah Sinsky  
Sarah Sinsky, Compensation Services Supervisor

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

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





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## Department of Employee Relations

### JOB EVALUATION REPORT

Fire and Police Commission Meeting: April 17, 2025

#### Police Department

Current	Recommended
New Positions  (Two Positions)	Victim Witness Specialist PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$69,380. (Two Positions)

Note: Residents receive a resident incentive of 3%.

The Milwaukee Police Department (MPD) has requested a classification of two new positions added to the 2025 budget. A job description was provided, and discussions were held with Pamela Roberts, Police Human Resources Administrator.

These positions are essential civilian positions assigned to the Homicide Division and the Gun Violence Division of the Milwaukee Police Department. Under the direction of a Captain or their designee, these positions are responsible for helping crime victims, co-victims, and witnesses recover from victimization trauma; increasing victim and witness participation with investigations and the judicial process; enhancing emotional and social service needs of crime victims and witnesses; creating time and cost efficiencies through the coordination and appropriate victim and witness services; and, informing and training law enforcement, allied professional, and the public about crime victimization trauma and services offered by the position. Duties and responsibilities include:

- Provides crisis stabilization and support services to crime victims, witnesses, survivors, and co-victims, and assists with identified concerns resulting from victimization.
- Assesses the psychosocial status of crime victims, witnesses, survivors, and co-victims, and determines the types of referrals and services indicated. Coordinates the provision of referrals and services.
- Understands, upholds, and assists in the education and exercise of victims' rights per statutory and constitutional laws.
- Prepares and maintains statistical records. Records case file information and appropriate documentation in identified system.
- Serves as a liaison with advocacy groups, clinical and other service providers, community outreach services, and law enforcement personnel.
- Performs other job-related duties as assigned.

Minimum requirements include bachelor's degree in social or behavioral sciences, criminal justice administration, or a directly related field and two years' experience in counseling/social services or criminal justice work. Equivalent combinations of education and experience may be considered.

The department has indicated that these positions will be located in the Homicide Division and the Gun Violence Division will be responsible for helping crime victims, co-victims, and witnesses recover from victimization trauma, increasing victim and witness participation with investigations and the judicial process. These positions will be responsible for enhancing emotional and social service needs for crime victims and witnesses, thus creating time and cost efficiencies through the coordination of appropriate victim and witness services. These positions will also inform and train law enforcement, allied professionals, and the public about crime victimization trauma and the services offered by these positions.


Duties, responsibilities, and requirements of these positions are comparable to the work performed by the Public Health Social Worker 2 in Pay Range 2GN (\$54,619 - \$76,474). The Public Health Social Worker series functions as part of a multi-disciplinary case management team with the focus on psychosocial needs of families. Furthermore, they serve as advocates for MHD clients/families and provide case management, consultation, assessment and referral services in multiple settings.

We therefore recommend these two new positions be classified as Victim Witness Specialist in Pay Range 2GN (\$54,619 - \$76,474) with a recruitment rate of \$69,380.

**Action Required - Effective Pay Period 11, 2025 (May 11, 2025)**

\* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by:   
Sarah Sinsky, Compensation Supervisor

Reviewed by:   
Harper Donahue IV, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

A	Date	4/16/2025	File Number	241921	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of classification reports to be heard at the Fire and Police Commission on April 17, 2025.				

B	Submitted By (Name/Title/Dept./Ext.)	Sarah Wangerin/ Human Resources Representative / Employee Relations
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	

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

**F****Assumptions used in arriving at fiscal estimate.**

The total cost for 2025 is \$9,648. Total cost for full year is \$15,678.  
Please see attached spreadsheet for details. Cost breakdown is in  
attached spreadsheet.

**G**

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

☐ 1-3 Years      ☐ 3-5 Years☐ 1-3 Years      ☐ 3-5 Years☐ 1-3 Years      ☐ 3-5 Years**H****List any costs not included in Sections D and E above.****I****Additional information.****J****This Note      ☐ Was requested by committee chair.**

Department of Employee Relations  
Fiscal Note Spreadsheet

Fire and Police Commission Meeting of April 17, 2025  
Finance and Personnel Committee Meeting of April 16, 2025

NEW COSTS FOR 2025

	Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
Vacant	2	MPD	New Positions	N/A	Victim Witness Specialist	2GN	N/A	\$69,380	11	N/A Included in 2025 budget			
Reclass	1	MPD	Administrative Assistant III	5IN	Administrative Assistant IV	5JN	\$63,382	\$66,551	11	\$1,950	\$399	\$2,349	5.00%
Reclass	1	MPD	Administrative Assistant III	5IN	Administrative Assistant IV	5JN	\$60,501	\$63,526	11	\$1,862	\$381	\$2,242	5.00%
Reclass	1	MPD	Administrative Assistant III	5IN	Administrative Assistant IV	5JN	\$63,382	\$66,551	11	\$1,950	\$399	\$2,349	5.00%
Reclass	1	MPD	HVAC Maintenance Technician 4	7KN	Print Media and Academy Facilitator	1DX	\$55,135	\$58,995	11	\$2,375	\$333	\$2,708	7.00%
	6									8,137	1,511	\$9,648	

Assume effective date is Pay Period 11, 2025 (May 11, 2025) unless otherwise indicated.

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

NEW COSTS FOR FULL YEAR

Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
2	MPD	New Positions	N/A	Victim Witness Specialist	2GN	N/A	\$69,380	1	N/A Included in 2025 budget		
1	MPD	Administrative Assistant III	5IN	Administrative Assistant IV	5JN	\$63,382	\$66,551	1	\$3,169	\$648	\$3,817
1	MPD	Administrative Assistant III	5IN	Administrative Assistant IV	5JN	\$60,501	\$63,526	1	\$3,025	\$619	\$3,644
1	MPD	Administrative Assistant III	5IN	Administrative Assistant IV	5JN	\$63,382	\$66,551	1	\$3,169	\$648	\$3,817
1	MPD	HVAC Maintenance Technician 4	7KN	Print Media and Academy Facilitator	1DX	\$55,135	\$58,995	1	\$3,859	\$540	\$4,400
6									13,223	2,455	\$15,678

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