



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

February 19, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 231616 – Communication from the Department of Employee Relations relating to classification studies scheduled for the February 20rd, 2024 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Civil Service Commission meeting on February 20, 2024.

Department of City Development - Real Estate

| Current | Recommended |
|---|---|
| Assistant Director – Redevelopment Authority PR 1LX (\$96,998 - \$135,974) (One Position) | Real Estate Director PR 1NX (\$110,197 - \$154,280) FN: Recruitment at \$135,397 (One Position) |
| Real Estate Development Services Manager PR 1HX (\$75,162 - \$105,223) FN: Appointment may be at any rate in the pay range with DER and F&P Chair approval. (One Position) | Real Estate and Development Manager PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$123,088 (One Position) |
| Commercial Property Disposition Manager PR 1EX (\$62,041 - \$86,854) (One Position) | Commercial Property Disposition Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment at \$111,899 (One Position) |
| In Rem Property Disposition Manager PR 1FX (\$66,154 - \$92,612) (One Position) | Residential Property Disposition Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment at \$111,899 (One Position) |
| Property Manager PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$49,184 (One Position) | Property Management Supervisor PR 1HX (\$80,098 - \$112,137) FN: Recruitment is at \$88,851 (One Position) |
| Environmental Project Coordinator - Senior PR 2GX (\$54,619 - \$76,474) FN: Tory Kress is authorized at the rate of \$77,278 FN: Recruitment is at \$70,671 FN: Additional 3% for AICP certification (Two Positions) | Environmental Project Coordinator - Senior PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$101,726 FN: Additional 3% for AICP certification (Two Positions) |

| | |
|---|---|
| Environmental Project Coordinator PR 2EX (\$51,649 - \$67,309) (Underfill Title) | Environmental Project Coordinator PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$92,478 (Underfill Title) |
| Real Estate Specialist PR 2GX (\$54,619 - \$76,474) FN: Benjamin Timm is authorized at the following rate: \$77,041 FN: Additional 3% for AICP certification (One Position) | Real Estate Development Specialist – Senior PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$101,726 FN: Additional 3% for AICP certification (One Position) |
| Program Manager PR 2GX (\$54,619 - \$76,474) (One Position) | Real Estate Development Specialist PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$92,478 FN: Additional 3% for AICP certification (Three Positions) |
| Real Estate Specialist PR 2GX (\$54,619 - \$76,474) FN: Recruitment is at \$70,671 FN: Additional 3% for AICP certification (Two Positions) | |
| Real Estate Coordinator II PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$49,184 (Two Positions) | Real Estate Sales Specialist PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$86,428 (Two Positions) |
| Real Estate Coordinator I PR 2BN (\$39,716 - \$55,598) FN: Recruitment is at \$47,768 (Underfill Title) | Real Estate Sales Associate PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$80,774 (Underfill Title) |
| Program Assistant II PR 5FN (\$42,996 - \$51,201) FN: Recruitment is at \$45,143 (Two Positions) | Property Manager PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$80,774 (Two Positions) |
| Community Outreach Liaison PR 2EX (\$51,649 - \$67,309) (One Position) | Marketing and Communications Coordinator PR 2FX (\$51,649 - \$71,754) (One Position) |
| Database Specialist PR 5GN (\$44,157 - \$53,003) FN: Recruitment is at \$44,767 (One Position) | Administrative Support Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$58,416 (One Position) |

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

Department of City Development - Commercial Corridor

| Current | Recommended |
|---|--|
| Neighborhood Business Development Manager PR 1IX (\$80,098- \$112,137) FN: Appointment may be at any rate in the pay range with DER and F&P Chair approval. (One Position) | Neighborhood Business Development Administrator PR 1KX (\$91,006 - \$127,413) FN: Recruitment at \$111,899 (One Position) |

| | |
|--|---|
| Commercial Corridor Manager PR 1EX (\$62,041 - \$86,854) (One Position) | Neighborhood Business Development Specialist PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$92,478 (Four Positions) |
| Economic Development Specialist PR 2GX (\$54,619 - \$76,474) (Three Positions) | |

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

Department of City Development - Economic Development

| Current | Recommended |
|---|---|
| Developments Projects Manager PR 1IX (\$80,098- \$112,137) FN: Appointment may be at any rate in the pay range with DER and F&P Chair approval. (One Position) | Development Projects Administrator PR 1MX (\$103,384 - \$144,744) FN: Recruitment at \$124,987 (One Position) |
| Economic Development Specialist - Lead PR 2JX (\$66,154 - \$92,612) FN: Dan Casanova is authorized at the following rate: \$93,241 (One Position) | Economic Development Specialist - Lead PR 2OX (\$91,006 - \$127,413) FN: Recruitment at \$111,899 (One Position) |
| Economic Development Specialist PR 2GX (\$54,619 - \$76,474) (One Position) | Economic Development Specialist PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$101,726 (One Position) |

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

RETITLES ONLY:

Department of City Development

| Current | Recommended |
|--|---|
| City Planning Manager PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$128,143 FN: Additional 3% for AICP certification (One Position) | City Planning Director PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$128,143 FN: Additional 3% for AICP certification (One Position) |
| Redevelopment and Special Projects Manager PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$123,720 (One Position) | Redevelopment and Special Projects Director PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$123,720 (One Position) |

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

DPW Infrastructure

| Current | Recommended |
|---|---|
| Milwaukee Plays Program Coordinator PR 2DN (\$45,101 - \$63,140) (One Position) | MKE Parks Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position) |

| | |
|--|---|
| Engineering Technician IV PR 3TN \$73,433 - \$85,182 FN: Recruitment is at \$68,389 (One Vacant Position) | MKE Parks Program Coordinator PR 2HX (\$58,223 - \$81,507) (One Position) |
|--|---|

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

City Wide – Administrative Support

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|--|---|--|
| Police Services Specialist Police Dept - 19 Positions | 6AN: \$33,110-\$33,110 | N/A | 6CN: \$38,849-\$46,618 |
| Fire Cadet Fire Dept - 52 Positions | 6BN: \$33,110-\$34,363 | N/A | 6AN: \$36,421-\$45,526 Recruit Rate: \$33,110 |
| Police Aide Police Dept - 32 Positions | 6BN: \$33,110-\$34,363 | N/A | 6AN: \$36,421-\$45,526 Recruit Rate: \$33,110 |
| Office Assistant I Citywide - Underfill title | 6CN: \$33,110-\$34,925 | N/A | 6BN: \$37,114-\$46,392 |
| Office Assistant II City Attorney - One Position DNS - Eight Positions DPW Infra - One Position Fire Dept - One Position Health - Two Positions Library - Two Positions Police Dept - 43 Positions | 6EN: \$33,110-\$38,121 | N/A | 6DN: \$40,826-\$48,991 |
| Office Assistant II DPW OPS Fleet - One Position | 6EN: \$33,110-\$38,121 | Program Assistant I | 5GN: \$53,351-\$66,689 |
| Office Assistant II Health - One Position | 6EN: \$33,110-\$38,121 | Community Health Administrative Specialist 1 | 5IN: \$57,620-\$72,025 |
| Office Assistant II Health - One Position | 6EN: \$33,110-\$38,121 | Customer Service Representative III | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Office Assistant II Library - One Position | 6EN: \$33,110-\$38,121 | Program Assistant II | 5IN: \$57,620-\$72,025 |
| Office Clerk II Citywide - Underfill title | 6EN: \$33,110-\$38,121 | N/A | 6BN: \$37,114-\$46,392 |
| Communications Assistant I Citywide - Underfill title | 6FN: \$33,110-\$40,757 Recruit Rate: \$34,039 | N/A | 6EN: \$41,494-\$49,792 |
| Customer Service Representative I Citywide - Underfill title | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | N/A | 6GN: \$44,909-\$53,891 |
| Mail Processor Police Dept - Two Positions | 6FN: \$33,110-\$40,757 | N/A | 6DN: \$40,826-\$48,991 |
| Office Assistant III City Attorney - One Position DCD - One Position DNS - 17 Positions DOA - One Position DPW Infra - Three Positions | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | N/A | 6GN: \$44,909-\$53,891 |

| | | | |
|---|--|-------------------------------------|--|
| ERS - One Position Fire Dept - One Position Health - Five Positions Library - One Position Mayor - One Position Police Dept - 21 Positions | | | |
| Office Assistant III DCD - Two Positions | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Program Assistant I | 5GN: \$53,351-\$66,689 |
| Office Assistant III ERS - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Benefits Services Specialist | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Office Assistant III Health - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Customer Service Representative III | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Office Assistant III Health - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Program Assistant III | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Office Assistant III Library - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Program Assistant III | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Police Records Specialist I Police Dept - Underfill title | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | N/A | 6GN: \$44,909-\$53,891 |
| Tow Lot Assistant I DPW OPS - Underfill title | 6FN: \$33,110-\$40,757 Recruit Rate: \$34,039 | N/A | 6EN: \$41,494-\$49,792 |
| Accounting Assistant I Police Dept - One Position Treasurer - One Position | 6GN: \$36,056-\$42,388 Recruit Rate: \$41,951 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Administrative Assistant I DOA - One Position Police Dept - One Position | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,471 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Assessment Services Clerk Assessor - One Position | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,470 | N/A | 6DN: \$40,826-\$48,991 |
| Communications Assistant II CCCC - One Position | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,471 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Customer Service Representative II CCCC - Two Positions DNS - Three Positions | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,471 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Tow Lot Assistant II DPW OPS - Underfill title | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,471 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Accounting Assistant II DCD - One Position DNS - Two Positions DPW Admin - One Position DPW Infra - One Position Police Dept - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$43,580 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,139 |
| Accounting Program Assistant I Citywide - Underfill title | 6HN: \$39,349-\$44,426 Recruit Rate: \$43,580 | N/A | 6JN: \$48,357-\$58,029 Recruit Rate: \$48,426 |
| Administrative Assistant II CCCC - Two Positions DER - One Position DPW Admin - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |

| | | | |
|--|--|-------------------------------------|--|
| DPW Infra - One Position ERS - One Position | | | |
| Communications Assistant III DPW OPS - Two Positions Water Works - Four Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Customer Service Representative III Treasurer - Five Positions Treasurer - One Position Bilingual Water Works - 16 Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Office Assistant IV DCD - Four Positions DNS - Four Positions DPW Infra - One Position DPW OPS - Two Positions Fire Dept - Three Positions Library - One Position Police Dept - Six Positions Water Works - Three Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Office Assistant IV DPW OPS Forestry - Three Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | Program Assistant I | 5GN: \$53,351-\$66,689 |
| Office Assistant IV Health - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | Customer Service Representative III | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Office Assistant IV Health - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | Program Assistant III | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Police District Administrative Assistant Police Dept - 54 Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Teller Police Dept - One Position Treasurer - One Position Treasurer - One Position Bilingual | 6HN: \$39,349-\$44,426 Recruit Rate: \$43,580 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| BOZA Administrative Assistant 1 BOZA - One Position | 6IN: \$39,196-\$45,988 Recruit Rate: \$39,750 | N/A | 6GN: \$44,909-\$53,891 |
| Communications Assistant IV DPW OPS - Four Positions | 6JN: \$36,982-\$47,272 Recruit Rate: \$42,036 | N/A | 6LN: \$50,964-\$61,157 Recruit Rate: \$51,726 |
| Accounting Program Assistant II COMP - Three Positions | 6KN: \$40,993-\$48,169 Recruit Rate: \$44,887 | N/A | 6MN: \$52,917-\$63,500 |
| Administrative Services Assistant DCD - One Position | 6KN: \$40,993-\$48,169 Recruit Rate: \$42,980 | N/A | 6MN: \$52,917-\$63,500 |
| BOZA Administrative Assistant 2 BOZA - One Position | 6KN: \$40,993-\$48,169 Recruit Rate: \$41,736 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Communications Assistant V Water Works - Seven Positions | 6KN: \$40,993-\$48,169 Recruit Rate: \$42,980 | N/A | 6MN: \$52,917-\$63,500 |
| Assessment Services Assistant 1 Assessor - Underfill title | 6LN: \$42,980-\$49,583 Recruit Rate: \$43,914 | N/A | 6GN: \$44,909-\$53,891 |

| | | | |
|--|--|-----|--|
| Court Services Assistant 1 Muni Court - Underfill title | 6LN: \$42,980-\$49,583 Recruit Rate: \$45,807 | N/A | 6GN: \$44,909-\$53,891 Recruit Rate: \$45,807 |
| Payroll Clerk 1 Citywide - Underfill title | 6MN: \$45,584-\$52,588 Recruit Rate: \$47,150 | N/A | 6IN: \$47,150-\$56,585 |
| Assessment Services Assistant 2 Assessor - Underfill title | 6NN: \$40,993-\$54,702 Recruit Rate: \$46,109 | N/A | 6IN: \$47,150-\$56,585 |
| Court Accounting Assistant Muni Court - Four Positions | 6NN: \$40,993-\$54,702 Recruit Rate: \$49,324 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,324 |
| Court Services Assistant 2 Muni Court - Five Positions | 6NN: \$40,993-\$54,702 Recruit Rate: \$48,097 | N/A | 6IN: \$47,150-\$56,585 Recruit Rate: \$48,097 |
| Legal Office Assistant 1 City Attorney - Underfill title | 6NN: \$40,993-\$54,702 Recruit Rate: \$50,077 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$50,077 |
| Payroll Clerk 2 Citywide - Underfill title | 6NN: \$40,993-\$54,702 Recruit Rate: \$49,324 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,324 |
| Tax Enforcement Specialist Treasurer - Three Positions | 6NN: \$40,993-\$54,702 Recruit Rate: \$51,392 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,355 |
| Assessment Services Assistant 3 Assessor - Five Positions | 6ON: \$52,364-\$59,789 Recruit Rate: \$48,415 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| ITMD Administrative Assistant DOA - One Position | 6ON: \$52,364-\$59,789 Recruit Rate: \$50,387 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$50,387 |
| Legal Office Assistant 2 City Attorney - Four Positions | 6ON: \$52,364-\$59,789 Recruit Rate: \$54,136 | N/A | 6MN: \$52,917-\$63,500 Recruit Rate: \$54,136 |
| Payroll Clerk 3 Police Dept - Two Positions | 6ON: \$52,364-\$59,789 Recruit Rate: \$51,983 | N/A | 6LN: \$50,964-\$61,157 Recruit Rate: \$51,983 |

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

ADMINISTRATIVE SUPPORT – Part-time and Intermittent

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|----------------------------|-------------------|--|
| Temporary Administrative Assistant II Citywide - Temporary title | 9EN: \$40,146-\$44,426 | N/A | 9ON: \$44,317-\$55,396 Recruit Rate: \$49,399 |
| Temporary Office Assistant I Citywide - Temporary title | 9FN: \$33,110-\$33,110 | N/A | 9FN: \$37,114-\$49,219 Recruit Rate: \$37,114 |
| Temporary Office Assistant II EC - 10 Positions Citywide - Temporary title | 9KN: \$33,110-\$33,110 | N/A | 9FN: \$37,114-\$49,219 Recruit Rate: \$40,826 |
| Temporary Customer Service Representative I Treasurer - 20 Positions Citywide - Temporary title | 9ON: \$36,840-\$36,840 | N/A | 9KN: \$43,026-\$53,783 Recruit Rate: \$44,909 |
| Temporary Office Assistant III Citywide - Temporary title | 9ON: \$36,840-\$36,840 | N/A | 9KN: \$43,026-\$53,783 Recruit Rate: \$44,909 |
| Temporary Customer Service Representative II Citywide - Temporary title | 9UN: \$38,471-\$42,388 | N/A | 9ON: \$44,317-\$55,396 Recruit Rate: \$46,256 |

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

City Wide - Paraprofessionals

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|---------------------------|--|
| Public Health Aide Health - Underfill title | 5AN: \$33,110-\$38,100 | N/A | 5BN: \$42,867-\$53,584 Recruit Rate: \$43,561 |
| Clinic Assistant Health - Underfill title | 5BN: \$33,110-\$39,749 | N/A | 5BN: \$42,867-\$53,584 Recruit Rate: \$43,090 |
| Community Education Assistant Health - One Position | 5BN: \$33,110-\$39,749 | Public Health Educator II | 2DN: \$45,101-\$63,140 Recruit Rate: \$53,914 |
| Community Education Assistant Health - One Position | 5BN: \$33,110-\$39,749 | N/A | 5BN: \$42,867-\$53,584 Recruit Rate: \$43,090 |
| Medical Assistant Health - Six Positions Health - One Position -Bilingual Hmong | 5CN: \$36,152-\$43,178 | N/A | 5CN: \$45,011-\$56,264 Recruit Rate: \$48,084 |
| Forensic Identification Processor Police Dept - Five Positions | 5DN: \$38,471-\$45,543 Recruit Rate: \$41,988 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$51,182 |
| Library Circulation Services Representative Library - 73 Positions Library - Five Positions bilingual | 5DN: \$38,471-\$45,543 Recruit Rate: \$40,094 | N/A | 5AN: \$40,826-\$51,032 |
| Library Technical Services Specialist Library - Eight Positions | 5DN: \$38,471-\$45,543 Recruit Rate: \$40,094 | N/A | 5AN: \$40,826-\$51,032 |
| License Specialist I CCCC - Underfill title | 5DN: \$38,471-\$45,543 Recruit Rate: \$41,988 | N/A | 5HN: \$55,728-\$69,660 |
| Police Records Specialist II Police Dept - Underfill title | 5DN: \$38,471-\$45,543 Recruit Rate: \$41,988 | N/A | 5HN: \$55,728-\$69,660 |
| Accounting Assistant III DPW Admin - One Position Treasurer - One Position Water Works - Five Positions | 5EN: \$42,980-\$49,583 Recruit Rate: \$44,887 | N/A | 5GN: \$53,351-\$66,689 |
| Community Service Officer Police Dept - 25 Positions | 5EN: \$42,980-\$49,583 Recruit Rate: \$41,937 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$55,842 |
| Library Audio Machine Technician Library - Two Positions | 5EN: \$42,980-\$49,583 | N/A | 5BN: \$42,867-\$53,584 Recruit Rate: \$44,909 |
| License Specialist II CCCC - Five Positions | 5EN: \$42,980-\$49,583 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Office Coordinator Fire Dept - One Position | 5EN: \$42,980-\$49,583 | N/A | 5GN: \$53,351-\$66,689 |
| Office Coordinator II Fire Dept - One Position | 5EN: \$42,980-\$49,583 Recruit Rate: \$44,026 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,648 |
| Police Records Specialist III Police Dept - 18 Positions | 5EN: \$42,980-\$49,583 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Police Services Specialist-Investigator Police Dept - 27 Positions Police Dept - 10 Positions PPD | 5EN: \$42,980-\$49,583 Recruit Rate: \$41,937 | N/A | 5GN: \$53,351-\$66,689 |
| Program Assistant I CCCC - One Position | 5EN: \$42,980-\$49,583 | N/A | 5GN: \$53,351-\$66,689 |

| | | | |
|---|--|------------------------------------|--|
| DCD - One Position DNS - One Position DOA - One Position DPW Infra - Three Positions DPW OPS - Three Positions FPC - Two Positions Health - Two Positions Water Works - One Position | | | |
| Program Assistant I DCD - One Position | 5EN: \$42,980-\$49,583 | Administrative Services Supervisor | 1DX: \$58,223-\$81,507 Recruit Rate: \$70,690 |
| Administrative Assistant III DPW Infra - One Position Health – Two Positions Police Dept - Seven Positions Port - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Clinic Office Coordinator Health - Three Positions | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Emergency Communications Administrative Assistant III DEC - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | Administrative Assistant III | 5IN: \$57,620-\$72,025 |
| Health Access Assistant Health - Four Positions | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Health Project Assistant Health - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Lead Project Assistant Health - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,977 | N/A | 5IN: \$57,620-\$72,025 |
| Program Assistant II DNS - Ten Positions DOA - Two Positions DPW Admin - One Position DPW Infra - Two Positions DPW OPS - Five Positions Fire Dept – One Position Health - Four Positions Library - One Position Treasurer - One Position Water Works - Four Positions | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Program Assistant II Treasurer - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | Tax Enforcement Specialist | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,355 |
| Accounting Program Assistant III COMP - Seven Positions DCD - One Position Library - One Position | 5GN: \$44,157-\$53,003 Recruit Rate: \$51,392 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,401 |
| Communications Assistant-Senior DPW OPS - Eight Positions | 5GN: \$44,157-\$53,003 Recruit Rate: \$47,992 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$49,399 |
| Emergency Communications Officer I DEC - Underfill title | 5GN: \$44,157-\$53,003 Recruit Rate: \$45,977 | N/A | 5CN: \$45,011-\$56,264 Recruit Rate: \$45,977 |

| | | | |
|---|--|--------------------------------------|---|
| Health Accounting Assistant Health - Two Positions | 5GN: \$44,157-\$53,003 Recruit Rate: \$51,392 | Accounting Coordinator II | 2FN: \$51,250-\$71,754 Recruit Rate: \$62,529 |
| Tow Lot Assistant III DPW OPS - Seven Positions | 5GN: \$44,157-\$53,003 Recruit Rate: \$47,992 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$49,399 |
| Unified Call Center Representative 1 DOA - Underfill title | 5GN: \$44,157-\$53,003 Recruit Rate: \$45,977 | N/A | 5CN: \$45,011-\$56,264 Recruit Rate: \$45,977 |
| License Specialist III CCCC - Two Positions | 5HN: \$47,768-\$54,555 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$60,973 |
| Water Billing Specialist Water Works - Five Positions | 5HN: \$47,768-\$54,555 Recruit Rate: \$51,392 | N/A | 5KN: \$63,038-\$78,798 Recruit Rate: \$63,530 |
| 911 Dispatcher DEC - Underfill title | 5IN: \$49,184-\$58,015 Recruit Rate: \$66,716 | N/A | 5LN: \$65,408-\$81,760 Recruit Rate: \$66,716 Footnote: Appointment may be at any rate in the following pay range: \$66,716-\$82,051 |
| 911 Telecommunicator DEC - Underfill title | 5IN: \$49,184-\$58,015 Recruit Rate: \$58,014 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$58,014 Footnote: Appointment may be at any rate in the following pay range: \$58,014-\$71,349 |
| Administrative Assistant IV DNS - One Position Health - Two Positions Library - One Position Police Dept - Two Positions Water Works - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Assessment Accounting Assistant Assessor - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$49,870 | N/A | 5GN: \$53,351-\$66,689 |
| Benefits Services Specialist DER - Two Positions ERS - Two Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Communications Assistant Lead DPW OPS - Five Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$51,987 |
| Emergency Communications Administrative Assistant IV DEC - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | Administrative Assistant IV | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Emergency Communications Financial Services Assistant DEC - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | Management Accountant - Senior | 2JX: \$66,154-\$92,612 Recruit Rate: \$72,768 |
| Emergency Communications Human Resources Assistant DEC - Underfill title | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | Human Resources Assistant | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| ERS Accounting Assistant ERS - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$49,870 | N/A | 5GN: \$53,351-\$66,689 |

| | | | |
|--|--|----------------------------------|--|
| Human Resources Assistant DER - Four Positions Fire Dept - One Position FPC - Two Positions Health - One Position Library - Two Positions Police Dept - Two Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Human Resources Assistant DNS - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | Human Resources Analyst | 2IX: \$62,041-\$86,854 Recruit Rate: \$68,244 |
| Library Circulation Services Representative-Lead Library - Six Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$51,987 |
| Library Communications Assistant Library - Two Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$51,987 |
| Library Technical Services Specialist-Lead Library - Three Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$51,987 |
| Parking Enforcement Officer DPW OPS - 58 Positions | 5IN: \$49,184-\$58,015 | N/A | 5DN: \$47,261-\$59,076 Recruit Rate: \$49,184 |
| Program Assistant III DNS - Three Positions DOA - One Position DPW Infra - One Position Health - Five Positions Library - One Position Police Dept - One Position Water Works - Five Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Program Assistant III DPW OPS - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | Administrative Specialist Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
| Program Assistant III Health - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | Human Resources Assistant | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Program Assistant III Treasurer - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | Administrative Specialist-Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
| Revenue Collection Specialist Treasurer - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |
| Administrative Services Coordinator CCCC - One Position DCD - One Position DOA - One Position Fire Dept - One Position Water Works - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,365 | N/A | 5KN: \$63,038-\$78,798 Recruit Rate: \$64,264 |
| Assessment Services Assistant-Senior Assessor - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$56,842 |
| Court Accounting Assistant-Senior Muni Court - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$56,842 |
| Court Administrative Assistant Muni Court - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | Administrative Specialist-Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |

| | | | |
|---|--|-------------------------------|--|
| Court Services Assistant-Lead Muni Court - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$56,842 |
| Deferred Compensation Plan Services Assistant Def Comp - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,365 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$52,365 |
| ERS Fiscal Services Assistant ERS - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$54,989 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,989 |
| Internet Analyst DOA - Underfill title | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,784 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$52,784 |
| Lead Parking Enforcement Officer DPW OPS - Four Positions | 5JN: \$49,977-\$60,642 Recruit Rate: \$51,644 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$51,644 |
| Legal Office Assistant-Senior City Attorney - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,275 |
| Payroll Assistant 1 Citywide - Underfill title | 5JN: \$49,977-\$60,642 Recruit Rate: \$54,418 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,418 |
| Tow Lot Assistant Lead DPW OPS - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,365 | N/A | 5GN: \$53,351-\$66,689 |
| Transportation Accounting Assistant DPW OPS - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,365 | N/A | 5GN: \$53,351-\$66,689 |
| Unified Call Center Representative 2 DOA - Underfill title | 5JN: \$49,977-\$60,642 Recruit Rate: \$51,644 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$51,644 |
| WIC Client Services Assistant 1 Health - Underfill title | 5JN: \$49,977-\$60,642 Recruit Rate: \$54,418 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,418 |
| Assessment Services Specialist Assessor - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| BOZA Administrative Assistant-Lead BOZA - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$59,684 |
| Docketing Specialist City Attorney - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$63,602 | N/A | 5KN: \$63,038-\$78,798 Recruit Rate: \$63,602 |
| Emergency Communications Officer II DEC - Underfill title | 5KN: \$58,014-\$71,349 Recruit Rate: \$58,014 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,014 |
| ERS Services Specialist ERS - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Facilities Program Assistant Library - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$58,772 | Facilities Program Specialist | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,772 |
| Internet Analyst-Senior DOA - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$55,423 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$55,423 |
| IT Support Associate DOA - Three Positions Library - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$59,684 |
| Legal Office Assistant-Lead City Attorney - Two Positions | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,355 |
| Unified Call Center Representative 3 DOA - 11 Positions DOA - 21 Positions (Auxiliary) | 5KN: \$58,014-\$71,349 Recruit Rate: \$58,014 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,014 |
| Emergency Communications Officer III DEC - Underfill title | 5LN: \$66,716-\$82,051 Recruit Rate: \$66,716 | N/A | 5LN: \$65,408-\$81,760 Recruit Rate: \$66,716 |

| | | | |
|--|--|-----|--|
| Emergency Communications Officer IV DEC - 184 Positions | 5LN: \$66,716-\$82,051 Recruit Rate: \$70,052 | N/A | 5MN: \$68,678-\$85,847 Recruit Rate: \$70,052 |
| Payroll Assistant 2 Citywide - Underfill title | 5MN: \$53,006-\$64,316 Recruit Rate: \$57,139 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$57,139 |
| WIC Client Services Assistant 2 Health - Underfill title | 5MN: \$53,006-\$64,316 Recruit Rate: \$57,139 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$57,139 |
| Municipal Court Clerk 1 Muni Court - Underfill title | 5NN: \$56,218-\$68,214 Recruit Rate: \$57,272 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,781 |
| Payroll Assistant 3 DPW Admin - Nine Positions Fire Dept - One Position Police Dept - One Position Water Works - One Position | 5NN: \$56,218-\$68,214 Recruit Rate: \$59,996 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$59,996 |
| WIC Client Services Assistant 3 Health - Seven Positions | 5NN: \$56,218-\$68,214 Recruit Rate: \$59,996 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$59,996 |
| DPW Payroll Services Assistant DPW Admin - One Position | 5ON: \$59,625-\$72,348 Recruit Rate: \$61,780 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Fire Business Services Specialist Fire Dept - Three Positions | 5ON: \$59,625-\$72,348 Recruit Rate: \$61,780 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Municipal Court Clerk 2 Muni Court - Six Positions | 5ON: \$59,625-\$72,348 Recruit Rate: \$59,956 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,355 |
| Water Program Assistant Water Works - Two Positions | 5ON: \$59,625-\$72,348 Recruit Rate: \$61,780 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |

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

Professionals

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|----------------------------------|--|
| Executive Administrative Assistant I Citywide - Underfill title | 2BN: \$39,716-\$55,598 | N/A | 2CN: \$42,322-\$59,242 Recruit Rate: \$51,440 |
| Public Health Educator I Health - Underfill title | 2BN: \$39,716-\$55,598 Recruit Rate: \$43,536 | N/A | 2BN: \$39,716-\$55,598 Recruit Rate: \$48,641 |
| Administrative Specialist DOA - One Position | 2CN: \$42,322-\$59,242 Recruit Rate: \$42,322 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |
| Administrative Specialist DOA - One Position | 2CN: \$42,322-\$59,242 Recruit Rate: \$42,322 | Administrative Specialist-Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
| Document Services Supervisor CC-CC - Two Positions | 2CN: \$42,322-\$59,242 Recruit Rate: \$51,468 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |
| Executive Administrative Assistant II CC-CC - One Position COMP - One Position | 2CN: \$42,322-\$59,242 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |
| Office Supervisor II Police Dept - One Position | 2CN: \$42,322-\$59,242 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |
| Public Health Educator II Health - One Position | 2CN: \$42,322-\$59,242 Recruit Rate: \$48,256 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$53,914 |
| Records Services Supervisor ERS - One Position | 2CN: \$42,322-\$59,242 Recruit Rate: \$51,468 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |

| | | | |
|--|--|--------------------------------------|--|
| Accounting Coordinator I DCD - Two Positions DPW ADMIN - One Position Police Dept - Two Positions | 2DN: \$45,101-\$63,140 Recruit Rate: \$51,392 | N/A | 2EN: \$48,079-\$67,309 Recruit Rate: \$58,438 |
| Accounting Coordinator II COMP - Two Positions DCD - Two Positions Health - Two Positions | 2DN: \$45,101-\$63,140 Recruit Rate: \$54,989 | N/A | 2FN: \$51,250-\$71,754 Recruit Rate: \$62,529 |
| Administrative Support Specialist DER - One Position DPW Admin - One Position FPC - One Position Mayor - One Position | 2DN: \$45,101-\$63,140 Recruit Rate: \$54,989 | N/A | 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 |
| Emergency Communications Administrative Support Specialist DEC - One Position | 2DN: \$45,101-\$63,140 Recruit Rate: \$54,989 | Administrative Support Specialist | 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 |
| Business Services Specialist Attorney - One Position DOA - Two Positions DPW Admin - One Position | 2DN: \$45,101-\$63,140 Recruit Rate: \$51,388 | N/A | 2FN: \$51,250-\$71,754 Recruit Rate: \$63,860 |
| Election Services Coordinator Election - Three Positions | 2DN: \$45,101-\$63,140 Recruit Rate: \$54,070 | N/A | 2EN: \$48,079-\$67,309 Recruit Rate: \$60,973 |
| Absentee Services Coordinator Election - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$59,114 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |
| Election Administrative Services Coordinator Election - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$59,114 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |
| Election Services Field Coordinator Election - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$59,114 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |
| Library Security Investigator Library - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$53,848 | N/A | 2EN: \$48,079-\$67,309 Recruit Rate: \$55,627 |
| Parking Administrative Services Coordinator DPW OPS - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$59,114 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |
| Administrative Specialist-Senior DNS - One Position DOA - Three Positions DPW Admin - One Position Library - One Position | 2EX: \$51,649-\$67,309 | N/A | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
| Healthcare Access Program Coordinator Health - One Position | 2FN: \$51,250-\$71,754 Recruit Rate: \$56,037 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$65,112 |
| Legal Administrative Specialist-Senior Attorney - Two Positions | 2FX: \$51,649-\$71,754 Recruit Rate: \$62,069 | N/A | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
| Municipal Court Clerk-Lead Muni Court - One Position | 2GX: \$54,619-\$76,474 Recruit Rate: \$65,724 | N/A | 2IX: \$62,041-\$86,854 Recruit Rate: \$67,917 |

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

Officials and Administrators

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|---|-------------------|---|
| Forensic Processor Supervisor Police Dept- One Position | 1AX: \$51,649-\$67,309 | N/A | 1BX: \$51,649-\$71,754 Recruit Rate: \$62,959 |
| Permit Desk Supervisor DNS - One Position | 1AX: \$51,649-\$67,309 | N/A | 1DX: \$58,223-\$81,507 Recruit Rate: \$70,690 |
| Police Records Supervisor Police Dept - One Position | 1AX: \$51,649-\$67,309 Recruit Rate: \$52,303 | N/A | 1CX: \$54,619-\$76,474 Recruit Rate: \$66,758 |
| Administrative Services Supervisor DCD - One Position DNS - Three Positions | 1BX: \$51,649-\$71,754 | N/A | 1DX: \$58,223-\$81,507 Recruit Rate: \$70,690 |
| License Coordinator CC-CC - One Position | 1CX: \$54,619-\$76,474 | N/A | 1DX: \$58,223-\$81,507 Recruit Rate: \$69,717 |
| Document Services Manager CC-CC - One Position | 1DX: \$58,223-\$81,507 Recruit Rate: \$70,166 | N/A | 1FX: \$66,154-\$92,612 Recruit Rate: \$75,719 |
| Police Records Manager Police Dept - One Position | 1DX: \$58,223-\$81,507 | N/A | 1EX: \$62,041-\$86,854 Recruit Rate: \$74,838 |
| License Division Assistant Manager CC-CC - One Position | 1FX: \$66,154-\$92,612 Recruit Rate: \$67,477 | N/A | 1FX: \$66,154-\$92,612 Recruit Rate: \$76,688 |
| License Division Manager CC-CC - One Position | 1HX: \$75,162-\$105,223 Recruit Rate: \$75,162 | N/A | 1HX: \$75,162-\$105,223 Recruit Rate: \$84,357 |

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

Paraprofessionals – Part-time and Intermittent

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|------------------------------------|--|
| Temporary Program Assistant I Citywide - Temporary title | 9EN: \$40,146-\$44,426 Recruit Rate: \$42,980 | N/A | 9HN: \$51,250-\$71,754 Recruit Rate: \$53,351 |
| Temporary Election Services Office Administrator Election - Temporary title | 9HN: \$51,250-\$71,754 Recruit Rate: \$51,250 | Temporary Early Voting Coordinator | 9HN: \$51,250-\$71,754 Recruit Rate: \$64,264 Footnote: Appoint at any rate with DER approval. |
| Temporary Community Education Assistant Health - Temporary title | 9KN: \$33,110-\$33,110 | N/A | 9EN: \$40,146-\$44,426 Recruit Rate: \$43,090 |
| Temporary Library Circulation Services Representative Library - Six Positions | 9UN: \$38,471-\$42,388 Recruit Rate: \$40,094 | N/A | 9FN: \$37,114-\$49,219 Recruit Rate: \$40,826 |

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

Department of Administration – Office of Diversity, Equity, and Inclusion

| Current | Recommended |
|--------------|--|
| New Position | Racial Equity and Inclusion Coordinator PR 2HX (\$58,223 - \$81,507) FN: Recruitment rate \$61,110 (One Position) |

| | |
|---|--|
| Administrative Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment rate \$42,322 (One Vacant Position) | Administrative Specialist-Senior PR 2GX (\$54,619 - \$76,474) FN: Recruitment rate \$66,992 (One Vacant Position) |
|---|--|

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

Department of Administration – Office of the Director

| Current | Recommended |
|---|--|
| New Position | Director of African American Affairs PR 1IX (\$80,098 - \$112,137) (One Position) |
| Violence Reduction and Prevention Program Director PR 1IX (\$80,098 - \$112,137) FN: Recruitment rate \$95,932 (One Position) | Community Wellness and Safety Director PR 1IX (\$80,098 - \$112,137) FN: Recruitment rate \$95,932 (One Position) |
| New Position | Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Position) |

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

Health Department – Community Health

Current Titles

Recommended Structure

| Current | Recommended |
|---|--|
| Medical Assistant PR 5CN (\$36,152 - \$43,178) (One Position) | Community Health Administrative Specialist 1 PR 5IN (\$57,620 - \$72,025) (Underfill title) |
| Administrative Assistant III PR 5FN (\$42,996 - \$51,201) FN: Recruit rate \$45,143 (One Position) | Community Health Administrative Specialist 2 PR 5JN (\$60,036 - \$75,045) FN: Recruit rate \$60,501 (Underfill title) |
| Office Assistant III PR 6FN (\$33,110 - \$40,757) FN: Recruit rate \$36,842 (One Position) | Community Health Administrative Specialist 3 PR 5KN (\$63,038 - \$78,798) FN: Recruit rate \$63,530 (Three Positions) |

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

Health Department – Community Health

| Current | Recommended |
|---|--|
| Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Vacant Position) | Health Access Assistant PR 5IN (\$57,620 - \$72,025) (One Vacant Position) |

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

Health Department – Policy, Innovation, and Engagement

| Current | Recommended |
|--|--|
| New Position | Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Position) |
| Public Health Strategist PR 2JX (\$62,041 - \$86,854) FN: Recruitment rate \$65,859 (One Vacant Position) | Public Health Strategist-Senior PR 2LX (\$75,162 - \$105,223) FN: Recruitment rate \$88,730 (One Vacant Position) |

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

Milwaukee Public Library

| Current | Recommended |
|---|--|
| HVAC Maintenance Technician Senior PR 7LN: \$92,987 - \$120,936 FN: Recruitment is at \$94,733 (One Vacant Position) | Facilities Control Specialist PR 7LN: \$92,987 - \$120,936 FN: Recruitment is at \$94,733 (One Vacant Position) |

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

Mayor’s Office

| Current | Recommended |
|--|---|
| Policy and Administration Manager PR 2LX (\$75,162 - \$105,223) (One Position) | Policy and Administration Director PR 2NX (\$85,366 - \$119,521) FN: Recruitment rate \$101,391 (One Position) |
| New Position | Policy and Administration Manager PR 2LX (\$75,162 - \$105,223) (One Position) |

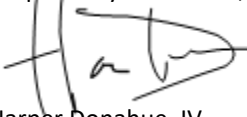
*Note: Residents receive a rate that is 3% higher.

Common Council – City Clerk

| Current | Recommended |
|---|---|
| Legislative Assistant PR 2CN (\$42,322 - \$59,242) FN: Recruitment rate \$54,466 (Six Positions) (0.5 FTE) (Y) | Executive Administrative Assistant I PR 2BN (\$39,716 - \$55,598) (Six Positions) (0.5 FTE) (Y) |

*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

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: February 20, 2024

The Department of City Development has submitted a request for the Department of Employee Relations to study positions within the Real Estate, Commercial Corridor, and Economic Development for market rates and necessary reclassifications or reallocations due to evolved and expanded duties. Updated job descriptions were provided and discussions were held with Vanessa Koster, Deputy Commissioner – City Development, and Vanessa Armstrong, City Development Human Resources Administrator.

In 2012, the Department of City Development started to absorb positions from RACM (Redevelopment Authority for the City of Milwaukee), which was part of the department’s long-term budget strategy to eliminate positions within RACM and recreate them in DCD. In a report that was sent in 2018, the last twelve positions were moved over to DCD’s authority and placed in appropriate classifications and compensation levels. Since then, the Real Estate, Commercial Corridor, and Economic Development sections haven’t been analyzed or studied in the capacity that would truly capture reporting structures, evolved or higher-level duties, and appropriate market rates of pay. The scope and projects of the work done by these sections have evolved to meet the needs of the City in regards to City owned properties, neighborhood and business development, and TID projects.

The following recommendations in this report are made to retitle some positions to better reflect the duties and structure within the department and raise the recruitment rates of these positions based of market data. Requirements for these positions have not all been assessed yet by the Staffing Division, and proposed incentive pay for attaining and maintaining certain approved certifications beneficial to operational needs are still being discussed and evaluated.

Market Pay Data

Market pay data, effective January 1, 2024, from the Economic Research Institute (ERI), a service to which the Department of Employee Relations (DER) subscribes, was reviewed for similar positions in southeastern Wisconsin.

Below are market rates of pay for real estate, economic development and business/neighborhood development positions that are similar to the titles in this report.

Real Estate Development Director

| # of Employees | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|----------------|-----------------|-----------------|-----------|-----------------|-----------------|
| 3,156 | \$222,825 | \$240,072 | \$262,539 | \$285,088 | \$307,561 |
| 1,593 | \$200,016 | \$215,512 | \$235,718 | \$255,946 | \$276,128 |
| 343 | \$171,691 | \$185,038 | \$202,453 | \$219,809 | \$237,156 |
| 187 | \$159,714 | \$172,175 | \$188,428 | \$204,580 | \$220,734 |
| 62 | \$127,954 | \$137,794 | \$150,933 | \$163,965 | \$176,985 |

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|-----------|-----------------|-----------------|
| West Allis, Wisconsin | \$88,871 | \$95,942 | \$105,276 | \$114,262 | \$123,295 |
| Madison, Wisconsin | \$85,392 | \$91,972 | \$100,665 | \$109,041 | \$117,472 |
| Milwaukee, Wisconsin | \$88,696 | \$95,754 | \$105,065 | \$114,025 | \$123,028 |
| Racine, Wisconsin | \$85,743 | \$92,572 | \$101,592 | \$110,300 | \$119,088 |
| Waukesha, Wisconsin | \$88,914 | \$95,990 | \$105,325 | \$114,306 | \$123,327 |

A Real Estate Development Director plans the construction of new developments. Oversees the daily operations of a development project and supervises the activities of real estate development managers. Visits and evaluates geographic sites to be developed for new use as residential or commercial development. Identifies land or existing buildings available for purchase and determines the feasibility of development. Heads the governmental approval process to obtain project permits and entitle properties. Transitions development projects from acquisition to construction and delivery phase. Sells or lease developed real estate properties. Negotiates contracts. Writes reports on development projects and presents development data to the community and stakeholders.

Economic Development Director

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|-----------|-----------------|-----------------|
| West Allis, Wisconsin | \$89,105 | \$100,691 | \$115,123 | \$130,244 | \$144,588 |
| Madison, Wisconsin | \$84,065 | \$94,736 | \$108,116 | \$122,146 | \$135,498 |
| Milwaukee, Wisconsin | \$88,920 | \$100,489 | \$114,891 | \$129,967 | \$144,260 |
| Racine, Wisconsin | \$84,485 | \$95,506 | \$109,342 | \$123,932 | \$137,838 |
| Waukesha, Wisconsin | \$89,149 | \$100,742 | \$115,172 | \$130,273 | \$144,588 |

An Economic Development Director plans and directs the economic development of an organization or business in an area. This position researches market trends including industry developments and consumer needs to develop strategies that promote financial growth, attract business, diversify and strengthen assets and address potential financial threats. Oversees economic development professionals. Reports economic data to officials and stakeholders and provides recommendations that assist businesses, increase revenue, and create opportunities in a geographic area. Contributes to the development of business regulations, programs, and initiatives regarding human and financial resources. Builds and maintains beneficial relationships with the community and new and existing businesses.

Real Estate Development Manager

| Years of Experience | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-----------|-----------------|-----------------|
| 10 | \$108,606 | \$117,094 | \$128,194 | \$139,025 | \$149,931 |
| 9 | \$105,859 | \$114,154 | \$125,005 | \$135,576 | \$146,204 |
| 8 | \$102,940 | \$111,027 | \$121,616 | \$131,911 | \$142,256 |
| 7 | \$99,930 | \$107,799 | \$118,117 | \$128,132 | \$138,191 |
| 6 | \$96,839 | \$104,481 | \$114,520 | \$124,248 | \$134,019 |
| 5 | \$93,678 | \$101,086 | \$110,835 | \$120,271 | \$129,751 |
| 4 | \$90,461 | \$97,628 | \$107,078 | \$116,217 | \$125,403 |
| 3 | \$87,204 | \$94,124 | \$103,266 | \$112,102 | \$120,992 |
| 2 | \$83,924 | \$90,593 | \$99,421 | \$107,946 | \$116,539 |
| 1 | \$80,640 | \$87,055 | \$95,563 | \$103,771 | \$112,064 |

A Real Estate Development Manager manages and coordinates activities and negotiates with representatives of real estate, private enterprise and industrial organizations, and community leaders to acquire or lease real estate. Oversees staff engaged in such activities as determining needs for additional properties and/or space; staff may prepare appraisal reports on available properties, preparing feasibility studies. Plans, oversees, and directs activities of field staff. Directs collection and auditing of funds from sale or lease of properties. May perform duties of a real estate sales agent.

Real Estate Disposition Manager

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|-----------|-----------------|-----------------|
| West Allis, Wisconsin | \$82,025 | \$92,100 | \$104,832 | \$118,092 | \$130,878 |
| Madison, Wisconsin | \$79,097 | \$88,224 | \$99,945 | \$112,309 | \$124,286 |
| Milwaukee, Wisconsin | \$81,826 | \$91,894 | \$104,614 | \$117,856 | \$130,617 |
| Racine, Wisconsin | \$80,076 | \$89,769 | \$102,143 | \$115,135 | \$127,703 |
| Waukesha, Wisconsin | \$82,049 | \$92,136 | \$104,881 | \$118,150 | \$130,938 |

The Real Estate Disposition Manager is a hybrid job between the ERI designations of Real Estate Broker and Real Estate Manager. This position buys and sells residential and commercial properties, or rents properties, and arranges loans, through a self-owned real estate business. Operates a real estate office, overseeing Real Estate Agents and transactions. Generates lists of properties for sale, their locations and descriptions, and available financing options. This position also plans, directs, or coordinates the selling, buying, leasing, or governance of activities of commercial, industrial, or residential real estate properties, including managing homeowner and condominium associations, rented or leased housing unit, buildings, or land. Oversees the operational aspects of commercial and residential properties and assures the premises are maintained, increasing their value.

Business Development and Capture Management Director

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|-----------|-----------------|-----------------|
| West Allis, Wisconsin | \$90,440 | \$99,737 | \$111,590 | \$123,491 | \$135,042 |
| Madison, Wisconsin | \$86,283 | \$94,721 | \$105,563 | \$116,561 | \$127,359 |
| Milwaukee, Wisconsin | \$90,249 | \$99,531 | \$111,359 | \$123,223 | \$134,733 |
| Racine, Wisconsin | \$88,702 | \$97,651 | \$109,129 | \$120,743 | \$132,086 |
| Waukesha, Wisconsin | \$90,487 | \$99,787 | \$111,635 | \$123,520 | \$135,048 |

A Business Development and Capture Management Director directs the preparation, approval, and execution of the capture plan, schedule, win strategy, and budget associated with business opportunities for an organization. Influences and collaborates with internal and external team members to identify new business opportunities and produce winning solutions to enable acquisition of new business for the organization and its customers. Identifies and targets specific agencies for growth opportunities. Establishes leads with and contacts potential customers, and formulates strategies and plans to close on opportunities. Provides information for bid and no bid decision making, and oversees the process from bid decisions to contract award. Helps develop and foster team relationships with other companies. Works closely with functional departments to ensure an integrated approach. Ensures compliance with company policies, procedures, and other practices developed and implemented by upper management.

Property Management Supervisor

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|----------|-----------------|-----------------|
| West Allis, Wisconsin | \$69,528 | \$76,067 | \$84,651 | \$93,180 | \$101,714 |
| Madison, Wisconsin | \$67,531 | \$73,606 | \$81,580 | \$89,510 | \$97,451 |
| Milwaukee, Wisconsin | \$69,365 | \$75,903 | \$84,481 | \$93,000 | \$101,517 |

| | | | | | |
|---------------------|----------|----------|----------|----------|-----------|
| Racine, Wisconsin | \$66,971 | \$73,341 | \$81,676 | \$89,928 | \$98,168 |
| Waukesha, Wisconsin | \$69,547 | \$76,095 | \$84,688 | \$93,226 | \$101,765 |

A Property Management Supervisor supervises the management of commercial, industrial, or residential real estate properties for clients. Directs the negotiations with client terms and conditions for providing management services, and writes draft of agreement stipulating extent and scope of management responsibilities, services to be performed, and costs for services. Directs the preparation of lease or rental agreements for lessees and collects specified rents and impounds. Heads bookkeeping functions, or credits client account for receipts and debits account for disbursements, such as mortgage, taxes, and insurance premium payments, management services costs, and upkeep and maintenance costs. Directs the arrangements for alterations to, or maintenance, upkeep, or reconditioning of, property as specified in management services or lessee's agreement. Directs the employment, or contraction for services, of security, maintenance, and groundskeeping personnel and onsite management personnel if required. Directs the purchasing of supplies and equipment for use on leased properties. Directs preparation of financial statements and reports on status of properties, such as occupancy rates and dates of expiration of leases. Directs issuance of check for monies due client.

Economic Development Specialist

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|----------|-----------------|-----------------|
| West Allis, Wisconsin | \$76,126 | \$83,312 | \$92,694 | \$102,045 | \$111,351 |
| Madison, Wisconsin | \$72,959 | \$79,513 | \$88,089 | \$96,665 | \$105,223 |
| Milwaukee, Wisconsin | \$75,963 | \$83,144 | \$92,513 | \$101,847 | \$111,129 |
| Racine, Wisconsin | \$77,040 | \$84,282 | \$93,759 | \$103,216 | \$112,621 |
| Waukesha, Wisconsin | \$76,153 | \$83,348 | \$92,739 | \$102,097 | \$111,405 |

An Economic Development Specialist researches various economic issues, develops plans for addressing economic problems and publishes research findings by preparing technical reports and scientific articles. Analyzes, organizes, and explicates the economic phenomenon by applying various mathematical and statistical techniques. Consults and provides advice on different economic relationships to stakeholders. Plans, monitors, and promotes various business to the region to further enhance the economic development of that region. Undertakes multiple strategies to improve areas. Studies the socioeconomic impacts of newly applied policies along with proposed legislation, taxes, regulations, and services. Supervises various research projects or studies projects undertaken by others. Formulates plans, recommendations, and policies to solve various economic problems.

Real Estate Development Coordinator

| Years of Experience | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-----------|-----------------|-----------------|
| 10 | \$76,739 | \$87,290 | \$100,677 | \$115,147 | \$129,115 |
| 9 | \$74,796 | \$85,067 | \$98,113 | \$112,210 | \$125,831 |
| 8 | \$72,738 | \$82,710 | \$95,395 | \$109,094 | \$122,344 |
| 7 | \$70,528 | \$80,177 | \$92,470 | \$105,739 | \$118,589 |
| 6 | \$67,245 | \$76,417 | \$88,132 | \$100,762 | \$113,013 |
| 5 | \$63,851 | \$72,521 | \$83,633 | \$95,597 | \$107,223 |
| 4 | \$60,381 | \$68,530 | \$79,018 | \$90,297 | \$101,279 |
| 3 | \$56,877 | \$64,494 | \$74,344 | \$84,924 | \$95,251 |
| 2 | \$53,377 | \$60,474 | \$69,676 | \$79,553 | \$89,221 |
| 1 | \$49,918 | \$56,532 | \$65,083 | \$74,262 | \$83,276 |

A Real Estate Development Coordinator researches and identifies demand trends and potential markets for new development sites. Coordinates architects, engineers, contractors, and other consultants to ensure project plans are completed on time within budget. Handles the obtainment of zoning approvals, building permits, and other required government approvals. Confirms compliance with applicable regulations and guidelines. Engages with local officials and community groups to present

development plans, gather feedback and address concerns. May assist in the development of project timelines and budgets and report on project progress to senior management. May work with Property Managers to ensure that projects are integrated into the existing real estate portfolio. May perform due diligence activities for potential acquisitions with assistance from risk management departments. May prepare presentations and reports for internal and external stakeholders.

Environmental Coordinator

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|----------|-----------------|-----------------|
| West Allis, Wisconsin | \$73,229 | \$79,676 | \$88,213 | \$96,611 | \$105,065 |
| Madison, Wisconsin | \$72,855 | \$78,942 | \$87,000 | \$94,924 | \$102,900 |
| Milwaukee, Wisconsin | \$73,077 | \$79,518 | \$88,041 | \$96,421 | \$104,852 |
| Racine, Wisconsin | \$73,775 | \$80,212 | \$88,719 | \$97,075 | \$105,483 |
| Waukesha, Wisconsin | \$73,257 | \$79,712 | \$88,257 | \$96,660 | \$105,116 |

An Environmental Coordinator develops, implements, maintains and directs programs, processes, procedures and systems to comply with Federal, State, and local laws as well as environmental regulations from other applicable agencies and to address potential environmental liabilities. Modifies programs, processes, procedures, operating equipment, and systems as necessary to remain compliant with changing regulations. Conducts environmental inspections at a site to confirm facility and work are within specifications contained in environmental permits. Identifies and reports potential compliance violations and recommends potential solutions. Coordinates response to inspection findings and changes environmental equipment as necessary. Provides support in applying for, securing, maintaining and renewing environmental permits. Creates and submits documents and reports to government agencies.

Business Development Analyst

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|----------|-----------------|-----------------|
| West Allis, Wisconsin | \$69,983 | \$76,328 | \$84,721 | \$92,917 | \$101,156 |
| Madison, Wisconsin | \$67,975 | \$73,670 | \$81,223 | \$88,626 | \$96,102 |
| Milwaukee, Wisconsin | \$69,812 | \$76,150 | \$84,535 | \$92,721 | \$100,947 |
| Racine, Wisconsin | \$69,163 | \$75,227 | \$83,260 | \$91,123 | \$99,053 |
| Waukesha, Wisconsin | \$70,009 | \$76,362 | \$84,764 | \$92,965 | \$101,207 |

A Business Development Analyst assesses and conducts studies, prepares reports, and gives advice on feasibility, cost effectiveness, and regulatory conformance of long- and short-range strategic plans, proposals, special projects, and ongoing programs to achieve the organization's growth and profitability objectives. Conducts field investigations, economic or public opinion surveys, demographic studies, or other appropriate research to gather required information. Converses with management or strategic planning committees to formulate strategic plans and directions, discuss overall intent of programs or projects, and determine broad guidelines for studies, utilizing knowledge of subject area, research techniques, and regulatory limitations. Reviews and evaluates materials, such as environmental impact statements, construction specifications, or budget or staffing estimates, to determine additional data requirements. Organizes and analyzes data from all sources, using statistical methods to ensure validity of results. Evaluates information to determine feasibility of proposals or to identify factors requiring amendment. Develops alternate plans for program or project, incorporating recommendations for review of officials. Maintains collection of socioeconomic, environmental, and regulatory data for use by planning and administrative personnel in government and private sectors. Reviews plans and proposals submitted by other governmental planning commissions or private organizations to assist in formulation of overall strategic plans. May participate in merger and acquisition projects.

Real Estate Sales Agent

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|------------------------|------------------------|-------------|------------------------|------------------------|
| West Allis, Wisconsin | \$65,223 | \$74,613 | \$86,717 | \$99,663 | \$112,116 |
| Madison, Wisconsin | \$64,439 | \$72,884 | \$83,592 | \$95,101 | \$106,360 |
| Milwaukee, Wisconsin | \$65,045 | \$74,405 | \$86,491 | \$99,425 | \$111,868 |
| Racine, Wisconsin | \$65,195 | \$74,191 | \$85,675 | \$98,005 | \$110,009 |
| Waukesha, Wisconsin | \$65,225 | \$74,621 | \$86,738 | \$99,699 | \$112,167 |

A Real Estate Agent rents, buys, and sells property for clients on commission basis. Solicits real estate services from property owners in order to obtain new listings. Checks property listings to become familiar with properties for sale. Accompanies prospects to property sites, quotes purchase price, describes features, and discusses conditions of sale or terms of lease. Draws up real estate contracts, such as deeds, leases, and mortgages. Reviews trade journals and attends staff and association meetings to keep informed of marketing conditions, property values, and legislation that would affect real estate industry. Interviews prospective clients to solicit listings. Accompanies prospects to property sites, quotes purchase price, describes features, and discusses conditions of sale or terms of lease. Draws up real estate contracts, such as deeds, leases, and mortgages, and negotiates loans on property. May negotiate loans on property. May hold broker's license. May assist buyer and seller in obtaining pertinent information or services, such as finance, maintenance, repair, or obtaining an appraisal. May obtain pictures and measurements of rooms, doors, windows, or any other specified areas for inclusion in newspaper advertisement and real estate booklets listing description of property. May inspect property to determine if repairs are needed and notify owner. May prepare closing statements, oversee signing of real estate documents, disburse funds, and coordinate closing activities.

Property Manager

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|------------------------|------------------------|-------------|------------------------|------------------------|
| West Allis, Wisconsin | \$63,260 | \$69,215 | \$77,060 | \$84,822 | \$92,623 |
| Madison, Wisconsin | \$61,700 | \$67,233 | \$74,521 | \$81,734 | \$88,989 |
| Milwaukee, Wisconsin | \$63,104 | \$69,056 | \$76,897 | \$84,651 | \$92,440 |
| Racine, Wisconsin | \$60,891 | \$66,684 | \$74,307 | \$81,824 | \$89,364 |
| Waukesha, Wisconsin | \$63,273 | \$69,235 | \$77,090 | \$84,860 | \$92,668 |

A Property Manager controls commercial, industrial, or residential real estate properties within organization or for external clients. Discusses terms and conditions for providing management services with client. Composes agreement stipulating extent and scope of management responsibilities, services to be performed, and costs for services. Employs, via hiring or contracting for services, security, maintenance, and groundskeeping personnel and on-site management personnel, if required. Prepares lease or rental agreements for lessees and collects specified rents and impounds. Directs bookkeeping functions, or credits client account for receipts and debits account for disbursements, such as mortgage, taxes, and insurance premium payments, management services costs, and upkeep and maintenance costs. Arranges for alterations to, or maintenance, upkeep, or reconditioning of, property as specified in management services or lessee's agreement. Purchases supplies and equipment for use on leased properties. Directs preparation of financial statements and reports on status of properties, such as occupancy rates and dates of expiration of leases. Directs issuance of check for monies due client. May advise client relative to financing, purchasing, or selling property. May prepare periodic inventory of building contents and forward listing to owner for review. May contact utility companies to arrange for transfer of service for tenants. May assist with eviction of tenants in compliance with court order and directions from lawyer and owner. May require real estate broker's license and be certified in property management.

Recommendations

Department of City Development - Real Estate

| Current | Recommended |
|---|---|
| Assistant Director – Redevelopment Authority PR 1LX (\$96,998 - \$135,974) (One Position) | Real Estate Director PR 1NX (\$110,197 - \$154,280) FN: Recruitment at \$135,397 (One Position) |
| Real Estate Development Services Manager PR 1HX (\$75,162 - \$105,223) FN: Appointment may be at any rate in the pay range with DER and F&P Chair approval. (One Position) | Real Estate and Development Manager PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$123,088 (One Position) |
| Commercial Property Disposition Manager PR 1EX (\$62,041 - \$86,854) (One Position) | Commercial Property Disposition Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment at \$111,899 (One Position) |
| In Rem Property Disposition Manager PR 1FX (\$66,154 - \$92,612) (One Position) | Residential Property Disposition Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment at \$111,899 (One Position) |
| Property Manager PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$49,184 (One Position) | Property Management Supervisor PR 1HX (\$80,098 - \$112,137) FN: Recruitment is at \$88,851 (One Position) |
| Environmental Project Coordinator - Senior PR 2GX (\$54,619 - \$76,474) FN: Tory Kress is authorized at the rate of \$77,278 FN: Recruitment is at \$70,671 FN: Additional 3% for AICP certification (Two Positions) | Environmental Project Coordinator - Senior PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$101,726 FN: Additional 3% for AICP certification (Two Positions) |
| Environmental Project Coordinator PR 2EX (\$51,649 - \$67,309) (Underfill Title) | Environmental Project Coordinator PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$92,478 (Underfill Title) |
| Real Estate Specialist PR 2GX (\$54,619 - \$76,474) FN: Benjamin Timm is authorized at the following rate: \$77,041 FN: Additional 3% for AICP certification (One Position) | Real Estate Development Specialist – Senior PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$101,726 FN: Additional 3% for AICP certification (One Position) |
| Program Manager PR 2GX (\$54,619 - \$76,474) (One Position) | Real Estate Development Specialist PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$92,478 |
| Real Estate Specialist PR 2GX (\$54,619 - \$76,474) FN: Recruitment is at \$70,671 FN: Additional 3% for AICP certification (Two Positions) | FN: Additional 3% for AICP certification (Three Positions) |

| | |
|--|---|
| Real Estate Coordinator II PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$49,184 (Two Positions) | Real Estate Sales Specialist PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$86,428 (Two Positions) |
| Real Estate Coordinator I PR 2BN (\$39,716 - \$55,598) FN: Recruitment is at \$47,768 (Underfill Title) | Real Estate Sales Associate PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$80,774 (Underfill Title) |
| Program Assistant II PR 5FN (\$42,996 - \$51,201) FN: Recruitment is at \$45,143 (Two Positions) | Property Manager PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$80,774 (Two Positions) |
| Community Outreach Liaison PR 2EX (\$51,649 - \$67,309) (One Position) | Marketing and Communications Coordinator PR 2FX (\$51,649 - \$71,754) (One Position) |
| Database Specialist PR 5GN (\$44,157 - \$53,003) FN: Recruitment is at \$44,767 (One Position) | Administrative Support Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$58,416 (One Position) |

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

Department of City Development - Commercial Corridor

| Current | Recommended |
|---|---|
| Neighborhood Business Development Manager PR 1IX (\$80,098- \$112,137) FN: Appointment may be at any rate in the pay range with DER and F&P Chair approval. (One Position) | Neighborhood Business Development Administrator PR 1KX (\$91,006 - \$127,413) FN: Recruitment at \$111,899 (One Position) |
| Commercial Corridor Manager PR 1EX (\$62,041 - \$86,854) (One Position) | Neighborhood Business Development Specialist PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$92,478 (Four Positions) |
| Economic Development Specialist PR 2GX (\$54,619 - \$76,474) (Three Positions) | |

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

Department of City Development - Economic Development

| Current | Recommended |
|---|---|
| Developments Projects Manager PR 1IX (\$80,098- \$112,137) FN: Appointment may be at any rate in the pay range with DER and F&P Chair approval. (One Position) | Development Projects Administrator PR 1MX (\$103,384 - \$144,744) FN: Recruitment at \$124,987 (One Position) |
| Economic Development Specialist - Lead PR 2JX (\$66,154 - \$92,612) FN: Dan Casanova is authorized at the following rate: \$93,241 (One Position) | Economic Development Specialist - Lead PR 2OX (\$91,006 - \$127,413) FN: Recruitment at \$111,899 (One Position) |

| | |
|---|---|
| Economic Development Specialist PR 2GX (\$54,619 - \$76,474) (One Position) | Economic Development Specialist PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$101,726 (One Position) |
|---|---|

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

RETITLES ONLY:

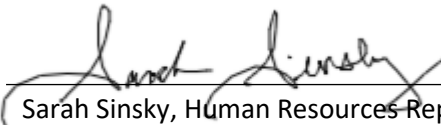
Department of City Development


| Current | Recommended |
|--|---|
| City Planning Manager PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$128,143 FN: Additional 3% for AICP certification (One Position) | City Planning Director PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$128,143 FN: Additional 3% for AICP certification (One Position) |
| Redevelopment and Special Projects Manager PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$123,720 (One Position) | Redevelopment and Special Projects Director PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$123,720 (One Position) |


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

Action Required – Effective Pay Period 5, 2024 (February 19, 2024)

*** 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



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: February 20, 2024

DPW Infrastructure

| Current | Recommended |
|---|---|
| Milwaukee Plays Program Coordinator PR 2DN (\$45,101 - \$63,140) (One Position) | MKE Parks Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position) |
| Engineering Technician IV PR 3TN \$73,433 - \$85,182) FN: Recruitment is at \$68,389 (One Vacant Position) | MKE Parks Program Coordinator PR 2HX (\$58,223 - \$81,507) (One Position) |

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

Background

The Department of Public Works – Infrastructure submitted a request to reclassify one position of Milwaukee Plays Program Coordinator in Pay Range 2DN as a MKE Parks Manager in Pay Range 1GX and repurpose one vacant position of Engineering Technician IV in Pay Range 3TN as a MKE Parks Program Coordinator in Pay Range 2HX. New job descriptions were provided and discussions were held with Kevin Muhs, City Engineer; Tim Thur, Infrastructure Administration Manager; Tom Tarkowski, Engineer in Charge; Joseph Kaltenberg, Milwaukee Plays Program Coordinator; and Karen Biernat, Human Resources Analyst – Senior.

The Department of Public Works operates and maintains 50 parks, totaling over 70 square acres. Prior to 1996, these spaces were maintained by a dedicated section of DPW. In 1996, DPW reorganized in an attempt to combine and consolidate positions with similar functions. As part of that process, park and recreational facility functions were redistributed, and the position of Playground Supervisor was eliminated. By 2021, Infrastructure had assumed responsibility for inspection, and wood safety chip replacement, and Operations was performing only basic mowing and trimming. During the budget process, the remaining positions within Forestry dedicated to park maintenance was eliminated and all responsibility transferred to Infrastructure.

The poor state of DPW parks illustrates the failure of a decentralized approach. Without consolidated management, the standard of care has eroded, as has advocacy for parks funding. And, while the MKE Plays program was successful in closing the funding gap for capital project needs for park facilities, it highlighted the need and interest in ongoing community engagement and improved maintenance.

The 2021 budget cuts eliminated the only remaining positions dedicated to parks maintenance without providing additional allocation for private contracting of this work. In response, Infrastructure released a bid for park maintenance with a reduced scope of work including: routine mowing and string trimming, waste collection including routine receptacle emptying and litter pick-up, and playground inspection including routine safety and

accessibility monitoring. This work was contracted to the low bidder for a cost of \$131,650. In 2022, despite a 25% reduction in service frequency and elimination of routine inspection, costs increased to \$165,150.

In addition to the significant cost for work performed, private contracting for park maintenance still requires significant supervision and oversight. Verifying and correcting work performed, processing invoices, and coordinating park access represents a significant time commitment.

Despite the challenge it presented for funding, the budget cuts effectively re-centralized management of the park spaces within Infrastructure. The MKE Plays initiative provided a vision for city parks and additional capacity to park reconstruction projects. These are certainly the first steps along a long path toward a long-term sustainable solution. Just as bridges and buildings require individualized attention, so do parks. The requested reclassification, reallocation, and future classification of positions will allow DPW Infrastructure to have a dedicated parks section: a manager position that consolidates leadership and would oversee everyday park maintenance operations, reconstruction activities, fundraising, community engagement, programming, planning, and evaluation; a coordinator that will coordinate routine inspections, lead the work of the maintenance team and assist in improvement projects and construction and community engagement; and two future operation workers who conducts the routine and unscheduled maintenance and repairs on parks and equipment. There will be a follow up report classifying the workers who will be performing the maintenance and repair work.

| | | | |
|-------------|-------------------------------------|--|--------------|
| Current | Milwaukee Plays Program Coordinator | PR 2DN (\$45,101 - \$63,140) | One Position |
| Recommended | MKE Parks Manager | PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 | One Position |

The MKE Parks Manager oversees and manages the Milwaukee Parks Program and is responsible for the planning, construction, maintenance, and operation of City park facilities. This position oversees the strategic planning, development, and implementation of programs, actions, and initiatives related to community and stakeholder outreach and engagement, partnership development, fundraising, and sourcing efforts and volunteer engagement. Duties and responsibilities include:

- Manages and administers park design, construction, and ongoing maintenance projects to improve the functionality, usability, and safety of MKE Parks to better benefit, serve, and improve the community experience.
- Oversee volunteer sourcing and engagement.
- Development and execution park related marketing and communication strategies.
- Development of Education Outreach and Policy to better engage and inform the community about parks projects.
- Management of Parks Fundraising and Partnership Development activities and programs.

Minimum qualifications include a bachelor’s degree in public administration, forestry, or a related degree to park management from an accredited college or university and four years of experience in a supervisory capacity in park maintenance and operations. These requirements have not yet been assessed by the Staffing Division.

As the program and duties have evolved over the years, and in 2021 became the sole position to facilitate the MKE Plays initiative, this position’s duties have drastically evolved. With the effort to reestablish and improve park maintenance, community engagement, and redevelopment, a centralized manager position is essential and the incumbent in the currently classified Milwaukee Plays Program Coordinator position has taken on these duties.

DER Compensation staff made comparisons to internal City positions and determined that the following positions perform work of similar level and complexity to the positions of the MKE Parks Manager:

| Classification | Function |
|---|--|
| Title: Urban Forestry Shop and Maintenance Manager Pay Range: 1GX (\$70,501 - \$98,703) Recruit Rate: \$85,086 Department: DPW – Operations | Oversee the maintenance and repair of Forestry and Sanitation own equipment and hand tools. Determine priority of repairs based upon need and cost. Act as liaison with various agencies, both public and private; process requests for services in a timely and efficient manner. |
| Title: Urban Forestry Technical Services Manager Pay Range: 1GX (\$70,501 - \$98,703) Recruit Rate: \$79,399 Department: DPW – Operations | Provides leadership and expertise to advance community engagement, systems improvement, and policy strategies leading to the successful realization of the overall mission and goals of MHD. |
| Title: Urban Forestry Manager Pay Range: 1GX (\$70,501 - \$98,703) Recruit Rate: \$79,399 Department: DPW – Operations | Plans and manages the work activities of a Forestry District in order to meet the goals of DPW Forestry Services. Oversees arboriculture and landscaping activities. |
| Title: Property Maintenance and Compliance Manager Pay Range: 1HX (\$75,162 - \$105,223) Recruit Rate: \$88,591 Department: DPW - Operations | This position oversees maintenance and services for 4,300+ city owned parcels and code enforcement activities for the Forestry Services section of DPW Operations. |

Based off of the responsibilities in comparison to other positions that perform a comparable level of duties, this report recommends reclassifying one position of Milwaukee Plays Program Coordinator in Pay Range 2DN as a MKE Parks Manager in Pay Range 1GX with a recruitment rate of \$85,086.

| | | | |
|-------------|-------------------------------|--|---------------------|
| Current | Engineering Technician IV | PR 3TN \$73,433 - \$85,182 FN: Recruitment is at \$68,389 | One Vacant Position |
| Recommended | MKE Parks Program Coordinator | PR 2HX (\$58,223 - \$81,507) | One Position |

This position coordinates the routine inspection, maintenance, and upkeep of Milwaukee City Parks. At the direction of the MKE Parks Manager, the coordinator is responsible for overseeing the unscheduled repairs and maintenance of parks equipment, play areas, and green spaces. This position will lead the work of the park maintenance team; contribute to and supports the development and implementation of park design and improvement projects and construction; and assists and supports community engagement efforts and events including fundraising initiatives and partnership development opportunities. Duties and responsibilities include:

- Coordinates routine and unscheduled park maintenance, repairs, and improvements.
- Identifies and responds to equipment repairs, greenspace and forestry maintenance and upkeep, and opportunities for improvement.
- Supports volunteer and community engagement activities and initiatives.
- Assists and supports fundraising and partnership development education outreach and advisory programs.
- Supports and facilitates educational outreach community listening events, and project notification and informational activities.
- Serves as backup for MKE Parks Manager in community outreach events.

Minimum qualifications include an associate’s degree in public administration, business, or a closely related field, or two years of professional experience in the coordination of programs and initiatives. These requirements have not yet been assessed by the Staffing Division.

Below are the market rates of pay as reported by the Economic Research Institute (ERI), a salary survey to which DER subscribes:

Program Coordinator (Non-Profit)

| Area Name | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|-----------------------|-----------------|-----------------|----------|-----------------|-----------------|
| West Allis, Wisconsin | \$47,532 | \$51,354 | \$56,556 | \$61,392 | \$66,427 |
| Madison, Wisconsin | \$47,075 | \$50,637 | \$55,482 | \$59,982 | \$64,663 |
| Milwaukee, Wisconsin | \$47,406 | \$51,213 | \$56,405 | \$61,236 | \$66,269 |
| Racine, Wisconsin | \$45,715 | \$49,361 | \$54,378 | \$59,071 | \$63,967 |
| Waukesha, Wisconsin | \$47,534 | \$51,357 | \$56,562 | \$61,403 | \$66,443 |

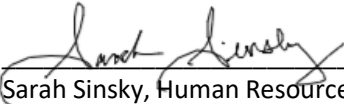
Source: ERI Data as of January 1, 2024.

ERI defines a Program Coordinator (Non-Profit) as a position that plans, develops, implements, and coordinates activities of a program for a branch or segment of a non-profit organization, which may include a specific social service, project, charity, community outreach, or fundraising, keeping in line with the organization's mission and goals. Utilizes knowledge of standard concepts, practices, and procedures within the specific field; identifies issues and potential risks the program may have, analyzes and interprets findings, and recommends improvements. Interacts with staff, leaders, and community members, and communicates orally and in writing. Collaborates with other departments, focusing on serving the organization's mission and goals. Supervises the program's employees and/or volunteers. Keeps up-to-date on regulatory requirements pertinent to the program.

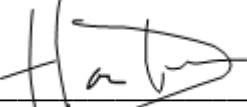
Based off the responsibilities in comparison to the market rates of pay in Southeastern Wisconsin, this report recommends repurposing one position of Engineering Technician IV in Pay Range 3TN as a MKE Parks Program Coordinator in Pay Range 2HX (\$58,223 - \$81,507).

Action Required – Effective Pay Period 6, 2024 (March 3, 2024)

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

Prepared by: 
Sarah Sinsky, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting: February 20th, 2023

This city-wide job study aligns 53 Administrative Support titles and related classifications across all City departments. These titles represent 464 positions and 235 incumbents citywide. This series covers positions in Part I: Section 6: *Administrative Support* in the Salary Ordinance and corresponding titles in section 9: *Part-time and Intermittent*. These are positions in which workers are responsible for internal and external communication, recording, and retrieval of data and/or information in support of a function or program. Examples of classifications include office assistants, communications assistants, and customer service representatives.

Note this report does not include a market recommendation for Fire Cadet and Police Aide titles, as a full market and classification study will be completed after labor contracts in related titles have been settled. Incumbents are limited to their current rate of pay.

These recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission as titles are often specific to a department. **Titles highlighted in grey are specific to the Fire and Police Commission report.**

Vacancy Rate

| | |
|--------------|--|
| Vacancy Rate | |
|--------------|--|

| | Number | Percentage |
|--------|--------|------------|
| Filled | 235 | 51% |
| Vacant | 229 | 49% |

Incumbent demographics

| | | |
|--------------|--|--|
| Ethnic Group | | |
|--------------|--|--|

| | Number | Percentage |
|-----------------------------------|--------|------------|
| Black | 95 | 53% |
| Hispanic | 19 | 11% |
| White | 62 | 35% |
| Asian | 2 | 1% |
| American Indian/ Alaska Native | 1 | 1% |

| | | |
|-----|--|--|
| Sex | | |
|-----|--|--|

| | Number | Percentage |
|--------|--------|------------|
| Female | 149 | 83% |
| Male | 30 | 17% |

The recommendations reallocate the rates of pay for classifications based upon a comparison to market rates of pay. These reallocations are not reclassifications unless specifically addressed at the end of this report. Employees in these titles will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title.

Reclassifications are addressed at the end of the report. The analysis and recommendation process for reclassification included a review of a position's duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience requirements.

Background

In 2021, the City of Milwaukee instituted a minimum living wage for City of Milwaukee employees. This change raised rates of pay for approximately 500 employees and affected six Administrative Support and seven Part-time and Intermittent pay ranges. This report aims to decompress the pay ranges and position titles that were eclipsed or compressed. Market data is provided to support recommended minimum rates of pay. Market data was sourced from the Economic Research Institute (ERI), a salary survey to which Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary information from the State of Wisconsin and other Wisconsin municipalities.

Examples of this compression are displayed in the resulting minimum rates of pay in pay ranges 6AN-6FN:

| 2021 Pay Range and Rate | Current Pay Range and Rate | Recommended Pay Range and Rate |
|--------------------------|----------------------------|--------------------------------|
| 6AN: \$29,180 - \$30,672 | 6AN: \$33,110-\$33,110 | 6AN: \$36,421 - \$43,705 |
| 6BN: \$23,437 - \$32,381 | 6BN: \$33,110-\$34,363 | 6BN: \$37,114 - \$44,537 |
| 6CN: \$26,297 - \$32,910 | 6CN: \$33,110-\$34,925 | 6CN: \$38,849 - \$46,618 |
| 6DN: \$29,306 - \$34,445 | 6DN: - | 6DN: \$40,826 - \$48,991 |
| 6EN: \$28,267 - \$35,922 | 6EN: \$33,110-\$38,121 | 6EN: \$41,494 - \$49,792 |
| 6FN: \$30,664 - \$38,406 | 6FN: \$33,110-\$40,757 | 6FN: \$43,153 - \$51,784 |
| 6GN: \$33,976 - \$39,943 | 6GN: \$36,056-\$42,388 | 6GN: \$44,909 - \$53,891 |
| 6HN: \$37,080 - \$41,863 | 6HN: \$39,349-\$44,426 | 6HN: \$46,226 - \$55,471 |
| 6IN: \$36,935 - \$43,335 | 6IN: \$39,196-\$45,988 | 6IN: \$47,150 - \$56,585 |
| 6JN: \$34,849 - \$44,546 | 6JN: \$36,982-\$47,272 | 6JN: \$48,357 - \$58,029 |
| 6KN: \$38,629 - \$45,391 | 6KN: \$40,993-\$48,169 | 6KN: \$49,095 - \$58,914 |
| 6LN: \$40,501 - \$46,724 | 6LN: \$42,980-\$49,583 | 6LN: \$50,964 - \$61,157 |
| 6MN: - | 6MN: \$45,584-\$52,588 | 6MN: \$52,917 - \$63,500 |
| 6NN: \$38,628 - \$51,547 | 6NN: \$40,993-\$54,702 | - |
| 6ON: \$49,344 - \$56,340 | 6ON: \$52,364-\$59,789 | - |

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

The resulting compression is also displayed in the resulting minimum qualification changes in the Office Assistant series:

| Position Title | 2021 | Minimums | Current | Minimums |
|----------------------|----------|---------------------------|----------|--|
| Office Assistant I | \$26,297 | Six months of experience | \$33,110 | N/A |
| Office Assistant II | \$30,529 | Two years of experience | \$33,110 | Availability to work full-time |
| Office Assistant III | \$34,717 | Three years of experience | \$36,842 | One year of office support experience |
| Office Assistant IV | \$37,830 | Four years of experience | \$40,146 | Two years of progressively responsible administrative support experience |

Office Assistant Series – City of Milwaukee

*Office Assistant I*s generally perform receptionist duties, type documents, input data, maintain records, and distribute mail.

*Office Assistant III*s and *IV*s perform increasingly responsible and complex administrative tasks requiring a command of automated systems, English writing conventions, and policies and procedures. Depending upon the assignment, they may coordinate calendars for departmental managers, serve as lead workers and trainers for clerical staff, and perform cashiering duties.

Market Data – Economic Research Institute

Assistant Clerk

ERI defines an Assistant Clerk as a position that sorts and files records, and assists staff or department in performing other clerical tasks requiring limited knowledge of systems or procedures. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Writes or types bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Work is distinguished from General Clerk as duties are not as complex.

| Job Title | Geographic Area | Level | 25th Percentile | Survey Mean | 75th Percentile |
|-----------------|----------------------|---------|-----------------|-------------|-----------------|
| Assistant Clerk | Milwaukee, Wisconsin | Level 3 | \$46,309 | \$50,586 | \$54,230 |
| Assistant Clerk | Milwaukee, Wisconsin | Level 2 | \$41,389 | \$45,229 | \$48,483 |
| Assistant Clerk | Milwaukee, Wisconsin | Level 1 | \$37,545 | \$41,023 | \$43,958 |

ERI as of August 14th, 2023

General Clerk

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.

| Job Title | Geographic Area | Level | 25th Percentile | Survey Mean | 75th Percentile |
|---------------|----------------------|---------|-----------------|-------------|-----------------|
| General Clerk | Milwaukee, Wisconsin | Level 3 | \$48,100 | \$52,357 | \$56,056 |
| General Clerk | Milwaukee, Wisconsin | Level 2 | \$43,316 | \$47,142 | \$50,429 |
| General Clerk | Milwaukee, Wisconsin | Level 1 | \$39,854 | \$43,363 | \$46,348 |

ERI as of August 14th, 2023

Market Rates - Bureau of Labor Statistics

In conducting a market cost of labor analysis for these titles, rates of pay from the Bureau of Labor Statistics (BLS) were obtained. The following table provides wage information from BLS for Office and Administrative Support Occupations in Federal, state, and local government, including government-owned schools and hospitals, and the USPS:

| Occupation | 25th percentile wage | Median wage | 75th percentile wage |
|---|----------------------|-------------|----------------------|
| Area: Milwaukee-Waukesha-West Allis, WI | | | |
| ALL: Office and Administrative Support Occupations | \$36,312 | \$42,942 | \$51,847 |
| Office Clerks, General | \$33,385 | \$39,127 | \$48,797 |

| | | | |
|--|----------|----------|----------|
| Office and Administrative Support Workers, All Other | \$32,558 | \$40,372 | \$48,154 |
|--|----------|----------|----------|

Source: BLS – Published in May 2022; aged by 2% to approximate 2024 rates

External Comparisons

In addition to market data comparisons, DER staff made comparisons to comparable positions in other southeastern Wisconsin jurisdictions:

| City | Title | Minimum Pay | Minimum Experience | Recommended |
|------------------|-------------------------------|-----------------|-------------------------|-----------------|
| Milwaukee | Office Assistant I; II | \$33,110 | None | \$40,826 |
| State of WI | Office Associate | \$37,794 | None | |
| Wauwatosa | Office Assistant | \$41,912 | None, 2 years preferred | |
| Madison | Clerk 1 | \$42,762 | None | |
| Milwaukee | Office Assistant III | \$36,842 | 1 year | \$44,909 |
| Racine | Clerk-Typist II | \$39,541 | 2 years | |
| Milwaukee | Office Assistant IV | \$40,146 | 2 years | \$49,399 |
| Madison | Clerk 2 | \$48,507 | 2.5 years | |

*The **State of Wisconsin** describes ‘Office Associate’ as a position that performs routine office support work under close to general supervision. Positions are located within any size work unit in an agency or on a campus and must be familiar with the organizational structure to complete tasks. They may be involved in work assignments with several interrelated operating units and may lead lower level classified staff, student workers or limited term employees. Positions perform a variety of basic office support tasks consistent with established office and agency policies and procedures with little or no ability to change the procedures. The activities are routine in nature and require little discretion as the work processes and routines are well defined and easily quantifiable.*

*The **City of Madison** describes ‘Clerk 1’ as a position that performs routine entry-level clerical support work in processing office records, data and materials based on the needs of the agency. Work may include direct contact with the public. Initially, work is performed under close supervision, and is structured to incorporate more difficult assignments, as skills are acquired, leading to career advancement to Clerk 2.*

Recommendations

The recommendations that follow are organized by ‘Recommended Pay Range’ and indicate titles by Department. Please note that these recommendations are shown only as non-resident wage rates. City residents receive the 3% incentive.

ADMINISTRATIVE SUPPORT

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|----------------------------|-------------------|--|
| Police Services Specialist Police Dept - 19 Positions | 6AN: \$33,110-\$33,110 | N/A | 6CN: \$38,849-\$46,618 |
| Fire Cadet Fire Dept - 52 Positions | 6BN: \$33,110-\$34,363 | N/A | 6AN: \$36,421-\$45,526 Recruit Rate: \$33,110 |
| Police Aide Police Dept - 32 Positions | 6BN: \$33,110-\$34,363 | N/A | 6AN: \$36,421-\$45,526 Recruit Rate: \$33,110 |

| | | | |
|---|--|---|--|
| Office Assistant I Citywide - Underfill title | 6CN: \$33,110-\$34,925 | N/A | 6BN: \$37,114-\$46,392 |
| Office Assistant II City Attorney - One Position DNS - Eight Positions DPW Infra - One Position Fire Dept - One Position Health - Two Positions Library - Two Positions Police Dept - 43 Positions | 6EN: \$33,110-\$38,121 | N/A | 6DN: \$40,826-\$48,991 |
| Office Assistant II DPW OPS Fleet - One Position | 6EN: \$33,110-\$38,121 | Program Assistant I | 5GN: \$53,351-\$66,689 |
| Office Assistant II Health - One Position | 6EN: \$33,110-\$38,121 | Community Health Administrative Specialist 1 | 5IN: \$57,620-\$72,025 |
| Office Assistant II Health - One Position | 6EN: \$33,110-\$38,121 | Customer Service Representative III | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Office Assistant II Library - One Position | 6EN: \$33,110-\$38,121 | Program Assistant II | 5IN: \$57,620-\$72,025 |
| Office Clerk II Citywide - Underfill title | 6EN: \$33,110-\$38,121 | N/A | 6BN: \$37,114-\$46,392 |
| Communications Assistant I Citywide - Underfill title | 6FN: \$33,110-\$40,757 Recruit Rate: \$34,039 | N/A | 6EN: \$41,494-\$49,792 |
| Customer Service Representative I Citywide - Underfill title | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | N/A | 6GN: \$44,909-\$53,891 |
| Mail Processor Police Dept - Two Positions | 6FN: \$33,110-\$40,757 | N/A | 6DN: \$40,826-\$48,991 |
| Office Assistant III City Attorney - One Position DCD - One Position DNS - 17 Positions DOA - One Position DPW Infra - Three Positions ERS - One Position Fire Dept - One Position Health - Five Positions Library - One Position Mayor - One Position Police Dept - 21 Positions | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | N/A | 6GN: \$44,909-\$53,891 |
| Office Assistant III DCD - Two Positions | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Program Assistant I | 5GN: \$53,351-\$66,689 |
| Office Assistant III ERS - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Benefits Services Specialist | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Office Assistant III Health - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Customer Service Representative III | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Office Assistant III Health - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Program Assistant III | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Office Assistant III Library - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Program Assistant III | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |

| | | | |
|--|--|-----|--|
| Police Records Specialist I Police Dept - Underfill title | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | N/A | 6GN: \$44,909-\$53,891 |
| Tow Lot Assistant I DPW OPS - Underfill title | 6FN: \$33,110-\$40,757 Recruit Rate: \$34,039 | N/A | 6EN: \$41,494-\$49,792 |
| Accounting Assistant I Police Dept - One Position Treasurer - One Position | 6GN: \$36,056-\$42,388 Recruit Rate: \$41,951 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Administrative Assistant I DOA - One Position Police Dept - One Position | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,471 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Assessment Services Clerk Assessor - One Position | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,470 | N/A | 6DN: \$40,826-\$48,991 |
| Communications Assistant II CCCC - One Position | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,471 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Customer Service Representative II CCCC - Two Positions DNS - Three Positions | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,471 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Tow Lot Assistant II DPW OPS - Underfill title | 6GN: \$36,056-\$42,388 Recruit Rate: \$38,471 | N/A | 6HN: \$46,226-\$55,471 Recruit Rate: \$46,256 |
| Accounting Assistant II DCD - One Position DNS - Two Positions DPW Admin - One Position DPW Infra - One Position Police Dept - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$43,580 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,139 |
| Accounting Program Assistant I Citywide - Underfill title | 6HN: \$39,349-\$44,426 Recruit Rate: \$43,580 | N/A | 6JN: \$48,357-\$58,029 Recruit Rate: \$48,426 |
| Administrative Assistant II CCCC - Two Positions DER - One Position DPW Admin - One Position DPW Infra - One Position ERS - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Communications Assistant III DPW OPS - Two Positions Water Works - Four Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Customer Service Representative III Treasurer - Five Positions Treasurer - One Position Bilingual Water Works - 16 Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Office Assistant IV DCD - Four Positions DNS - Four Positions DPW Infra - One Position DPW OPS - Two Positions Fire Dept - Three Positions Library - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |

| | | | |
|---|--|--|--|
| Police Dept - Six Positions Water Works - Three Positions | | | |
| Office Assistant IV DPW OPS Forestry - Three Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | Program Assistant I | 5GN: \$53,351-\$66,689 |
| Office Assistant IV Health - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | Customer Service Representative III | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Office Assistant IV Health - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | Program Assistant III | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Police District Administrative Assistant Police Dept - 54 Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Teller Police Dept - One Position Treasurer - One Position Treasurer - One Position Bilingual | 6HN: \$39,349-\$44,426 Recruit Rate: \$43,580 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| BOZA Administrative Assistant 1 BOZA - One Position | 6IN: \$39,196-\$45,988 Recruit Rate: \$39,750 | N/A | 6GN: \$44,909-\$53,891 |
| Communications Assistant IV DPW OPS - Four Positions | 6JN: \$36,982-\$47,272 Recruit Rate: \$42,036 | N/A | 6LN: \$50,964-\$61,157 Recruit Rate: \$51,726 |
| Accounting Program Assistant II COMP - Three Positions | 6KN: \$40,993-\$48,169 Recruit Rate: \$44,887 | N/A | 6MN: \$52,917-\$63,500 |
| Administrative Services Assistant DCD - One Position | 6KN: \$40,993-\$48,169 Recruit Rate: \$42,980 | N/A | 6MN: \$52,917-\$63,500 |
| BOZA Administrative Assistant 2 BOZA - One Position | 6KN: \$40,993-\$48,169 Recruit Rate: \$41,736 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Communications Assistant V Water Works - Seven Positions | 6KN: \$40,993-\$48,169 Recruit Rate: \$42,980 | N/A | 6MN: \$52,917-\$63,500 |
| Assessment Services Assistant 1 Assessor - Underfill title | 6LN: \$42,980-\$49,583 Recruit Rate: \$43,914 | N/A | 6GN: \$44,909-\$53,891 |
| Court Services Assistant 1 Muni Court - Underfill title | 6LN: \$42,980-\$49,583 Recruit Rate: \$45,807 | N/A | 6GN: \$44,909-\$53,891 Recruit Rate: \$45,807 |
| Payroll Clerk 1 Citywide - Underfill title | 6MN: \$45,584-\$52,588 Recruit Rate: \$47,150 | N/A | 6IN: \$47,150-\$56,585 |
| Assessment Services Assistant 2 Assessor - Underfill title | 6NN: \$40,993-\$54,702 Recruit Rate: \$46,109 | N/A | 6IN: \$47,150-\$56,585 |
| Court Accounting Assistant Muni Court - Four Positions | 6NN: \$40,993-\$54,702 Recruit Rate: \$49,324 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,324 |
| Court Services Assistant 2 Muni Court - Five Positions | 6NN: \$40,993-\$54,702 Recruit Rate: \$48,097 | N/A | 6IN: \$47,150-\$56,585 Recruit Rate: \$48,097 |
| Legal Office Assistant 1 City Attorney - Underfill title | 6NN: \$40,993-\$54,702 Recruit Rate: \$50,077 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$50,077 |
| Payroll Clerk 2 Citywide - Underfill title | 6NN: \$40,993-\$54,702 Recruit Rate: \$49,324 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,324 |
| Tax Enforcement Specialist Treasurer - Three Positions | 6NN: \$40,993-\$54,702 Recruit Rate: \$51,392 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,355 |
| Assessment Services Assistant 3 Assessor - Five Positions | 6ON: \$52,364-\$59,789 Recruit Rate: \$48,415 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |

| | | | |
|---|--|-----|--|
| ITMD Administrative Assistant DOA - One Position | 6ON: \$52,364-\$59,789 Recruit Rate: \$50,387 | N/A | 6KN: \$49,095-\$58,914 Recruit Rate: \$50,387 |
| Legal Office Assistant 2 City Attorney - Four Positions | 6ON: \$52,364-\$59,789 Recruit Rate: \$54,136 | N/A | 6MN: \$52,917-\$63,500 Recruit Rate: \$54,136 |
| Payroll Clerk 3 Police Dept - Two Positions | 6ON: \$52,364-\$59,789 Recruit Rate: \$51,983 | N/A | 6LN: \$50,964-\$61,157 Recruit Rate: \$51,983 |

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

ADMINISTRATIVE SUPPORT – Part-time and Intermittent

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|----------------------------|-------------------|--|
| Temporary Administrative Assistant II Citywide - Temporary title | 9EN: \$40,146-\$44,426 | N/A | 9ON: \$44,317-\$55,396 Recruit Rate: \$49,399 |
| Temporary Office Assistant I Citywide - Temporary title | 9FN: \$33,110-\$33,110 | N/A | 9FN: \$37,114-\$49,219 Recruit Rate: \$37,114 |
| Temporary Office Assistant II EC - 10 Positions Citywide - Temporary title | 9KN: \$33,110-\$33,110 | N/A | 9FN: \$37,114-\$49,219 Recruit Rate: \$40,826 |
| Temporary Customer Service Representative I Treasurer - 20 Positions Citywide - Temporary title | 9ON: \$36,840-\$36,840 | N/A | 9KN: \$43,026-\$53,783 Recruit Rate: \$44,909 |
| Temporary Office Assistant III Citywide - Temporary title | 9ON: \$36,840-\$36,840 | N/A | 9KN: \$43,026-\$53,783 Recruit Rate: \$44,909 |
| Temporary Customer Service Representative II Citywide - Temporary title | 9UN: \$38,471-\$42,388 | N/A | 9ON: \$44,317-\$55,396 Recruit Rate: \$46,256 |

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

Reclassified positions

Positions in this section represent positions with significant material changes to the position’s duties and responsibilities and/or changes in levels of responsibility, knowledge, skills, or abilities. Incumbents in these positions receive promotions into new position titles and are evaluated for potential new probationary periods, position underfills, or other effects of team or division restructures.

Department of City Development

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|--|---------------------|--------------------------------|
| Office Assistant III DCD - Two Positions | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Program Assistant I | 5GN: \$53,351-\$66,689 |

The Department of City Development has requested the reclassification of two Office Assistant III positions in their Real Estate division to Program Assistant Is due to significant material changes to the position’s duties and responsibilities. The Homes MKE initiative and additional federal funds have required more administrative work to conduct background checks. As a result, these positions are now responsible for background check investigations and compliance, which have become more complicated. Additionally, these positions have become more involved in the technical aspects of real estate sales than in the past, including now designing and implementing policies, documenting

procedures, and administering work flow. The department has also indicated that there has been a history of turnover in this position, and the need to often use temporary employees to fill in.

Essential Functions:

- Office management and administrative support for the Real Estate Section, including performing buyer background checks according to the Milwaukee Code of Ordinances, which involves highly detailed investigative work and knowledge of public records and database systems.
- Enter data for all City-owned property sales into the Real Estate Database and use system to prepare legal and technical documents, e.g., offers to purchase, deeds, resolutions, statistical reports, letters and memoranda.
- Process and maintain purchasing records for services, supplies and contracts related to real estate functions.
- Arrange for the deposit or disbursement of funds related to real estate activities, including processing of sale proceeds, return of deposits and requisite bookkeeping functions. Also collect and process rent from City tenants.
- Prepare general real estate correspondence on an as-needed basis.
- Intake and distribution of incoming and outgoing correspondence; review and process mail.
- Maintain filing system and record retention for foreclosed properties.
- Assist the public walk-in staff with their requests, marketing City programs and properties to anyone that walks in the door. Ensure all materials are stocked at the front desk for distribution to interested customers. Explaining the details of programs to professionals in the field and the general public. Explain complex concepts in simple terms to people from all backgrounds.
- Ensuring all staff are notified timely of their walk-in customer visits and appointment visits, providing top- notch customer service and support.

Minimum Qualifications include four years of progressively responsible experience performing administrative work closely related to the duties described above.

Based on the fundamental changes to these positions requiring a higher level of responsibility, more technical knowledge and skills, and current minimum qualifications, we recommend reclassifying these two Office Assistant III positions to Program Assistant I positions in pay range 5GN: \$53,351-\$66,689.

Department of Public Works – Fleet Store Rooms

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|----------------------------|---------------------|--------------------------------|
| Office Assistant II DPW OPS Fleet - One Position | 6EN: \$33,110-\$38,121 | Program Assistant I | 5GN: \$53,351-\$66,689 |

The Department of Public Works has requested the reclassification of an Office Assistant II position in their Fleet Store Room division to Program Assistant I due to the current level of responsibility, technical skills, and minimum qualifications. This position performs various administrative functions in DPW Fleet Services Offices including compiling statistical reports, tracking of work orders, and general office duties.

Essential Functions:

- Schedule Operations Driver/Worker and City Laborers for Sanitation assignments. Update daily report to reassign personnel due to call-outs, vacations, sick, injury, etc. Update truck assignments due to breakdowns and availability, updating truck change reports as needed.
- Print, track and update work orders from Work Orders database of all resident and aldermanic service requests reported to the Unified Call Center. Create and update reports as needed, ensure all work orders are in progress and updated promptly. Update and maintain various reporting metrics to facilitate centralized data aggregation and analysis.
- Update records in cart database and inventory management systems. Maintain correct cart serial numbers to address association and verify property is eligible for carts requested or assigned.
- Provides customer service for in person requests for service. Provides phone coverage for the office providing excellent customer service to elected offices, property owners, and citizens to facilitate resolution of service requests or complaints.
- Provide office coverage during snow and ice control operations. Assist Supervisors as needed for driver tracking, form completion, and database entry.

Minimum Qualifications include four years of progressively responsible experience performing administrative work closely related to the duties described above.

Based on the essential functions including reporting metrics to facilitate centralized data aggregation and analysis, records maintenance, and complex scheduling, we recommend reclassifying this Office Assistant II position to a Program Assistant I position in pay range 5GN: \$53,351-\$66,689.

Department of Public Works – Forestry Section

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|--|---------------------|--------------------------------|
| Office Assistant IV DPW OPS Forestry - Three Positions | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | Program Assistant I | 5GN: \$53,351-\$66,689 |

The Department of Public Works has requested the reclassification of three Office Assistant IV positions in their Forestry District Field Offices to Program Assistant I positions due to the current level of responsibility, technical skills, and minimum qualifications. This position performs various administrative functions including payroll, data entry and retrieval, administrative support, and customer service.

Essential Functions:

- Maintain complete up-to-date personnel records such as: timecards using the time entry system, absence analysis calendars, time owed and allowed, vacation schedules, sick leave requests, and accident reports.
- Complete work progress reports for personnel, equipment, materials and work orders under direction of district manager.
- Process, expedite and forward calls and online requests regarding complaints, inquiries and requests for service from the general public, Common Council, City Call Center, general office, managers and other city departments.
- Receive record and dispatch emergency calls for service due to weather conditions.
- Process calls and online requests during storm emergencies including snow and ice control.
- Route crews as needed during emergency operations.
- Submit remote entry requests to Diggers Hotline for determining potential hazards to

- Forestry crews and minimal data updating to software systems.
- Type and transcribe letters, reports, records and other documents.
- Provide office coverage during snow and ice control operations. Assist Supervisors as needed for driver tracking, form completion, and database entry

Minimum Qualifications include four years of progressively responsible experience performing administrative work closely related to the duties described above.

Based on the essential functions including payroll administration, records maintenance, and complex scheduling, we recommend reclassifying three Office Assistant IV positions to Program Assistant I positions in pay range 5GN: \$53,351-\$66,689.

Employes Retirement System – Membership Services

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|------------------------------|--|
| Office Assistant III ERS - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Benefits Services Specialist | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |

The Employes Retirement System has requested the reclassification of one Office Assistant III position in their Membership Services division to Benefits Services Specialist due to significant material changes to the position’s duties and responsibilities. As a result of WI Act 12, this position will be tasked now with determining eligibility for new employees to enroll in the WRS system. Those rules are different from the ERS enrollment rules. Additionally, this position will be required to manage and coordinate the flow of information regarding terminated employees within ERS and to WRS.

Essential Functions:

- Runs bi-weekly HRMS query and produces new hire report to determine enrollment eligibility and contribution code. Confirms information as necessary against MERITS and WRS systems to finalize report and submits information to Comptroller's Office and DER for further action.
- Validates terminations of current employees using PeopleSoft and coordinates information to WRS, life insurance, wage and contributions technicians, and pension counselors.
- Mails prospective retirement notices to members and distributes copies as appropriate. Sends, tracks and records receipt of certified earnings forms from payroll personnel for new retirements and active member deaths. Generates, verifies data and mails first check letters and pension data sheets to new retirees.
- Reviews incoming beneficiary designation forms and enters relevant demographics
- Responds to member requests to verify information and triage calls during the annual member statement process.
- Requests prior service verification from Milwaukee County ERS and Wisconsin Retirement System when applicable.

Minimum qualifications include four years of increasingly responsible related experience, or an equivalent combination of related education and experience.

Based on the fundamental changes to this position including a higher level of complexity, more technical knowledge and skills, and current minimum qualifications, we recommend reclassifying this Office

Assistant II to Benefits Services Specialist in pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Health Department - Vital Statistics

Current Structure

| Current Title | Current Pay Range and Rate |
|--|--|
| Office Assistant II Health - One Position | 6EN: \$33,110-\$38,121 |
| Office Assistant III Health - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 |
| Office Assistant IV Health - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 |

Background

The Vital Statistics Office of the Milwaukee Health Department provides assistance to individuals looking for access to birth records for ALL State of Wisconsin births, death certificates for anyone who died at a City of Milwaukee hospital, institution, or residence prior to 9/2013, and death records for anyone who died in Wisconsin from September 2013 to the present. The Office has birth records dating back to 1893 and deaths back to 1869. Vital Statistics operations are governed by Chapter 69 of the Wisconsin state statute.

The Vital Statics team of Office Assistant positions currently handle a variety of customer transactions, information requests, and related duties for the Health Department. The current team structure has three separate classifications of positions that are cross trained so all team members can perform the necessary functions of the Vital Statistics Office.

Working in the Zeidler Municipal Building under the direction of the Health Customer Service Manager, these positions will provide requested birth and death certificates or copies for the public, business clients, and others within the requirements of State law and MHD policies. Current Office Assistant positions handle a variety of customer transactions, information requests, and related duties for the Health Department.

Essential Functions

- Processing any and all Health Department customer transactions, including birth and death certificates, in accordance with HIPAA, State laws (Wis. Stats. 69), and other applicable State and City laws, ordinances, and policies.
- Ensure high customer service standards are met for each transaction. Regularly train on customer service practice and procedures.
- Process customer payments, including credit and debit card, online payments, checks, and cash.
- Assure accuracy for in-person, mail, and online customer orders based on the MHD service being provided.
- Find, create, and deliver birth and death certificates as ordered, by U.S. Mail, FedEx, UPS, courier, or for in-person pickup.

- Assure customer and data privacy, follow established policies procedures to validate transactions and assure appropriate protections for MHD customers
- Open and close cash register, manage cash, and reconcile daily transactions and register balance.
- Make accurate change for cash transactions.
- Work cooperatively, collaboratively, and respectfully with all MHD and City colleagues
- Assist in training of new Health Customer Service Representatives

Minimum qualifications include three years of office support job experience, including two years of experience performing customer service work in an office setting serving the public in person or on the telephone.

Recommended Structure

Duties and responsibilities for these positions have expanded to include conducting other Health Department customer transactions online and in-person, including accepting and registering payment for business inspections, lab testing and other MHD services. These positions will also accept and route client and patient documentation, non-hazardous/contagious lab specimens and samples, and other public-facing work in support of MHD programs. They will provide information and act as a point of referral for MHD programs and City services in general, and act as the welcoming and helpful face of City government for all individuals they encounter.

Based on the on the essential functions of these positions becoming the same for all levels of classification, as well as the significant focus on front line customer service, we recommending the following restructure:

| Recommended Title | Recommended Pay Range and Rate |
|---|--|
| Customer Service Representative III Health – Three Positions | 6KN: \$49,095-\$58,914 Recruit Rate: \$49,399 |
| Customer Service Representative II Underfill title | 6HN: \$44,317-\$55,396 Recruit Rate: \$46,256 |
| Customer Service Representative I Underfill title | 6GN: \$43,026-\$53,783 Recruit Rate: \$44,909 |

It is recommended that incumbents in the existing structure be reclassified to Customer Service Representative I in pay range 6GN: \$43,026-\$53,783 with a recruitment rate of \$44,909. Incumbents will underfill the higher titles, serving a new probationary period upon promotion.

Library - Business Section

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|----------------------------|----------------------|--------------------------------|
| Office Assistant II Library - One Position | 6EN: \$33,110-\$38,121 | Program Assistant II | 5IN: \$57,620-\$72,025 |

The Milwaukee Public Library has requested the reclassification of an Office Assistant II position in their Business Section to Program Assistant II due to the current level of responsibility, technical skills, and minimum qualifications. This position is primarily responsible for the operation of the systemwide reservation system for 13 MPL sites which is utilized by patrons, community groups, staff, City, and

other government officials. This position is also responsible for reception area for the executive, business and human resources offices.

Essential Functions:

- Schedule meeting rooms systemwide for both public and staff of all levels.
- Receive requests from public and other City departments via online scheduling software, telephone and email, and occasionally in person.
- Determine eligibility, verifying other online calendar sources and consulting with the Library Public Services Area Managers, Business Office. Administrative Specialist – Senior and/or Branch Library Services Managers as needed.
- Serve as primary contact for online scheduling software for external and internal customers, assisting public and staff with using online scheduling software via email, telephone, and occasionally in person.
- Coordinate meeting room setup for partner and City Department reservations.
- Provide general information for Centennial Hall inquiries and refers to appropriate library unit.
- Edit and/or enter reservations for Library programs to match printed marketing material, adds registration as needed and flagging for publishing to online calendar.
- Maintain procedures and documents related to meeting spaces.
- Greet and assist walk-in visitors, including expected guests, interviewees, employees, contractors, bidders and general public for the Executive, Business and Human Resources Offices.
- Disburse and receive time stamps bids and other items to and from outside contractors; and maintains the bids disbursement log.
- Order and maintain office supplies for Business Office and Human Resources.
- On occasion, serves as backup to other administrative staff, including telephones and sometimes relocating to their work area as required.
- Provide full range of confidential and non-confidential administrative support to the Library system as needed.
- Assist other personnel with utilization of business software.
- Receive and forward Central Library adult and young adult tour/class visit applications to appropriate managers.
- Prepare Library program contracts, consulting with program coordinators and performers as needed, and routes for signatures.

Minimum qualifications include four years of progressively responsible administrative support experience performing duties related to this position.

Based on the essential functions including confidential administrative support, reception and office coordination, and complex scheduling, we recommend reclassifying this Office Assistant II to Program Assistant II in pay range 5IN: \$57,620-\$72,025.

Library – Business Section

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---------------|----------------------------|-------------------|--------------------------------|
|---------------|----------------------------|-------------------|--------------------------------|

| | | | |
|---|--|-----------------------|--|
| Office Assistant III Library - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Program Assistant III | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
|---|--|-----------------------|--|

The Milwaukee Public Library has requested the reclassification of an Office Assistant III position in their Business Section to Program Assistant III due to the current level of responsibility, technical skills, and minimum qualifications. This position is primarily responsible for the operation of the systemwide reservation system for 13 MPL sites which is utilized by patrons, community groups, staff, City, and other government officials. This position is also responsible for reception area for the executive, business and human resources offices.

Essential Functions:

- Process and maintain purchasing records, including proofreading requests for pricing, purchase orders and service orders; using the purchasing and inventory database to generate documents; obtaining required signatures; emailing documents to vendors; scanning all paper documents; and maintaining electronic files.
- Run and provide reports as requested by staff and to monitor shipment and invoice status to assist in payment process, contacting vendors as needed.
- Assist with equipment inventory.
- Maintain multitude of confidential and high-level systemwide personnel listings, including the system phone directory, emergency management personnel listings, and other system databases.
- Prepare and process reports, documents, spreadsheets, correspondence and communications that may contain sensitive and/or confidential information.
- Maintain various databases, mailing lists and Business Office electronic files.
- Compile Central Library and Centennial Hall community program statistics on electronic spreadsheets utilizing advanced features of Microsoft Excel.
- This includes gathering/collecting information, proofreading, ensuring completeness, inputting appropriate information and formulas, and seeking additional information as needed.
- Generate administrative reports as needed, and assist in preparation of other spreadsheet reports for use in budgeting, reporting, research, billing, bidding, etc. as required.
- Assist with preparing electronic policies, procedures and forms for the Library system.
- Maintain electronic files, ensuring that standard practices are kept, documents are grammatically correct and that the electronic master documents are current and in order at all times.

Minimum qualifications include four years of progressively responsible administrative support experience performing duties related to this position.

Based on the essential functions including records and data maintenance, statics compilation and reporting, and an elevated knowledge base and skill set we recommend reclassifying this Office Assistant III to Program Assistant III in pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Repurposed positions

Positions in this section represent vacant positions that have been evaluated by departments to better fit their programmatic needs. This shift may represent significant material changes to the position's duties and responsibilities and/or changes in levels of responsibility, knowledge, skills, or abilities.

Health Department - Empowering Families of Milwaukee

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|----------------------------|---|--------------------------------|
| Office Assistant II Health - One Position | 6EN: \$33,110-\$38,121 | Community Health Administrative Specialist 1 | 5IN: \$57,620-\$72,025 |

The Milwaukee Health Department has requested to repurpose a vacant Office Assistant II position in their Empowering Families of Milwaukee program. After evaluation of the position and the competency level required to complete the work successfully, it was determined a higher caliber skill set, knowledge base, and higher minimum qualifications are required.

This position, assigned to the Empowering Families of Milwaukee Program (EFM), provides advanced administrative support to EFM and the Direct Assistance for Dads (DAD) Project, as well as general administrative support the Southside Health Center.

Essential Functions:

- Provides professional and culturally-sensitive customer service in person, over the phone and electronically, utilizing the language line when needed to communicate with individuals with limited English proficiency.
- Answers main office phone line and directs calls appropriately, answering questions and providing information about MHD programs and services as appropriate.
- Assists with tracking and completion of PNCC and CCC billing, including monitoring enrolled clients' Medicaid statuses and PNCC occurrences, and providing home visitors with a monthly status update.
- Tracks, distributes, documents and maintains program gift cards (graduation, flex funds, special incentives, etc.).
- Tracks, organizes, restocks, and maintains inventory of program supplies (car seats, diapers, mom/dad bags, books, safety supplies, home visitor supplies, etc.) including distribution per client and alerting program manager when reordering is needed.
- Tracks and facilitates distribution and documentation of collaborative incentives with other internal MHD programs (Strong Baby/Cribs 4 Kids, Lead Kits, etc.).
- Supports Program Manager with ordering and financial tracking as assigned.
- Tracks and facilitates shared resources and referrals (external program memberships).
- Receives, maintains and distributes confidential client information with discretion following HIPAA guidelines.

Minimum qualifications include four years of progressively responsible administrative support experience performing duties related to this position.

Based on the fundamental changes to this position including a higher level of complexity, more technical knowledge and skills, and current minimum qualifications, we recommend repurposing this Office Assistant II as Community Health Administrative Specialist 1 in pay range 5IN: \$57,620-\$72,025.

Health Department - Home Environmental Health

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|--|-----------------------|--|
| Office Assistant III Health - One Position | 6FN: \$33,110-\$40,757 Recruit Rate: \$36,842 | Program Assistant III | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |

The Milwaukee Health Department has requested to repurpose a vacant Office Assistant II position in their Home Environmental Health program. After evaluation of the position and the competency level required to complete the work successfully, it was determined a higher caliber skill set, knowledge base, and higher minimum qualifications are required.

This position assumes lead responsibility for a variety of activities including issuing permits, database maintenance, bill processing, and office coordination. Additionally, this position provides administrative support for the program managers, coordinators and staff in the Home Environmental Health Division.

Essential Functions:

- Oversee and ensure adherence of the Standards of Practice of all administrative and office support tasks. Provides clerical support to Environmental staff, HEH Management and Coordinators.
- Assume lead responsibility for coordinating operations of the office area including, development of manuals and job aids. Developing and improving office and LMS Administrator procedures, and training other office staff as appropriate.
- Provide excellent customer service with front desk and telephone inquiries, emails, and mailings from internal and external customers.
- Approve and issue building permits to Lead Contractors, reviews LMS for permitting and payment.
- Handles transactions using the departmental cashiering system' complete close of day balancing of deposits, and import financial information using the city's financial management information system.
- Support Commissioners office in scheduling and documenting Appeal Hearings.
- Enter, update and maintain the water filter questionnaire database.
- Prepare Medicaid billing submission's and submit to the departmental finance department.
- Review chain of custody documentation and workflow for environmental dust and soil samples to the MHD lab; manage the HEPA Vacuum rental program for city residents and contractors. Serves as a Notary Public for program needs.
- Processes billing charges for LMS for reinspection fees, citations, and special assessments and associated mailing of fee letters. Use Master Property File (MPROP), Map Milwaukee Portal (MAI), Land Management System (LMS), and Graphic Information System (GIS) data to investigate inconsistencies in property recording to ensure accurate billing.
- Serve as liaison for billing disputes for the public.

- Track and report statuses for reinspection fees, citations, special assessments charged to the tax bills for comptroller reconciliation.

Minimum qualifications include an Associate Degree in office administration, business management, information technology, general studies, or a related field from an accredited college or university and three years of administrative support experience performing duties related to the essential functions listed above.

Based on the fundamental changes to this position including a higher level of complexity, more technical knowledge and skills, and current minimum qualifications, we recommend repurposing this Office Assistant III to Program Assistant III in pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Health Department - Well Woman Program

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|-----------------------|--|
| Office Assistant IV Health - One Position | 6HN: \$39,349-\$44,426 Recruit Rate: \$40,146 | Program Assistant III | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |

The Milwaukee Health Department has requested the repurpose of an Office Assistant II position in their Well Woman program. After evaluation of the position and the competency level required to complete the work successfully, it was determined a higher caliber skill set, knowledge base, and higher minimum qualifications are required.

The Program Assistant III provides office support for Program Managers, Coordinators, and other staff in the Home Environmental Health Program. This position assumes lead responsibility for a variety of activities including support for general office operations e.g. answering telephone and front desk inquiries, issuing and filing documents, monitoring equipment and the maintenance of program reporting databases. Software used by this position includes WORD, EXCEL, patient databases, QuickBase, LMS, FMIS, and web data and reporting systems. Activities will include billing, billing disputes and resolution. This position will also act as the liaison for scheduling Appeal Hearings for the Commissioner's office.

- Provides administrative support to Clinical staff, Management and Coordinators.
- Assume lead responsibility for coordinating operations of the office area including, development of manuals and job aids.
- Developing and improving office and LMS Administrator procedures, and training other office staff as appropriate.
- Provide excellent customer service with front desk and telephone inquiries, emails, and mailings from internal and external customers.
- Monitor staff phone usage and voicemail responsiveness.
- Assists clients with billing issues via collaboration with providers and billing agents
- Forge and maintain partnerships with providers and billing agents
- Provide education on WWP eligibility, services, and billing to provider and partners
- Compiles and prepares billing reports on a monthly basis

- Enter, update, and maintain data in various computer databases
- Maintain files in both paper and electronic formats
- Develop, maintain, and update procedures for billing management and documentation
- Conduct outreach and recruit women for Well Woman services from community organizations, agencies, or healthcare facilities
- Help clients navigate and obtain necessary resources at MHD and other agencies
- Provide navigation services to program clients no longer eligible for Well Woman services
- Attend pre-approved community meetings and events
- Serve as a liaison representing and supporting MHD interests

Minimum qualifications include an Associate Degree in office administration, business management, information technology, general studies, or a related field from an accredited college or university and three years of administrative support experience performing duties related to the essential functions listed above.

Based on the fundamental changes to this position including a higher level of complexity, more technical knowledge and skills, and current minimum qualifications, we recommend repurposing this Office Assistant III to Program Assistant III in pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Pay Range Restructure

This recommendation will completely restructure the pay ranges for Section 6: Administrative Support in the salary ordinance and the corresponding pay ranges in Section 9: Part-time and Intermittent. This will be the same for Section 5: Paraprofessionals in the next report. Below is a chart reflecting the new ranges for Section 6 so as to eliminate confusion:

| 2021 Pay Range and Rate | Current Pay Range and Rate | Recommended Pay Range and Rate |
|--------------------------------|-----------------------------------|---------------------------------------|
| 6AN: \$29,180 - \$30,672 | 6AN: \$33,110-\$33,110 | 6AN: \$36,421 - \$43,705 |
| 6BN: \$23,437 - \$32,381 | 6BN: \$33,110-\$34,363 | 6BN: \$37,114 - \$44,537 |
| 6CN: \$26,297 - \$32,910 | 6CN: \$33,110-\$34,925 | 6CN: \$38,849 - \$46,618 |
| 6DN: \$29,306 - \$34,445 | 6DN: - | 6DN: \$40,826 - \$48,991 |
| 6EN: \$28,267 - \$35,922 | 6EN: \$33,110-\$38,121 | 6EN: \$41,494 - \$49,792 |
| 6FN: \$30,664 - \$38,406 | 6FN: \$33,110-\$40,757 | 6FN: \$43,153 - \$51,784 |
| 6GN: \$33,976 - \$39,943 | 6GN: \$36,056-\$42,388 | 6GN: \$44,909 - \$53,891 |
| 6HN: \$37,080 - \$41,863 | 6HN: \$39,349-\$44,426 | 6HN: \$46,226 - \$55,471 |
| 6IN: \$36,935 - \$43,335 | 6IN: \$39,196-\$45,988 | 6IN: \$47,154 - \$56,585 |
| 6JN: \$34,849 - \$44,546 | 6JN: \$36,982-\$47,272 | 6JN: \$48,357 - \$58,029 |
| 6KN: \$38,629 - \$45,391 | 6KN: \$40,993-\$48,169 | 6KN: \$49,095 - \$58,914 |
| 6LN: \$40,501 - \$46,724 | 6LN: \$42,980-\$49,583 | 6LN: \$50,964 - \$61,157 |
| 6MN: - | 6MN: \$45,584-\$52,588 | 6MN: \$52,917 - \$63,500 |
| 6NN: \$38,628 - \$51,547 | 6NN: \$40,993-\$54,702 | - |
| 6ON: \$49,344 - \$56,340 | 6ON: \$52,364-\$59,789 | - |

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

| Current Pay Range and Rate | Recommended Pay Range Restructure |
|----------------------------|-----------------------------------|
| 9FN: \$33,110-\$33,110 | 9FN: \$37,114-\$49,219 |
| 9KN: \$33,110-\$33,110 | 9KN: \$43,026-\$53,783 |
| 9ON: \$36,840-\$36,840 | 9ON: \$44,317-\$55,396 |

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

Footnotes for these titles will remain the same unless footnoted assignment rates were rolled into the title’s new recruitment rates.

Action Required - Effective Pay Period 06, 2024 (March 3rd, 2024)

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

Prepared by: Sarah Wangerin
Sarah Wangerin, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

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



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting: February 20th, 2023

This city-wide job study aligns 88 Paraprofessional titles and related classifications across all City departments. These titles represent 710 positions and 541 incumbents citywide. This series covers positions in Part I: Section 5: *Paraprofessionals* in the Salary Ordinance and corresponding titles in section 9: *Part-time and Intermittent*. Recommendations are also made for the direct supervisors and managers of these positions which would be compressed as result of this report.

These are positions in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Examples of classifications include clinic assistants, human resources assistants, program assistants, and accounting assistants.

These recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission as titles are often specific to a department. **Titles highlighted in grey are specific to the Fire and Police Commission report.**

Vacancy Rate

| Vacancy Rate | | |
|--------------|--------|------------|
| | Number | Percentage |
| Filled | 541 | 76% |
| Vacant | 169 | 24% |

Incumbent demographics

| Ethnic Group | | |
|-----------------------------------|--------|------------|
| | Number | Percentage |
| Black | 219 | 40% |
| Hispanic | 72 | 13% |
| White | 227 | 42% |
| Asian | 14 | 3% |
| American Indian/ Alaska Native | 9 | 2% |

| Sex | | |
|--------|--------|------------|
| | Number | Percentage |
| Female | 421 | 78% |
| Male | 120 | 22% |

The recommendations reallocate the rates of pay for classifications based upon a comparison to market rates of pay. These reallocations are not reclassifications unless specifically addressed at the end of this report. Employees in these titles will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title.

Reclassifications are addressed at the end of the report. The analysis and recommendation process for reclassification included a review of a position's duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience requirements.

Background

In 2021, the City of Milwaukee instituted a minimum living wage for City of Milwaukee employees. This change raised rates of pay for approximately 500 employees and affected two Paraprofessional pay ranges. This report aims to decompress the pay ranges and position titles that were eclipsed or compressed. Market data is provided to support recommended minimum rates of pay. Market data was sourced from the Economic Research Institute (ERI), a salary survey to which Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary information from the State of Wisconsin and other Wisconsin municipalities.

Examples of this compression are displayed in the resulting minimum rates of pay in pay ranges 5AN-5BN:

| 2021 Pay Range and Rate | Current Pay Range and Rate | Recommended Pay Range and Rate |
|--------------------------|----------------------------|--------------------------------|
| 5AN: \$29,782 - \$35,902 | 5AN: \$33,110-\$38,100 | 5AN: \$40,826-\$51,032 |
| 5BN: \$30,530 - \$37,456 | 5BN: \$33,110-\$39,749 | 5BN: \$42,867-\$53,584 |
| 5CN: \$34,067 - \$40,688 | 5CN: \$36,152-\$43,178 | 5CN: \$45,011-\$56,264 |
| 5DN: \$36,252 - \$42,916 | 5DN: \$38,471-\$45,543 | 5DN: \$47,261-\$59,076 |
| 5EN: \$40,501 - \$46,724 | 5EN: \$42,980-\$49,583 | 5EN: \$49,139-\$61,424 |
| 5FN: \$40,516 - \$48,248 | 5FN: \$42,996-\$51,201 | 5FN: \$51,596-\$64,495 |
| 5GN: \$41,610 - \$49,946 | 5GN: \$44,157-\$53,003 | 5GN: \$53,351-\$66,689 |
| 5HN: \$45,013 - \$51,408 | 5HN: \$47,768-\$54,555 | 5HN: \$55,728-\$69,660 |
| 5IN: \$46,347 - \$54,669 | 5IN: \$49,184-\$58,015 | 5IN: \$57,620-\$72,025 |
| 5JN: \$47,095 - \$57,144 | 5JN: \$49,977-\$60,642 | 5JN: \$60,036-\$75,045 |
| 5KN: \$48,851 - \$59,323 | 5KN: \$58,014-\$71,349 | 5KN: \$63,038-\$78,798 |
| - | 5LN: \$66,716-\$82,051 | 5LN: \$65,408-\$81,760 |
| - | 5MN: \$53,006-\$64,316 | 5MN: \$68,678-\$85,847 |
| - | 5NN: \$56,218-\$68,214 | - |
| - | 5ON: \$59,625-\$72,348 | - |

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

Accounting Assistant Series – City of Milwaukee

Accounting Assistant IIIs perform various general accounting, procurement, and accounts payable functions. Incumbents follow City of Milwaukee policies and procedures and generally accepted government accounting principles.

Accounting Program Assistant IIIs provide technical accounting and financial related services according to generally accepted accounting principles, audits, and enforces requirements for contracts, grants, and/or budgeting.

Market Data – Economic Research Institute

Accounting Clerk

ERI defines an Accounting Clerk as a position that prepares and keeps financial and business transaction data up-to-date, applying accepted procedures, and prepares reports to ensure accurate accounting

records. Performs complex clerical and entry-level accounting activities. Compiles and checks source documents, such as vouchers, invoices, purchase orders, and cash receipts, for completeness and accuracy, and prepares reports. Verifies and posts details of business transactions to appropriate ledgers and journals, and totals accounts.

| Job Title | Geographic Area | Level | 25th Percentile | Survey Mean | 75th Percentile |
|------------------|----------------------|---------|-----------------|-------------|-----------------|
| Accounting Clerk | Milwaukee, Wisconsin | Level 1 | 41,557 | 45,376 | 48,625 |
| Accounting Clerk | Milwaukee, Wisconsin | Level 2 | 46,807 | 51,038 | 54,676 |
| Accounting Clerk | Milwaukee, Wisconsin | Level 3 | 53,697 | 58,464 | 62,620 |

ERI as of August 14th, 2023

Program Assistant Series – City of Milwaukee

Program Assistant IIs and IIIs perform a variety of sophisticated office support and administrative work in support of a program or distinct area of operations. Program Assistants acquire thorough knowledge of the policies and procedures associated with a particular program or operational area. While they exercise considerable independence in carrying out their responsibilities, they work closely with managers and professionals to interpret policies.

With greater responsibility, *Program Assistant IIIs* need an elevated knowledge base and skill set in order to perform the more complex functions required of them.

Human Resources Assistant – City of Milwaukee

Human Resources Assistant provides all administrative support for department Human Resources functions. Incumbents ensure processes run smoothly, accurately, and efficiently while ensuring quality and compliance are maintained. The Human Resources Assistant initiates new work projects and improves processes on a constant basis.

Market Data – Economic Research Institute

Program Specialist (Non-Profit)

ERI defines a Program Specialist as a position that coordinates and performs administrative support for one or more programs in a non-profit organization. Oversees projects and communicates between teams to assist in the overall completion of tasks and assignments in a timely manner. Develops and implements programs and initiatives designed to publicize the organization and increase public awareness.

| Job Title | Geographic Area | Level | 25th Percentile | Survey Mean | 75th Percentile |
|--------------------|----------------------|---------|-----------------|-------------|-----------------|
| Program Specialist | Milwaukee, Wisconsin | Level 1 | \$41,370 | \$45,803 | \$49,938 |
| Program Specialist | Milwaukee, Wisconsin | Level 2 | \$46,149 | \$51,119 | \$55,825 |
| Program Specialist | Milwaukee, Wisconsin | Level 3 | \$52,886 | \$58,606 | \$64,096 |

ERI as of August 14th, 2023

Market Data – Economic Research Institute

Human Resources Assistant

ERI defines a Human Resources Assistant as a position that assists one or more functional areas within Human Resources. Performs diversified clerical and administrative activities. Makes files on all new personnel, photographing and assigning employee number. Records changes on all employee status as

necessary; e.g., change of address, departmental transfers, rate increases, terminations, etc. Verifies payroll changes with computer printout. Enrolls new employees in programs. Processes and records information, such as personal data, compensation, benefits, tax data; attendance, performance reviews or evaluations, and termination date and reason. Processes employment applications; and assisting in other employment activities.

| Job Title | Geographic Area | Level | 25th Percentile | Survey Mean | 75th Percentile |
|---------------------------|----------------------|---------|-----------------|-------------|-----------------|
| Human Resources Assistant | Milwaukee, Wisconsin | Level 1 | \$43,365 | \$47,665 | \$51,447 |
| Human Resources Assistant | Milwaukee, Wisconsin | Level 2 | \$48,480 | \$53,196 | \$57,389 |
| Human Resources Assistant | Milwaukee, Wisconsin | Level 3 | \$54,666 | \$59,887 | \$64,584 |

ERI as of August 14th, 2023

Market Rates - Bureau of Labor Statistics

In conducting a market cost of labor analysis for these titles, rates of pay from the Bureau of Labor Statistics (BLS) were obtained. The following table provides wage information from BLS for Bookkeeping, Accounting, and Auditing Clerks and Human Resources titles in Federal, state, and local government, including government-owned schools and hospitals, and the USPS:

| Occupation Area: Milwaukee-Waukesha-West Allis, WI | 25th percentile wage | Median wage | 75th percentile wage |
|---|----------------------|-------------|----------------------|
| Bookkeeping, Accounting, and Auditing Clerks | \$39,566 | \$47,461 | \$54,335 |
| Human Resources Assistants | \$40,637 | \$46,757 | \$51,765 |
| Human Resources Specialists | \$49,286 | \$62,608 | \$79,917 |

Source: BLS – Published in May 2022; aged by 2% to approximate 2024 rates

External Comparisons

In addition to market data comparisons, DER staff made comparisons to comparable positions in other southeastern Wisconsin jurisdictions:

| City | Title | Minimum Pay | Minimum Experience | Recommended |
|-------------|---------------------------|-------------|----------------------|-------------|
| Milwaukee | Program Assistant I | \$42,980 | Three Years | \$53,351 |
| State of WI | Ops Program Associate | \$44,159 | Not provided | |
| Milwaukee | Program Assistant II | \$45,143 | Four Years | \$57,620 |
| Madison | Program Assistant 1 | \$55,004 | Three Years | |
| Milwaukee | Program Assistant III | \$50,704 | Associates + 3 years | \$62,229 |
| Milwaukee | Human Resources Assistant | \$50,704 | Associates + 3 years | \$62,229 |
| Wauwatosa | Human Resources Assistant | \$57,504 | None | |
| Racine | Human Resources Assistant | \$58,011 | Associates + 1 year | |

The State of Wisconsin describes 'Operations Program Associate' as a position that performs a combination of complex, unit specific program duties in support of a professional program area(s) for the majority of the time. Positions relieve supervisors or program specialists of the less complex professional tasks. Decisions usually result in approval or denial of a request in the program area and may have impact across program lines. Positions serve as a liaison with other state agencies, federal government, local units of government, courts and law enforcement agencies, other states, the general public, or the private sector to obtain, provide, or exchange

complex information. Positions provide support in program compliance activities; perform quality assurance reviews within the program area, identify deficiencies, and provide feedback as necessary to effectively recommend changes in the policies and procedures of the program area.

The City of Madison describes 'Program Assistant 1' as a position that is responsible programmatic support work in a City department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising considerable judgment and discretion in the interpretation and application of policies

Recommendations

The recommendations that follow are organized by 'Recommended Pay Range' and indicate titles by Department. Please note that these recommendations are shown only as non-resident wage rates. City residents receive the 3% incentive.

Paraprofessionals

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|---------------------------|--|
| Public Health Aide Health - Underfill title | 5AN: \$33,110-\$38,100 | N/A | 5BN: \$42,867-\$53,584 Recruit Rate: \$43,561 |
| Clinic Assistant Health - Underfill title | 5BN: \$33,110-\$39,749 | N/A | 5BN: \$42,867-\$53,584 Recruit Rate: \$43,090 |
| Community Education Assistant Health - One Position | 5BN: \$33,110-\$39,749 | Public Health Educator II | 2DN: \$45,101-\$63,140 Recruit Rate: \$53,914 |
| Community Education Assistant Health - One Position | 5BN: \$33,110-\$39,749 | N/A | 5BN: \$42,867-\$53,584 Recruit Rate: \$43,090 |
| Medical Assistant Health - Six Positions Health - One Position -Bilingual Hmong | 5CN: \$36,152-\$43,178 | N/A | 5CN: \$45,011-\$56,264 Recruit Rate: \$48,084 |
| Forensic Identification Processor Police Dept - Five Positions | 5DN: \$38,471-\$45,543 Recruit Rate: \$41,988 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$51,182 |
| Library Circulation Services Representative Library - 73 Positions Library - Five Positions bilingual | 5DN: \$38,471-\$45,543 Recruit Rate: \$40,094 | N/A | 5AN: \$40,826-\$51,032 |
| Library Technical Services Specialist Library - Eight Positions | 5DN: \$38,471-\$45,543 Recruit Rate: \$40,094 | N/A | 5AN: \$40,826-\$51,032 |
| License Specialist I CCCC - Underfill title | 5DN: \$38,471-\$45,543 Recruit Rate: \$41,988 | N/A | 5HN: \$55,728-\$69,660 |
| Police Records Specialist II Police Dept - Underfill title | 5DN: \$38,471-\$45,543 Recruit Rate: \$41,988 | N/A | 5HN: \$55,728-\$69,660 |
| Accounting Assistant III DPW Admin - One Position Treasurer - One Position Water Works - Five Positions | 5EN: \$42,980-\$49,583 Recruit Rate: \$44,887 | N/A | 5GN: \$53,351-\$66,689 |
| Community Service Officer Police Dept - 25 Positions | 5EN: \$42,980-\$49,583 Recruit Rate: \$41,937 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$55,842 |

| | | | |
|--|--|---------------------------------------|--|
| Library Audio Machine Technician Library - Two Positions | 5EN: \$42,980-\$49,583 | N/A | 5BN: \$42,867-\$53,584 Recruit Rate: \$44,909 |
| License Specialist II CCCC - Five Positions | 5EN: \$42,980-\$49,583 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Office Coordinator Fire Dept - One Position | 5EN: \$42,980-\$49,583 | N/A | 5GN: \$53,351-\$66,689 |
| Office Coordinator II Fire Dept - One Position | 5EN: \$42,980-\$49,583 Recruit Rate: \$44,026 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,648 |
| Police Records Specialist III Police Dept - 18 Positions | 5EN: \$42,980-\$49,583 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Police Services Specialist-Investigator Police Dept - 27 Positions Police Dept - 10 Positions PPD | 5EN: \$42,980-\$49,583 Recruit Rate: \$41,937 | N/A | 5GN: \$53,351-\$66,689 |
| Program Assistant I CCCC - One Position DCD - One Position DNS - One Position DOA - One Position DPW Infra - Three Positions DPW OPS - Three Positions FPC - Two Positions Health - Two Positions Water Works - One Position | 5EN: \$42,980-\$49,583 | N/A | 5GN: \$53,351-\$66,689 |
| Program Assistant I DCD - One Position | 5EN: \$42,980-\$49,583 | Administrative Services Supervisor | 1DX: \$58,223-\$81,507 Recruit Rate: \$70,690 |
| Administrative Assistant III DPW Infra - One Position Health - Two Positions Police Dept - Seven Positions Port - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Clinic Office Coordinator Health - Three Positions | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Emergency Communications Administrative Assistant III DEC - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | Administrative Assistant III | 5IN: \$57,620-\$72,025 |
| Health Access Assistant Health - Four Positions | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Health Project Assistant Health - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |
| Lead Project Assistant Health - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,977 | N/A | 5IN: \$57,620-\$72,025 |
| Program Assistant II DNS - Ten Positions DOA - Two Positions DPW Admin - One Position DPW Infra - Two Positions DPW OPS - Five Positions | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | N/A | 5IN: \$57,620-\$72,025 |

| | | | |
|---|--|-------------------------------|---|
| Fire Dept – One Position Health - Four Positions Library - One Position Treasurer - One Position Water Works - Four Positions | | | |
| Program Assistant II Treasurer - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | Tax Enforcement Specialist | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,355 |
| Accounting Program Assistant III COMP - Seven Positions DCD - One Position Library - One Position | 5GN: \$44,157-\$53,003 Recruit Rate: \$51,392 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,401 |
| Communications Assistant-Senior DPW OPS - Eight Positions | 5GN: \$44,157-\$53,003 Recruit Rate: \$47,992 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$49,399 |
| Emergency Communications Officer I DEC - Underfill title | 5GN: \$44,157-\$53,003 Recruit Rate: \$45,977 | N/A | 5CN: \$45,011-\$56,264 Recruit Rate: \$45,977 |
| Health Accounting Assistant Health - Two Positions | 5GN: \$44,157-\$53,003 Recruit Rate: \$51,392 | Accounting Coordinator II | 2FN: \$51,250-\$71,754 Recruit Rate: \$62,529 |
| Tow Lot Assistant III DPW OPS - Seven Positions | 5GN: \$44,157-\$53,003 Recruit Rate: \$47,992 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$49,399 |
| Unified Call Center Representative 1 DOA - Underfill title | 5GN: \$44,157-\$53,003 Recruit Rate: \$45,977 | N/A | 5CN: \$45,011-\$56,264 Recruit Rate: \$45,977 |
| License Specialist III CCCC - Two Positions | 5HN: \$47,768-\$54,555 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$60,973 |
| Water Billing Specialist Water Works - Five Positions | 5HN: \$47,768-\$54,555 Recruit Rate: \$51,392 | N/A | 5KN: \$63,038-\$78,798 Recruit Rate: \$63,530 |
| 911 Dispatcher DEC - Underfill title | 5IN: \$49,184-\$58,015 Recruit Rate: \$66,716 | N/A | 5LN: \$65,408-\$81,760 Recruit Rate: \$66,716 Footnote: Appointment may be at any rate in the following pay range: \$66,716-\$82,051 |
| 911 Telecommunicator DEC - Underfill title | 5IN: \$49,184-\$58,015 Recruit Rate: \$58,014 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$58,014 Footnote: Appointment may be at any rate in the following pay range: \$58,014-\$71,349 |
| Administrative Assistant IV DNS - One Position Health - Two Positions Library - One Position Police Dept - Two Positions Water Works - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Assessment Accounting Assistant Assessor - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$49,870 | N/A | 5GN: \$53,351-\$66,689 |
| Benefits Services Specialist DER - Two Positions ERS - Two Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |

| | | | |
|--|--|----------------------------------|--|
| Communications Assistant Lead DPW OPS - Five Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$51,987 |
| Emergency Communications Administrative Assistant IV DEC - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | Administrative Assistant IV | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Emergency Communications Financial Services Assistant DEC - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | Management Accountant - Senior | 2JX: \$66,154-\$92,612 Recruit Rate: \$72,768 |
| Emergency Communications Human Resources Assistant DEC - Underfill title | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | Human Resources Assistant | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| ERS Accounting Assistant ERS - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$49,870 | N/A | 5GN: \$53,351-\$66,689 |
| Human Resources Assistant DER - Four Positions Fire Dept - One Position FPC - Two Positions Health - One Position Library - Two Positions Police Dept - Two Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Human Resources Assistant DNS - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | Human Resources Analyst | 2IX: \$62,041-\$86,854 Recruit Rate: \$68,244 |
| Library Circulation Services Representative-Lead Library - Six Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$51,987 |
| Library Communications Assistant Library - Two Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$51,987 |
| Library Technical Services Specialist-Lead Library - Three Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$51,987 |
| Parking Enforcement Officer DPW OPS - 58 Positions | 5IN: \$49,184-\$58,015 | N/A | 5DN: \$47,261-\$59,076 Recruit Rate: \$49,184 |
| Program Assistant III DNS - Three Positions DOA - One Position DPW Infra - One Position Health - Five Positions Library - One Position Police Dept - One Position Water Works - Five Positions | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Program Assistant III DPW OPS - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | Administrative Specialist Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
| Program Assistant III Health - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | Human Resources Assistant | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Program Assistant III Treasurer - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | Administrative Specialist-Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
| Revenue Collection Specialist Treasurer - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |

| | | | |
|---|--|-------------------------------------|--|
| Administrative Services Coordinator CCCC - One Position DCD - One Position DOA - One Position Fire Dept - One Position Water Works - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,365 | N/A | 5KN: \$63,038-\$78,798 Recruit Rate: \$64,264 |
| Assessment Services Assistant-Senior Assessor - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$56,842 |
| Court Accounting Assistant-Senior Muni Court - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$56,842 |
| Court Administrative Assistant Muni Court - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | Administrative Specialist-Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
| Court Services Assistant-Lead Muni Court - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$56,842 |
| Deferred Compensation Plan Services Assistant Def Comp - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,365 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$52,365 |
| ERS Fiscal Services Assistant ERS - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$54,989 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,989 |
| Internet Analyst DOA - Underfill title | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,784 | N/A | 5FN: \$51,596-\$64,495 Recruit Rate: \$52,784 |
| Lead Parking Enforcement Officer DPW OPS - Four Positions | 5JN: \$49,977-\$60,642 Recruit Rate: \$51,644 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$51,644 |
| Legal Office Assistant-Senior City Attorney - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,275 |
| Payroll Assistant 1 Citywide - Underfill title | 5JN: \$49,977-\$60,642 Recruit Rate: \$54,418 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,418 |
| Tow Lot Assistant Lead DPW OPS - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,365 | N/A | 5GN: \$53,351-\$66,689 |
| Transportation Accounting Assistant DPW OPS - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$52,365 | N/A | 5GN: \$53,351-\$66,689 |
| Unified Call Center Representative 2 DOA - Underfill title | 5JN: \$49,977-\$60,642 Recruit Rate: \$51,644 | N/A | 5EN: \$49,139-\$61,424 Recruit Rate: \$51,644 |
| WIC Client Services Assistant 1 Health - Underfill title | 5JN: \$49,977-\$60,642 Recruit Rate: \$54,418 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$54,418 |
| Assessment Services Specialist Assessor - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| BOZA Administrative Assistant-Lead BOZA - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$59,684 |
| Docketing Specialist City Attorney - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$63,602 | N/A | 5KN: \$63,038-\$78,798 Recruit Rate: \$63,602 |
| Emergency Communications Officer II DEC - Underfill title | 5KN: \$58,014-\$71,349 Recruit Rate: \$58,014 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,014 |
| ERS Services Specialist ERS - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Facilities Program Assistant Library - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$58,772 | Facilities Program Specialist | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,772 |

| | | | |
|--|--|-----|--|
| Internet Analyst-Senior DOA - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$55,423 | N/A | 5GN: \$53,351-\$66,689 Recruit Rate: \$55,423 |
| IT Support Associate DOA - Three Positions Library - One Position | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$59,684 |
| Legal Office Assistant-Lead City Attorney - Two Positions | 5KN: \$58,014-\$71,349 Recruit Rate: \$59,684 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,355 |
| Unified Call Center Representative 3 DOA - 11 Positions DOA - 21 Positions (Auxiliary) | 5KN: \$58,014-\$71,349 Recruit Rate: \$58,014 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,014 |
| Emergency Communications Officer III DEC - Underfill title | 5LN: \$66,716-\$82,051 Recruit Rate: \$66,716 | N/A | 5LN: \$65,408-\$81,760 Recruit Rate: \$66,716 |
| Emergency Communications Officer IV DEC - 184 Positions | 5LN: \$66,716-\$82,051 Recruit Rate: \$70,052 | N/A | 5MN: \$68,678-\$85,847 Recruit Rate: \$70,052 |
| Payroll Assistant 2 Citywide - Underfill title | 5MN: \$53,006-\$64,316 Recruit Rate: \$57,139 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$57,139 |
| WIC Client Services Assistant 2 Health - Underfill title | 5MN: \$53,006-\$64,316 Recruit Rate: \$57,139 | N/A | 5HN: \$55,728-\$69,660 Recruit Rate: \$57,139 |
| Municipal Court Clerk 1 Muni Court - Underfill title | 5NN: \$56,218-\$68,214 Recruit Rate: \$57,272 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$58,781 |
| Payroll Assistant 3 DPW Admin - Nine Positions Fire Dept - One Position Police Dept - One Position Water Works - One Position | 5NN: \$56,218-\$68,214 Recruit Rate: \$59,996 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$59,996 |
| WIC Client Services Assistant 3 Health - Seven Positions | 5NN: \$56,218-\$68,214 Recruit Rate: \$59,996 | N/A | 5IN: \$57,620-\$72,025 Recruit Rate: \$59,996 |
| DPW Payroll Services Assistant DPW Admin - One Position | 5ON: \$59,625-\$72,348 Recruit Rate: \$61,780 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Fire Business Services Specialist Fire Dept - Three Positions | 5ON: \$59,625-\$72,348 Recruit Rate: \$61,780 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |
| Municipal Court Clerk 2 Muni Court - Six Positions | 5ON: \$59,625-\$72,348 Recruit Rate: \$59,956 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,355 |
| Water Program Assistant Water Works - Two Positions | 5ON: \$59,625-\$72,348 Recruit Rate: \$61,780 | N/A | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |

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

Professionals

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|----------------------------------|--|
| Executive Administrative Assistant I Citywide - Underfill title | 2BN: \$39,716-\$55,598 | N/A | 2CN: \$42,322-\$59,242 Recruit Rate: \$51,440 |
| Public Health Educator I Health - Underfill title | 2BN: \$39,716-\$55,598 Recruit Rate: \$43,536 | N/A | 2BN: \$39,716-\$55,598 Recruit Rate: \$48,641 |
| Administrative Specialist DOA - One Position | 2CN: \$42,322-\$59,242 Recruit Rate: \$42,322 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |
| Administrative Specialist DOA - One Position | 2CN: \$42,322-\$59,242 Recruit Rate: \$42,322 | Administrative Specialist-Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |

| | | | |
|--|--|--------------------------------------|--|
| Document Services Supervisor CC-CC - Two Positions | 2CN: \$42,322-\$59,242 Recruit Rate: \$51,468 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |
| Executive Administrative Assistant II CC-CC - One Position COMP - One Position | 2CN: \$42,322-\$59,242 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |
| Office Supervisor II Police Dept - One Position | 2CN: \$42,322-\$59,242 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |
| Public Health Educator II Health - One Position | 2CN: \$42,322-\$59,242 Recruit Rate: \$48,256 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$53,914 |
| Records Services Supervisor ERS - One Position | 2CN: \$42,322-\$59,242 Recruit Rate: \$51,468 | N/A | 2DN: \$45,101-\$63,140 Recruit Rate: \$55,041 |
| Accounting Coordinator I DCD - Two Positions DPW ADMIN - One Position Police Dept - Two Positions | 2DN: \$45,101-\$63,140 Recruit Rate: \$51,392 | N/A | 2EN: \$48,079-\$67,309 Recruit Rate: \$58,438 |
| Accounting Coordinator II COMP - Two Positions DCD - Two Positions Health - Two Positions | 2DN: \$45,101-\$63,140 Recruit Rate: \$54,989 | N/A | 2FN: \$51,250-\$71,754 Recruit Rate: \$62,529 |
| Administrative Support Specialist DER - One Position DPW Admin - One Position FPC - One Position Mayor - One Position | 2DN: \$45,101-\$63,140 Recruit Rate: \$54,989 | N/A | 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 |
| Emergency Communications Administrative Support Specialist DEC - One Position | 2DN: \$45,101-\$63,140 Recruit Rate: \$54,989 | Administrative Support Specialist | 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 |
| Business Services Specialist Attorney - One Position DOA - Two Positions DPW Admin - One Position | 2DN: \$45,101-\$63,140 Recruit Rate: \$51,388 | N/A | 2FN: \$51,250-\$71,754 Recruit Rate: \$63,860 |
| Election Services Coordinator Election - Three Positions | 2DN: \$45,101-\$63,140 Recruit Rate: \$54,070 | N/A | 2EN: \$48,079-\$67,309 Recruit Rate: \$60,973 |
| Absentee Services Coordinator Election - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$59,114 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |
| Election Administrative Services Coordinator Election - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$59,114 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |
| Election Services Field Coordinator Election - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$59,114 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |
| Library Security Investigator Library - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$53,848 | N/A | 2EN: \$48,079-\$67,309 Recruit Rate: \$55,627 |
| Parking Administrative Services Coordinator DPW OPS - One Position | 2EN: \$48,079-\$67,309 Recruit Rate: \$59,114 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$64,264 |
| Administrative Specialist-Senior DNS - One Position DOA - Three Positions | 2EX: \$51,649-\$67,309 | N/A | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |

| | | | |
|---|--|-----|--|
| DPW Admin - One Position Library - One Position | | | |
| Healthcare Access Program Coordinator Health - One Position | 2FN: \$51,250-\$71,754 Recruit Rate: \$56,037 | N/A | 2GN: \$54,619-\$76,474 Recruit Rate: \$65,112 |
| Legal Administrative Specialist-Senior Attorney - Two Positions | 2FX: \$51,649-\$71,754 Recruit Rate: \$62,069 | N/A | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
| Municipal Court Clerk-Lead Muni Court - One Position | 2GX: \$54,619-\$76,474 Recruit Rate: \$65,724 | N/A | 2IX: \$62,041-\$86,854 Recruit Rate: \$67,917 |

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

Officials and Administrators

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|---|-------------------|---|
| Forensic Processor Supervisor Police Dept- One Position | 1AX: \$51,649-\$67,309 | N/A | 1BX: \$51,649-\$71,754 Recruit Rate: \$62,959 |
| Permit Desk Supervisor DNS - One Position | 1AX: \$51,649-\$67,309 | N/A | 1DX: \$58,223-\$81,507 Recruit Rate: \$70,690 |
| Police Records Supervisor Police Dept - One Position | 1AX: \$51,649-\$67,309 Recruit Rate: \$52,303 | N/A | 1CX: \$54,619-\$76,474 Recruit Rate: \$66,758 |
| Administrative Services Supervisor DCD - One Position DNS - Three Positions | 1BX: \$51,649-\$71,754 | N/A | 1DX: \$58,223-\$81,507 Recruit Rate: \$70,690 |
| License Coordinator CC-CC - One Position | 1CX: \$54,619-\$76,474 | N/A | 1DX: \$58,223-\$81,507 Recruit Rate: \$69,717 |
| Document Services Manager CC-CC - One Position | 1DX: \$58,223-\$81,507 Recruit Rate: \$70,166 | N/A | 1FX: \$66,154-\$92,612 Recruit Rate: \$75,719 |
| Police Records Manager Police Dept - One Position | 1DX: \$58,223-\$81,507 | N/A | 1EX: \$62,041-\$86,854 Recruit Rate: \$74,838 |
| License Division Assistant Manager CC-CC - One Position | 1FX: \$66,154-\$92,612 Recruit Rate: \$67,477 | N/A | 1FX: \$66,154-\$92,612 Recruit Rate: \$76,688 |
| License Division Manager CC-CC - One Position | 1HX: \$75,162-\$105,223 Recruit Rate: \$75,162 | N/A | 1HX: \$75,162-\$105,223 Recruit Rate: \$84,357 |

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

Paraprofessionals – Part-time and Intermittent

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|------------------------------------|--|
| Temporary Program Assistant I Citywide - Temporary title | 9EN: \$40,146-\$44,426 Recruit Rate: \$42,980 | N/A | 9HN: \$51,250-\$71,754 Recruit Rate: \$53,351 |
| Temporary Election Services Office Administrator Election - Temporary title | 9HN: \$51,250-\$71,754 Recruit Rate: \$51,250 | Temporary Early Voting Coordinator | 9HN: \$51,250-\$71,754 Recruit Rate: \$64,264 Footnote: Appoint at any rate with DER approval. |
| Temporary Community Education Assistant Health - Temporary title | 9KN: \$33,110-\$33,110 | N/A | 9EN: \$40,146-\$44,426 Recruit Rate: \$43,090 |
| Temporary Library Circulation Services Representative Library - Six Positions | 9UN: \$38,471-\$42,388 Recruit Rate: \$40,094 | N/A | 9FN: \$37,114-\$49,219 Recruit Rate: \$40,826 |

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

Reclassified positions

Positions in this section represent positions with significant material changes to the position's duties and responsibilities and/or changes in levels of responsibility, knowledge, skills, or abilities. Incumbents in these positions receive promotions into new position titles and are evaluated for potential new probationary periods, position underfills, or other effects of team or division restructures.

Department of City Development

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|----------------------------|---------------------------------------|--|
| Program Assistant I DCD - One Position | 5EN: \$42,980-\$49,583 | Administrative Services Supervisor | 1DX: \$58,223-\$81,507 Recruit Rate: \$70,690 |

The Department of City Development has requested the reclassification of one Program Assistant I position in their Real Estate division to Administrative Services Supervisor due to significant material changes to the position's duties and responsibilities. The procurement of federal funds and changes during COVID-19 have added complexity to this position's work, including the need to execute contracts in a hybrid work environment, and new documents and info to be produced and cataloged. This position now drafts contracts and deeds, which is more technical work that wasn't done by this position in the past. This requires more input, discretion and self-direction in these tasks.

The department indicated that historically this position operated in their Real Estate and Development section, but with recent changes it has been meeting the need for administrative services their Commercial Corridor Development section as well. Providing these administrative services to the commercial staff allows commercial staff to complete more complex work. The department is proposing this position serve as a supervisor to administrative staff, which will in turn aide both the residential and commercial areas.

This position serves a lead worker in the administrative work of Real Estate, leading administrative processes, procedures, improvements and work flow for staff in different teams. This position has also created and implemented new processes.

Essential Functions:

- Manage the process and perform the execution of all activities necessary for completing the sale of City-owned and Redevelopment Authority of the City of Milwaukee (RACM) residential and commercial real estate.
- Manage the documentation and implementation of all administrative procedures for closing sales of real estate. Ensure documented procedures are updated in a timely fashion to reflect changes, and the order of all duties. Each documented duty should include the precise steps of each task required to close real estate transactions for residential and commercial properties.
- Ensure accepted offers are entered into the Real Estate Database, either by self-performing the work or management of the work of other staff.
- Provide all information needed to real estate agents and others involved in real estate transactions for processing and moving toward closing. Ensure any needed follow-up documentation is acquired from all parties in a timely fashion.
- Act as primary liaison with the City's contracted title company, and any other title companies as needed. Order all title commitment/letter reports from the contracted title company for the

sale of the foreclosed property. Work with the title company to design and implement changes in the closing process for real estate closings.

- Sit on review committee for any RFPs related to real estate closing and title services.
- Draft contractual agreements like amendments to offers to purchase, deeds, easements and notices.
- Ensure all deeds and deed restrictions and closing documents comport with the deal presented in the purchase contract.
- Perform real estate closings as needed.
- Obtain “special letters” of charges due to other City departments and assist with reconciliation of the same.
- Proof closing statements for accuracy.
- Research property history using various databases and the Laredo (Register of Deeds) system.
- Record documents as needed using the Simplifile program (Register of Deeds).
- Accurately and timely distribute checks received for closings to all relevant departments and to DCD accounting. Disbursement of checks to be completed on the same date as receipt of checks.
- Maintain all files according to standard documenting procedures and record retention schedules. Lead the completion of record retention activities. Produce records for inquiries, audits and open records requests.
- Write memos on behalf of the Real Estate Section to other departments. Prepare reports as needed.
- Ensure all closing out of files and Database documentation is timely, so all records are accurate at all times.
- Manage two Program Assistant I staff members, filling in for staff members during absences from duty.
- Provide guidance on work assignments, check work for accuracy and completeness.
- Provide performance feedback.
- Ensure procedures are adhered to.
- Conduct performance evaluations.
- Mediate any issues and troubleshoot with customers in the absence of other available real estate staff.
- Create scripts and other standard operating procedures to ensure calls are moved timely from the front desk to an appropriate staff person.

Minimum Qualifications include a Bachelor’s degree in accounting, business administration, public administration or a closely related field from an accredited college or university and two years of experience providing administrative support to a customer-focused program, including one year in a lead capacity.

Based on the fundamental changes to these positions requiring a higher level of responsibility, more technical knowledge and skills, current minimum qualifications, and supervisory duties, we recommend reclassifying this Program Assistant I position to an Administrative Services Supervisor position in pay range 1CX: \$54,619-\$76,474 with a recruitment rate of \$67,227.

Department of Neighborhood Services

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---------------|----------------------------|-------------------|--------------------------------|
|---------------|----------------------------|-------------------|--------------------------------|

| | | | |
|--|--|----------------------------|--|
| Human Resources Assistant DNS - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$51,392 | Human Resources Analyst | 2IX: \$62,041-\$86,854 Recruit Rate: \$68,244 |
|--|--|----------------------------|--|

The Department of Neighborhood Services has requested the reclassification of a Human Resources Assistant position in their Administrative Services Section to Human Resources Analyst due to the current level of responsibility, technical skills, and minimum qualifications. This position provides administrative and project support to the Human Resources function within the Department of Neighborhood Services. This support performs a wide array of Human Resources functions, such as talent acquisition, records management, Human Resources data and reporting, employee relations, talent retention, and payroll administration.

The department indicates that this position has taken on higher level Human Resources functions including reviewing and updating job descriptions, extending job offers and communicating pre-employment requirements to all candidates, conducting new employee onboarding, and completing and submitting OSHA reporting requirements.

Essential Functions:

- Process biweekly payroll for the Department of Neighborhood Services.
- Handle all informational requests and paperwork for adding (new hires, transfers) and deleting (reassignments, retirements, leaves of absence, suspensions, etc.) employees from payroll.
- Provide information regarding payroll related information to interested parties (employment verification, vacation balances).
- Process entries for increment raises, adjustments, etc. for employees.
- Provide general administrative support for the DNS Human Resources team, which may include running or designing reports, researching information, scheduling interviews/meetings, working on HR projects and answering basic employee questions.
- Monitor and prepares personnel requisitions.
- Review and updated job descriptions.
- Conduct reference checks, verify employment and education of candidates.
- Extend job offers and communicate pre-employment requirements to all candidates.
- Conduct DNS New Employee Onboarding
- OSHA reporting
- Research and analyze data as requested by the HR Administrator, to assist with special reports and/or projects as needed.

Minimum Qualifications include a Bachelor’s degree in human resources management, industrial relations, education, psychology, business administration, finance, management, public administration, or a related field from an accredited college or university.

Based on the essential functions including payroll administration, performing a full range of professional personnel services, and data reporting and analysis, we recommend reclassifying this Human Resources Assistant position to a Human Resources Assistant position in pay range 2IX: \$62,041-\$86,854 with a recruitment rate of \$68,244.

Department of Public Works – Operations

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---------------|----------------------------|-------------------|--------------------------------|
|---------------|----------------------------|-------------------|--------------------------------|

| | | | |
|--|--|-------------------------------------|--|
| Program Assistant III DPW OPS - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | Administrative Specialist Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |
|--|--|-------------------------------------|--|

The Department of Public Works has requested the reclassification of a Program Assistant III position in their Administrative Section to Administrative Specialist Senior due to the current level of responsibility, technical skills, and minimum qualifications. This position performs various administrative functions including confidential support and coordination for the Director of Operations, Operations Section Managers and Operations Administration functions.

Essential Functions:

- Manage and conduct high level and confidential administrative activities and support for the Director of Operations and Section Managers; including the coordination and scheduling of departmental meetings and trainings.
- Review the Director of Operations incoming communications via the telephone and private voice mailbox and refer to the appropriate staff for action.
- Coordinate Aldermanic requests with field managers and respond to Aldermanic offices
- Administer solid waste, extra cart and snow and ice fees in strict accordance with City of Milwaukee ordinances. Conduct thorough review and impacts.
- Process billing changes and adjustments within EnQuesta and serve as liaison to Milwaukee Water Works for billing issues. Using MPROP, MAI, LMS and City Assessor's Office data, investigate inconsistencies in property recording for accurate billing.
- Answer resident questions and objections via phone, email or in person in relation to fees.
- Coordinate with Sanitation field staff to conduct investigations as needed.
- Assist Sanitation Management staff with questions regarding fees and providing resolutions.
- Coordinate Aldermanic and high level resident service requests with field managers and provide a thorough response to resolve the issue.
- Provide oversight to Operations Administration assignments to ensure daily tasks are completed timely and accurately. Train Program Assistant II's as needed to understand changes in procedures or policy updates.
- Manage rear and front load garbage collection services including creating quarterly service billing invoices, reviewing payments submitted to the Treasurer's office for accuracy and delinquency, and identify payments requiring manual entry.
- Research delinquent accounts for change of property owner. Annually submit delinquent account balances to the Comptroller's office to be added to the property taxes.
- Maintain updated record of apartment garbage customers.
- Answer customer questions, requests and complaints. Investigate causes of service interruptions.
- Work with Sanitation Supervisors to coordinate service issue resolutions.
- Using MPROP, MAI and City Assessor's office data, investigate property designations from residential to commercial or vice versa for changes to garbage and recycling services allowed and provided. Adjust billing accordingly. Coordinate with field staff to coordinate appropriate service level for designation.

Minimum Qualifications include an Associate degree in human resources, business management, or a related field from an accredited college or university and two years of experience providing high-level confidential administrative support.

Based on the essential functions including performing complex and time-sensitive administrative activities, providing confidential administrative support to department managers, and complex data reporting and coordination, we recommend reclassifying this Program Assistant III position to an Administrative Specialist Senior position in pay range 2GX: \$54,619-\$76,474 with a recruitment rate of \$66,992.

Health Department – Health Administration – Finance

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|--|---|--|
| Health Accounting Assistant Health - Two Positions | 5GN: \$44,157-\$53,003 Recruit Rate: \$51,392 | Accounting Coordinator II (Two Positions) | 2FN: \$51,250-\$71,754 Recruit Rate: \$62,529 |
| | | Accounting Coordinator I (underfill title) | 2EN: \$48,079-\$67,309 Recruit Rate: \$58,438 |

The Milwaukee Health Department (MHD) has requested the reclassification of two Health Accounting Assistant positions in their Finance section to Accounting Coordinator II positions due to significant material changes to the position's duties and responsibilities. These positions perform critical accounting, purchasing, billing, invoicing, and related business functions for the Milwaukee Health Department.

The Department described a rapid increase in total staffing, spending, purchasing, and volume of grants from 2018-19 through 2022-23 which require greater degree of cross-coverage and adaptability on MHD Finance team. Overall volume of grants and grant funds has increased and will stay at current levels through 2027, requiring more throughput and higher degree of shared work and skills among MHD Finance staff. The current team structure has separate classifications of positions that are cross trained so all team members can perform necessary functions.

Essential Functions:

- Receive, review, and process invoices for MHD purchases and services received to assure payment within City prompt payment deadlines.
- Log invoices, verify fund source and compliance with grant terms, and generate payment vouchers in the PeopleSoft Financial Management Information System (FMIS).
- Establish and maintain vendors in FMIS.
- Allocate invoiced and other charged costs appropriately for shared functions using the MHD Chart of Accounts as reference.
- Receive, code, and process Interdepartmental Requisitions & Invoices (IRI's) received by MHD.
- Communicate with vendors, MHD staff, City Comptroller, Purchasing Division, and others to assure payments are made accurately and problems resolved.
- Create, file, and retrieve payment and invoice records as needed, and assure appropriate documentation of payments is on file for audit and reviews.
- Receive and coordinate collection of bi-monthly purchasing card statements and receipts, review and assure appropriate coding and charging, as well as eligibility of transactions.
- Generate payment vouchers and submit for payment.

- Administer purchasing card accounts, including changes to spending limits and authorized purchases, at direction of Budget & Administration Manager.
- Create, file, and retrieve payment records as needed, and assure appropriate documentation of payments is on file for audit and reviews.
- Review, process, adjust, and submit medical billing claims using Electronic Health Record (EHR) software and claim records.
- Assure patient privacy and compliance with the Health Insurance Portability & Accountability Act (HIPAA) for all billing transactions.
- Receive payments, process claim remits, and deposit billing revenue to appropriate accounts.
- Enroll MHD providers and programs with insurers and keep provider credentials current for billing.
- Keep and update MHD’s enrollment documentation, and administer MHD access to insurer portals for billing.
- Generate invoices for MHD business-to-business service and other functions, and receive and deposit cash, checks, and other revenues earned by MHD.
- Create, file, and retrieve records of deposits, invoices, and receipts for MHD as needed, and assure transactions are appropriately documented for audit and reviews.
- Administer purchases and contracts for MHD, including submission of Requisitions in FMIS, reviewing and validating accompanying documentation, and administering amendments and change orders for City contracts managed by MHD.
- Provide previews and reporting on pending, posted, and executed contracts.
- Report monthly on status of MHD contracts, including new contracts, pending expirations, and balances for available contracts.
- Generate Purchase Orders in FMIS for large purchases, and Excel for small purchases, as appropriate, to facilitate MHD purchasing.
- Keep contract and purchasing files in digital and paper versions, including relevant documents, change orders, and communications.

Minimum qualifications include Bachelor's degree in accounting, finance, business administration or a closely related field from an accredited college or university and one year of accounting or financial analysis experience.

Based on the essential functions including accounts payable and invoice management, purchasing card account administration, and confidential medical billing functions we recommend reclassifying these Health Accounting Assistant positions to Accounting Coordinator II positions in pay range 2FN: \$51,250-\$71,754 with a recruitment rate of \$62,529. Incumbents will underfill the higher title, serving a new probationary period upon promotion.

Health Department – Health Administration – Human Resources

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|---------------------------|--|
| Program Assistant III Health - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | Human Resources Assistant | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 |

The Milwaukee Health Department (MHD) has requested the reclassification of a Program Assistant III position in their Human Resources Section to Human Resources Assistant due to the current level of responsibility, technical skills, and minimum qualifications. This position provides confidential

administrative support to the Human Resources team, supports team hiring processes, and ensures compliance with required licensure and training of employees.

The department indicated that this position is performing on the same level as the other Human Resources Assistant on the team, though the two positions support different Human Resources functions. This position will support compliance, recruiting and hiring, investigation assistance, and other functions.

Essential Functions:

- Provide confidential administrative support to the HR team which may include notetaking during investigations and disciplinary meetings as well as creation and maintenance of documentation.
- Respond to employment verification and maintain the record of verifications completed. Maintain employee files including employment, injury and medical files. Update emergency communication system, employee roster, vacancy status report, and organizational chart.
- Support the hiring, new employee orientation and onboarding processes. Prepare new employee orientation materials. Ensure the hiring checklist is completed upon hire, order name plates, security badges, parking cards, probationary reports and calendar reminders sent to the hiring manager. Assistant hiring managers in coordinating interviews, ensuring interview questions and rating scales are reviewed by human resources for job relatedness and accuracy.
- Complete and maintain annual compliance audits such as required annual training, nursing licensure, certification maintenance, etc.
- Serve as back up to the HR Assistant as needed to ensure accurate and timely payroll processing. Support contract staff hiring and payroll review.

Minimum qualifications include an Associate degree in human resources, business administration, or a related field from an accredited college or university and two years of experience providing direct support to a human resources function or comparable business function such as payroll, employee relations, benefits, or leave administration.

Based on the essential functions including Human Resources compliance audits, assistance in investigations and disciplinary meetings, and back up to peer Human Resources positions we recommend reclassifying this Program Assistant III position to a Human Resources Assistant position in pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Treasurer – Tax Enforcement Division

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|----------------------------|--|
| Program Assistant II Treasurer - One Position | 5FN: \$42,996-\$51,201 Recruit Rate: \$45,143 | Tax Enforcement Specialist | 5JN: \$60,036-\$75,045 Recruit Rate: \$62,355 |

The City Treasurer’s Office has requested the reclassification of a Program Assistant II position in their Tax Enforcement Division to Tax Enforcement Specialist due to significant material changes to the position’s duties and responsibilities. In 2023, additional duties and responsibilities were shifted to this position as the result of a promotion in the section. This position is primarily responsible for performing tasks related to tax enforcement, vacated judgments, bankruptcy administration, and customer relations.

Essential Functions:

- Maintain appropriate enforcement status and in rem number coding for all delinquent tax accounts.
- Identify and flag delinquent property tax accounts eligible for in-rem foreclosure in accordance with the City’s adopted policies and procedures.
- Maintain in-rem foreclosure file database.
- Prepare all required documents for each foreclosure action, request to vacate a foreclosure judgment, and documents relative to proceeds of sale of foreclosed properties.
- Confer with taxpayers and their legal counsel regarding tax account status, payments, complaints, ownership difficulties, and vacated judgments through office visits, written correspondence, and/or telephone contact.
- Research accounts affected by bankruptcy actions using City Assessor, Munis Tax System, and City Clerk-License Division database information.
- Monitor multiple and serial filers and requests lift of stays when deemed necessary.
- Monitor debtor payment plans for compliance.
- Check status of cases in bankruptcy using court voice index system, or Public Access to Court Electronic Records System (PACER).
- Create statistical reports regarding bankruptcy administration for department management.
- Process payments received monthly from various bankruptcy trustee, as well as daily mail and over-the-counter payments, in accordance with bankruptcy allotted interest rates on an individual case-by-case basis.
- Prepare, submit, amend, or withdraw proof of claims to federal bankruptcy court electronically for delinquent property tax amounts due and maintains the database of active and closed bankruptcy case files.
- Monitor debtor payment plans for compliance.
- Confer with legal counsel regarding discrepancies in the debtor’s plans
- Other duties include coordination and monitoring of collection agent services, administration for vacated judgments, Tax billing and collection, and office administration.

Minimum qualifications include an Associate degree in business administration, finance, or legal studies and a minimum of three years of professional level clerical experience or Program Assistant II level or above.

Based on the essential functions in alignment with peer positions in the same classification, we recommend reclassifying this Program Assistant II to Tax Enforcement Specialist in pay range 5JN: \$60,036-\$75,045 with a recruitment rate of \$62,229.

Treasurer – Executive Office

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|--|--------------------------------------|--|
| Program Assistant III Treasurer - One Position | 5IN: \$49,184-\$58,015 Recruit Rate: \$50,704 | Administrative Specialist- Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |

The City Treasurer’s Office has requested the reclassification of a Program Assistant III position in their Executive Office to Administrative Specialist – Senior due to the current level of responsibility, technical skills, and minimum qualifications. This position provides high level, complex administrative support and

performs procurement and budgeting functions. The department indicates a pronounced change in the level of work for this position as procurement and budgeting has become more complex.

Essential Functions:

- Researches, compiles, and analyzes procurement and service contraction activities' data and prepares needed information, schedules and reports.
- Solicits Bids or Request for Proposals for various general services and commodities required by the department.
- Prepares and analysis of the bids or proposals received and makes a recommendation regarding the award of the services or commodities contract.
- Places all purchase orders for general office supplies, preprinted forms and envelopes, services, and equipment as needed, using the City ProCard where appropriate.
- Prepares billing documents (MAR invoices) for reimbursable charges.
- Reviews department ProCard Statement, verifying charges for accuracy, allocates expenditures to the appropriate accounts, and makes the requisite FMIS entries on a bi-weekly basis.
- Monitors and reconciles departmental accounts receivables, revenues, encumbrances, and expenditures to authorized budget through review of Financial Management Information System (FMIS) departmental budget reports to accounts receivable billings and deposits, accounts payable vouchers, and interdepartmental requisitions and invoices (IRI's), bringing disparities to the attention of department management, researching and analyzing the possible causes of the discrepancies, and follows through and initiates the appropriate corrective actions.
- Researches, compiles, and analyzes budget expenditure data and prepares needed information schedules and reports regarding salaries and wages, direct labor hours, fringe benefits and overhead, supplies and materials, services, equipment purchases, information systems, and special funds.
- Plays an integral role by assisting the Deputy City Treasurer in the preparation of the department's annual operating and special funds budget.
- Researches current and pending legislation affecting department operations, identifying the changes and problems posed, and, in collaboration with the executive staff and division managers, follows up by composing and preparing the necessary communications, and responses required.
- Screens and processes the City Treasurer's and Deputy City Treasurer's correspondence and, with assistance from the Deputy City Treasurer and division managers, composes and prepares the appropriate replies where required.
- Screens the City Treasurer's and Deputy City Treasurer's telephone calls and directly responds to inquiries where appropriate.
- Screens various e-mail accounts and, with assistance from the Deputy City Treasurer and division managers, composes and prepares the appropriate replies where required.
- Facilitates the coordination of the activities of the City Treasurer and the Deputy City Treasurer with division managers by gathering, screening, and routing various communications and materials to the appropriate staff.
- Maintains the department's current year's budget administration, departmental accounting, correspondence, operations, procurement, and service contracting files, and records and

coordinates their transfer or destruction in accordance with the approved record retention schedules.

- Prepares various reports, correspondence, and forms required relative to the department’s budget, revenue and appropriation accounts, procurement and service contracting functions, information systems functions, payroll and personnel administration, and other administrative concerns.
- Prepares confidential correspondence, forms, and reports for the City Treasurer and the Deputy City Treasurer as required.

Minimum qualifications include a Bachelor’s Degree in business administration, marketing, human resources, management, public administration, economics, sociology, or a related field from an accredited college or university, and two years of experience performing complex administrative duties related to the essential functions above.

Based on the essential functions including high level, confidential administrative support to elected or appointed officials, procurement and budget administration functions, as well as general office administration, we recommend reclassifying this Program Assistant III to Administrative Specialist-Senior in pay range 2GX: \$54,619-\$76,474 with a recruitment rate of \$66,992.

Municipal Court

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|--|--|----------------------------------|--|
| Court Administrative Assistant Muni Court - One Position | 5JN: \$49,977-\$60,642 Recruit Rate: \$56,842 | Administrative Specialist-Senior | 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 |

The Municipal Court has requested the reclassification of a Court Administrative Assistant position to Administrative Specialist – Senior due to the current level of responsibility, technical skills, and minimum qualifications. This position provides high level, complex administrative support to all 3 Municipal Judges, the Chief Court Administrator, Deputy Court Administrator and, at times, the Court’s management team. The incumbent works with a considerably high amount of independence to support the many different clerical functions of the Court. Some of the duties include serving as the departmental payroll clerk, overseeing all office management functions, monitoring the management cellphone, and coordinating meeting for the Court leadership team.

Essential Functions:

- Assist the Municipal Judges, the Chief Court Administrator, and Deputy Court Administrator in scheduling and coordinating meetings (both internal and external) efficiently.
- Coordinate special events and public appearances for the Municipal Judges and/or Chief Court Administrator/Deputy Court Administrator.
- Serve as the departmental payroll clerk by processing biweekly payroll.
- Process payroll pay adjustments.
- Make all necessary personnel entries into the Human Capital Management (HCM) system.
- Maintain certain employee personnel records as directed by the Deputy Court Administrator.
- Assist the Deputy Court Administrator on various departmental FMLA functions.
- Assist with facilities management issues and serve as a liaison to MPD facilities management.
- Maintain records of keys issued to staff.
- Oversee the management phone to track absence reporting and locate alternate Judges when needed.

- Track judicial absences and schedule/approve payment for alternate judges.
- Draft written materials such as press releases, fact sheets, and social media content for review by the Chief Court Administrator/Deputy Court Administrator.
- Compile various daily and monthly reports.
- Schedule meetings on behalf of the Chief Court Administrator and Deputy Court Administrator when needed.
- Assist with contract management including the preparation necessary procurement forms.
- Oversee one of the departmental ProCards.
- Assist the management team with the on-boarding of new employees.
- Order business cards for all 3 Municipal Judges and the management team.
- Maintain various Court financial spreadsheets.
- Maintain the Oath of Office for all 3 Municipal Judges and all alternate judges of the Municipal Court.

Minimum qualifications include a Bachelor’s Degree in business administration, marketing, human resources, management, public administration, economics, sociology, or a related field from an accredited college or university, and two years of experience performing complex administrative duties related to the essential functions above.

Based on the essential functions including high level, confidential administrative support to elected or appointed officials, procurement and payroll administration functions, as well as general office administration, we recommend reclassifying this Court Administrative Assistant to Administrative Specialist-Senior in pay range 2GX: \$54,619-\$76,474 with a recruitment rate of \$66,992.

Repurposed positions

Positions in this section represent vacant positions that have been evaluated by departments to better fit their programmatic needs. This shift may represent significant material changes to the position’s duties and responsibilities and/or changes in levels of responsibility, knowledge, skills, or abilities.

Health Department - Well Woman Program

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|----------------------------|---------------------------|--|
| Community Education Assistant Health - One Position | 5BN: \$33,110-\$39,749 | Public Health Educator II | 2DN: \$45,101-\$63,140 Recruit Rate: \$53,914 |
| | | Public Health Educator I | 2BN: \$39,716-\$55,598 Recruit Rate: \$48,641 |

The Milwaukee Health Department has requested to repurpose a vacant Community Education Assistant position in their Well Woman program. After evaluation of the position and the competency level required to complete the work successfully, it was determined a higher caliber skill set, knowledge base, and higher minimum qualifications are required.

This position plans, promotes, conducts, coordinates, and/or evaluates public health education interventions (individual, group and community level) related to state contract objectives and with various Health Department programs. These interventions include but are not limited to: breast and cervical cancer, diabetes and cholesterol testing. This position also functions to develop collaborative efforts with community organizations and groups to promote health and prevent disease.

Essential Functions:

- Plan, develop, implement and/or provide assistance related to health education interventions for breast cancer, cervical cancer, diabetes and cardiovascular disease. Including but not limited to self-breast exams, importance of mammograms and clinical breast exams and risk reduction of diabetes and cardiovascular disease.
- Work in MHD clinics or community sites providing Well Woman services to include: completing required forms and documents; provide motivational interviewing and health coaching for clients; conducting required lab work and providing clinical lab results for clients.
- Assist program staff with educating clients on the need for follow-up with the program, develop resources for clients to decrease barriers to obtaining needed services, and provide patient navigation as needed. Establish and maintain collaborative relationships with organizations/programs and community agencies to ensure agencies are aware of the Well Woman programs.
- Serve as a health education resource to other Milwaukee Health Department staff, community agencies and area health clinics, and providers directly related to breast and cervical cancer and cardiovascular disease for Well Woman/WISEWOMAN.
- Develop, identify, teach, evaluate and/or provide technical assistance related to educational methods and materials which are appropriate for target audience, i.e., cultural, ethnical, age, gender, education level, etc. in an effort to improve the health of Milwaukee women.
- Provide group and individual health education sessions for WISEWOMAN clients.
- Attend community events and health fairs to raise awareness about the Well Woman/WISEWOMAN program.
- Assist with the distribution of MBCCAP's materials to key resource centers and locations in the community.
- Assist the MBCCAP Public Health Nurse Coordinator and the WISEWOMAN Public Health Nurse in providing community education on women's health issues, including informational seminars and health fairs.
- Participate in data collection, program evaluation, and preparation of events tracking for the departmental reporting pertinent to State objectives, or as assigned by the program supervisor.
- Coordinate data collection, conduct research, maintain database, and integrate with agencies, community leaders/ organizers, department managers and schools.
- Assist the program manager in tracking the number of health fairs attended and the effectiveness of attendance of events.
- Assist Program Manager and PHN Coordinator in data collection/maintaining program databases to include Pap tests provided and needed follow-up, external provider database and other databases utilized by MBCCAP.

Minimum qualifications include a Bachelor's degree social work, human service, health education, health science or a related field from an accredited college or university and one year of experience in community outreach, human services, health care service, or a related field.

Based on the fundamental changes to this position including a higher level of complexity, more technical knowledge and skills, and current minimum qualifications, we recommend repurposing this Community Education Assistant as Public Health Educator II in pay range 2DN: \$45,101-\$63,140 with a recruitment rate of \$53,914.

Election Commission

| Current Title | Current Pay Range and Rate | Recommended Title | Recommended Pay Range and Rate |
|---|--|------------------------------------|--|
| Temporary Election Services Office Administrator Election - Temporary title | 9HN: \$51,250-\$71,754 Recruit Rate: \$51,250 | Temporary Early Voting Coordinator | 9HN: \$51,250-\$71,754 Recruit Rate: \$64,264 Footnote: Appoint at any rate with DER approval. |

The Election Commission has requested the repurposing of their Temporary Election Services Office Administrator classification to Temporary Early Voting Coordinator due to changes in classification of peer titles in regular, full-time classifications. These positions provide oversight of all eight In-Person Absentee Voting locations during the six weeks leading up to a general election. The incumbents work with a high level of independence to support the many different functions of the In-Person Absentee Voting locations, often under high scrutiny and, at times, hostility, in the current election environment which requires more strategic management of observers and staff to ensure 100% compliance with all applicable statutes and rules.

Essential Functions:

- Supervise early voting staff conducting various voting-related tasks, including voter registration, checking in registered voters in the WisVote database, issuing ballots; collecting voting ballots, crowd management, observer management and customer service.
- Provide on-the-job training, evaluation, and feedback to early voting staff members
- Recruit and schedule early voting staff, including the determination of appropriate coverage
- Manage on-site logistics (e.g. opening/closing) and other operations procedures
- Maintain communication with the Early Voting Coordinator on daily operations and atypical occurrences
- Ensure best practices related to ballot inventory and ballot control during voting

Minimum qualifications include 3 years of election administration experience

The original classification of this position was based on the Election Services Office Administrator title, which has since been reclassified as Election Administrative Services Coordinator in pay range 2EN. The report provides a market recommendation for Election Administrative Services Coordinator. Based on that classification, we recommend repurposing the Temporary Election Services Office Administrator to Temporary Early Voting Coordinator in pay range 9HN: \$51,250-\$71,754 with a recruitment rate of \$64,264, with flexibility in the recruitment rate at any point in the range with DER approval.

Pay Range Restructure

This recommendation will completely restructure the pay ranges for Section 5: Paraprofessionals in the salary ordinance and the corresponding pay ranges in Section 9: Part-time and Intermittent. Below is a chart reflecting the new ranges for Section 5 so as to eliminate confusion:

| 2021 Pay Range and Rate | Current Pay Range and Rate | Recommended Pay Range and Rate |
|--------------------------|----------------------------|--------------------------------|
| 5AN: \$29,782 - \$35,902 | 5AN: \$33,110-\$38,100 | 5AN: \$40,826-\$51,032 |
| 5BN: \$30,530 - \$37,456 | 5BN: \$33,110-\$39,749 | 5BN: \$42,867-\$53,584 |
| 5CN: \$34,067 - \$40,688 | 5CN: \$36,152-\$43,178 | 5CN: \$45,011-\$56,264 |

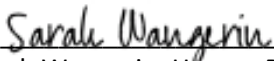
| | | |
|--------------------------|------------------------|------------------------|
| 5DN: \$36,252 - \$42,916 | 5DN: \$38,471-\$45,543 | 5DN: \$47,261-\$59,076 |
| 5EN: \$40,501 - \$46,724 | 5EN: \$42,980-\$49,583 | 5EN: \$49,139-\$61,424 |
| 5FN: \$40,516 - \$48,248 | 5FN: \$42,996-\$51,201 | 5FN: \$51,596-\$64,495 |
| 5GN: \$41,610 - \$49,946 | 5GN: \$44,157-\$53,003 | 5GN: \$53,351-\$66,689 |
| 5HN: \$45,013 - \$51,408 | 5HN: \$47,768-\$54,555 | 5HN: \$55,728-\$69,660 |
| 5IN: \$46,347 - \$54,669 | 5IN: \$49,184-\$58,015 | 5IN: \$57,620-\$72,025 |
| 5JN: \$47,095 - \$57,144 | 5JN: \$49,977-\$60,642 | 5JN: \$60,036-\$75,045 |
| 5KN: \$48,851 - \$59,323 | 5KN: \$58,014-\$71,349 | 5KN: \$63,038-\$78,798 |
| | 5LN: \$66,716-\$82,051 | 5LN: \$65,408-\$81,760 |
| | 5MN: \$53,006-\$64,316 | 5MN: \$68,678-\$85,847 |
| | 5NN: \$56,218-\$68,214 | |


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

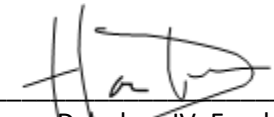
Footnotes for these titles will remain the same unless footnoted assignment rates were rolled into the title’s new recruitment rates. We are also recommending that titles classified as Paraprofessionals in pay ranges 5EN – 5MN may be authorized at any rate in the pay range with the approval of the Department of Employee Relations.

Action Required - Effective Pay Period 6, 2024 (March 3rd, 2024)

*** See addendum included in 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

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

REVISED 2/20/2024

Job Evaluation Report

City Service Commission Meeting: February 20th, 2024

Department of Administration – Office of Diversity, Equity, and Inclusion

| Current | Recommended |
|---|--|
| New Position | Racial Equity and Inclusion Coordinator PR 2HX (\$58,223 - \$81,507) FN: Recruitment rate \$61,110 (One Position) |
| Administrative Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment rate \$42,322 (One Vacant Position) | Administrative Specialist-Senior PR 2GX (\$54,619 - \$76,474) FN: Recruitment rate \$66,992 (One Vacant Position) |

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

Department of Administration – Office of the Director

| Current | Recommended |
|---|--|
| New Position | Director of African American Affairs PR 1IX (\$80,098 - \$112,137) (One Position) |
| Violence Reduction and Prevention Program Director PR 1IX (\$80,098 - \$112,137) FN: Recruitment rate \$95,932 (One Position) | Community Wellness and Safety Director PR 1IX (\$80,098 - \$112,137) FN: Recruitment rate \$95,932 (One Position) |
| New Position | Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Position) |

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

Health Department – Community Health

Current Titles

| Current |
|---|
| Medical Assistant PR 5CN (\$36,152 - \$43,178) (One Position) |
| Administrative Assistant III PR 5FN (\$42,996 - \$51,201) FN: Recruit rate \$45,143 (One Position) |
| Office Assistant III PR 6FN (\$33,110 - \$40,757) FN: Recruit rate \$36,842 (One Position) |

Recommended Structure

| Recommended |
|--|
| Community Health Administrative Specialist 1 PR 5IN (\$57,620 - \$72,025) (Underfill title) |
| Community Health Administrative Specialist 2 PR 5JN (\$60,036 - \$75,045) FN: Recruit rate \$60,501 (Underfill title) |
| Community Health Administrative Specialist 3 PR 5KN (\$63,038 - \$78,798) FN: Recruit rate \$63,530 (Three Positions) |

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

Health Department – Community Health

| Current | Recommended |
|---|--|
| Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Vacant Position) | Health Access Assistant PR 5IN (\$57,620 - \$72,025) (One Vacant Position) |

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

Health Department – Policy, Innovation, and Engagement

| Current | Recommended |
|--|--|
| New Position | Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Position) |
| Public Health Strategist PR 2JX (\$62,041 - \$86,854) FN: Recruitment rate \$65,859 (One Vacant Position) | Public Health Strategist-Senior PR 2LX (\$75,162 - \$105,223) FN: Recruitment rate \$88,730 (One Vacant Position) |

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

Milwaukee Public Library

| Current | Recommended |
|---|--|
| HVAC Maintenance Technician Senior PR 7LN: \$92,987 - \$120,936 FN: Recruitment is at \$94,733 (One Vacant Position) | Facilities Control Specialist PR 7LN: \$92,987 - \$120,936 FN: Recruitment is at \$94,733 (One Vacant Position) |

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

Mayor’s Office

| Current | Recommended |
|--|---|
| Policy and Administration Manager PR 2LX (\$75,162 - \$105,223) (One Position) | Policy and Administration Director PR 2NX (\$85,366 - \$119,521) FN: Recruitment rate \$101,391 (One Position) |
| New Position | Policy and Administration Manager PR 2LX (\$75,162 - \$105,223) (One Position) |

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

Common Council City Clerk

| Current | Recommended |
|---|---|
| Legislative Assistant PR 2CN (\$42,322 - \$59,242) FN: Recruitment rate \$54,466 (Six Positions) (0.5 FTE) (Y) | Executive Administrative Assistant I PR 2BN (\$39,716 - \$55,598) (Six Positions) (0.5 FTE) (Y) |

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and HR personnel.

Racial Equity and Inclusion Coordinator

| Current | Recommended |
|--------------|--|
| New Position | Racial Equity and Inclusion Coordinator PR 2HX (\$58,223 - \$81,507) FN: Recruitment rate \$61,110 (One Position) |

Background

The Office of Equity and Inclusion in the Department of Administration has requested the classification of the Racial Equity and Inclusion Coordinator position created in the 2024 budget. Discussions were held with Bernadette Karanja, Chief Equity Officer, and a job description was provided.

Responsibilities and Minimum Requirements

Under the Supervision of the Chief Equity Officer, this position is responsible for racial equity and inclusion implementation, monitoring and consulting on initiatives at the cross-departmental level. The incumbent will work with city departments to develop basic standards of equity and inclusion that create uniform guidance as directed in Substitute Resolution 221278.

Essential Functions:

- Review policies, programs and initiatives with a racial equity lens related to involving communities of color

in investment and service decisions, seeking staff input regarding racial equity work; including aspects related to their work culture. In line with 2024-2028 Racial Equity Plan, provide advice on allocating departmental resources and planned budgets that are inclusive; provide advice to city departments on re-calibrating equity and inclusion in service delivery, with a focus on geographic locations with high concentrations of underserved communities; and evaluating impacts of departmental policies and procedures on Communities of Color.

- Provide technical assistance to city departments and divisions as it relates to staff recruitment, feedback, motivation and retention, using a racial equity lens intersected with gender and accessibility priorities. Become a resource in the implementation of the city-wide engagement survey as it relates to diversity equity and inclusion. Act as a resource to city departments seeking advice on meeting new and established racial equity and inclusion goals.
- Act as a point of contact for designated city staff in designing and creating marketing material featuring various racial and ethnic celebrations in line with the Principles of Targeted Universalism. Create and maintain opportunities to promote the efforts of the Office of Equity and Inclusion. Maintain a contact list of city, county, state and national leaders who attend REI and DEI speaking opportunities and other related events in Milwaukee City. Maintain a cadence of relevant contacts and coordination of activities from the Government Alliance on Racial Equity (GARE), and report on their activities at each monthly REI Leadership Team Meeting.
- Schedule, prepare minutes and assist the CEO at REI and DEI related meetings and present on the CEO’s behalf in their absence.
- Work with the Data Analyst to report on data collected, tracked, and evaluated for racial/ethnic make-up as it relates to advisory boards, commissions, work groups, or other relevant bodies and collecting and evaluating disaggregated demographic data to understand impacts of decisions or accessibility of services to communities of color. Coordinate REI/DEI records with the Data Analyst for the annual report to the Common Council.

Minimum qualifications include a Bachelor’s degree in public policy administration, urban planning or a related field from an accredited college or university and three years of experience in the field of political science, racial equity and inclusion, business management, international studies, public education, public administration, or equivalent experience.

Market Data Comparison for Policy Coordinator from ERI

ERI defines a Policy Coordinator as a position that Coordinates all policy management solutions for an organization. Organizes reviews of company policies and implements updates. Develops and maintains systems for communicating, implementing, and managing new and existing policies. Ensures compliance of company policies with local, state, and federal laws and regulations. Designs and coordinates standard procedures for policy adoption and implementation. Disseminates information to the entire organization for all updates to policies in a timely manner.

| Job Title | Geographic Area | Level | 25th Percentile | Survey Mean | 75th Percentile |
|--------------------|----------------------|---------|-----------------|-------------|-----------------|
| Policy Coordinator | Milwaukee, Wisconsin | Level 1 | \$53,694 | \$59,677 | \$65,455 |
| Policy Coordinator | Milwaukee, Wisconsin | Level 2 | \$61,529 | \$68,387 | \$75,044 |
| Policy Coordinator | Milwaukee, Wisconsin | Level 3 | \$72,357 | \$80,390 | \$88,224 |

ERI as of August 14th, 2023

Analysis and Recommendation

Based upon the above comparison to the market rates of pay in Southeastern Wisconsin, the recommendation is to classify the Racial Equity and Inclusion Coordinator in Pay Range 2HX (\$58,223 - \$81,507) with a minimum recruitment rate of \$68,244.

Administrative Specialist

| Current | Recommended |
|---|--|
| Administrative Specialist PR 2CN (\$42,322 - \$59,242) FN: Recruitment rate \$42,322 (One Vacant Position) | Administrative Specialist-Senior PR 2GX (\$54,619 - \$76,474) FN: Recruitment rate \$66,992 (One Vacant Position) |

Background

The Office of Equity and Inclusion in the Department of Administration has requested the repurpose of one Administrative Specialist position to Administrative Specialist – Senior. The department emphasized that this position's functions require complex leadership acumen and tasks like report writing and proposal development outside of the norm of a regular Administrative Specialist. The department also indicated delays in recruitment due to the position's non-competitive wage rate that was met with counter offers and declined offers from top ranking candidates.

Responsibilities and Minimum Requirements

This position serves as the Executive Assistant to the Administration Director and the Chief Equity Officer. Provides high-level administrative support to ensure the DOA Director and Chief Equity Officer can efficiently accomplish key tasks and office initiatives.

Executive Administration Duties:

- Functions as the private and confidential Secretary to the DOA Director and the Chief Equity Officer and provides back-up clerical assistance as time permits and workload requires
- Provides sophisticated calendar management for the DOA Director and Chief Equity Officer
- Prioritizes inquiries and requests while troubleshooting conflict; making judgements and recommendations to ensure smooth day-to-day engagements

Office Management; Process Oversight; Event Planning and Report Preparation

- Manages the Administration Director's and Chief Equity Officer's correspondence: researches and prepares responses to open records requests; prepares quarterly OSHA log for the Divisions under the Director's purview; prepares records for retention in accordance with prescribed schedule and arranges their removal from Director's and CEO's offices.
- Assists the Chief Equity Officer in the preparation of presentation material for Common Council Committee Meetings.

- Tracks ordinance enactments and communicates the same to relevant staff at the Office of Equity and Inclusion and the Office of the Administration Director
- Assists in reviewing, developing and implementing policy initiatives for the Administration Director and Chief Equity Officer
- Schedules monthly Cross Departmental Team Leadership meetings and coordinates guest speakers for each session
- Creates roster of work group members and their contact information, identifies meeting space and facilitates audio/visual needs, invites attendees, takes notes at meetings and appropriately publishes minutes for public meetings.
- Assists the Administration Director and Chief Equity Officer with planning special event (conferences, census counts, public service day etc.). Assists in venue identification and selection.
- Scheduling six specialized ADA Bi-Weekly and Monthly meetings with (1) DPW Infrastructure Streets, (2) DOJ Settlement Compliance Coalition, (3) Independence First, (4) Accessible On-Street Parking Work Group, (5) Status Meetings for DPW Engineers In-Charge, (6) DPW Cross Divisional Status Meetings, and Scheduling at least 24 City Wide Ad-hoc requests for ASL Event Services annually.
- Assist in scheduling Small Business Enterprise Events.
- Scheduling bi-monthly ad-hoc Contract Compliance, Revolving Loan Program, Residents Preference Program, DCMKE Compliance meetings where Chief Equity Officer's presence is needed or required.
- Periodically represents the Administration Director and Chief Equity Officer at Guest Appearances
- Assists in managing Payroll Entries for the Office of The Administration Director.
- Assist Chief Equity Officer and Equal Rights Specialist with various Equal Rights Commission's events.
- Produces requisitions for office equipment and supplies and tracks related payments

Community Outreach, Customer Service and Marketing

- Provides customer service and responds to inquiries made via telephone and email by members of the public
- Oversees publication circulation and maintains circulation lists
- Assists in the creation and dissemination of marketing materials; coordinates the dissemination of promotional/public awareness materials.
- Scheduling the Administration Director's and Chief Equity Officer's requests for guest appearances at community, municipal, state, county, and national events.
- Coordinate protocol/approvals with the Mayor's Office for the Administration Director's and Chief Equity Officer's Press/Media Appearances.

Minimum qualifications include a Bachelor's Degree in business administration, marketing, human resources, management, public administration, economics, sociology, or a related field from an accredited college or university, and two years of experience performing complex administrative duties related to the essential functions above.

Based on the essential functions including high level, confidential administrative support to elected or appointed officials, procurement and budget administration functions, as well as general office administration, we recommend reclassifying this Administrative Specialist to Administrative Specialist-Senior in pay range 2GX (\$54,619 - \$76,474) with a recruitment rate of \$66,992.

Vision Zero Community Outreach Specialist

| Current | Recommended |
|--------------|--|
| New Position | Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Position) |

Background

The Department of Administration has requested the classification of Vision Zero Community Outreach Specialist position (Community Outreach Specialist title requested) created in the 2024 budget. Materials and a job description were provided by Jessica Wineberg, Vision Zero Policy Director and Preston Cole, Administration Director.

Responsibilities and Minimum Requirements

The Outreach Specialist will help the City of Milwaukee eliminate traffic deaths and serious injury by educating the public through numerous channels. The Community Outreach Specialist will focus on transportation safety and traffic law education by teaching classes and conducting outreach at community events. The Vision Zero Community Outreach Specialist will create, promote, coordinate, and deliver effective and exciting formal and informal education in multiple settings to inform the public about Vision Zero and City of Milwaukee road projects, and collect feedback.

Essential Functions:

- Coordinate and conduct education and outreach in the community.
- Maintain current knowledge of Vision Zero, transportation safety, multimodal street designs for safety, and traffic law information.
- Maintain current knowledge of evidence-based community engagement tools and best practices.
- Have an engaging demeanor and be approachable to members of the public.
- Develop, identify, and deliver educational methods and materials that are appropriate for each target audience, i.e., cultural, ethnical, age, gender, education level, geographic location etc.
- Coordinate Vision Zero education activities, including scheduling and teaching classes, and completing evaluation surveys with participants.
- Develop and implement protocols to receive responses for community requests concerning information, presentations, and participation at community events.
- Staff Vision Zero and community events (almost always evenings and weekends).
- Maintain an education calendar and documentation to monitor participation in community educational events.
- Provide culturally competent education and respect all opinions that are shared.
- Inform the public about the goals of Vision Zero, related street projects, and the need for everyone to follow traffic laws, especially the speed limit.
- Fulfill requests seeking information, presentations, and participation at community events.
- Attend and present at events related to the work, especially those that may target low income and residents on or near the high injury network and their families.

- Inform the public and other stakeholders about Vision Zero. Empower the public and other stakeholders to be agents of change in their communities.
- Promote program and establish and maintain collaborative relationships in the community.
- Cultivate community partners with a focus on those entities that either serve or are located in areas with the most serious crashes.
- Actively seek opportunities for teaching. Presentation sites may include but will not be limited to public and private schools, community centers, libraries, parenting programs, housing sites, and other relevant organizations.
- Assist in establishing diverse and non-traditional locations and methods to strengthen and increase programmatic reach.
- Help develop and distribute marketing materials, flyers, program information, reports, and a program newsletter to targeted audiences.
- Recruit individuals and organizations into Vision Zero prevention opportunities
- Work with Marketing and Communications Officer to provide website and social media postings.

Minimum qualifications include a Bachelor’s degree in public relations, community relations, communications, criminal justice, public administration or a closely related field from an accredited college or university and one year of experience conducting training, community outreach, and education.

Analysis and Recommendation

The responsibilities of this new position are comparable in nature of work and level of responsibility to other classified Community Outreach Specialist positions in Pay Range 2EN (\$48,079 - \$67,309) with a recruitment rate of \$56,291. These positions perform Public Health Education, Community Outreach, Program Collaboration and Promotion, and Data Collection and Reporting. They require equivalent knowledge and skills such as the ability to communicate verbally with culturally diverse individuals at all levels within and outside the organization and to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one’s own.

Director of African American Affairs

| Current | Recommended |
|--------------|---|
| New Position | Director of African American Affairs PR 1IX (\$80,098 - \$112,137) (One Position) |

Background

The Department of Administration has requested the classification of the Director of African American Affairs position created in the 2024 budget. Discussions were held with Administration Director Preston Cole and a job description was provided.

Responsibilities and Minimum Requirements

The Director of the Office of African American Affairs manages programs and initiatives that improve the life outcomes of African American residents in areas including educational attainment, employment, housing and family strengthening.

- 30% Collaborate and connect with internal and external stakeholders (i.e., governmental, business, education, philanthropic, workforce development, faith- and community-based organizations) toward the common goal of advancement for African American residents. Represent the Office of African American Affairs at meetings, conferences, civic functions and other related activities. Coordinate and prepare communications and report on activities before boards, commissions and community groups. Oversee public outreach and educational activities.
- 25% Develop and implement performance measurement tools to track program outcomes. Utilize data to document needs, target resources, assess the effectiveness of strategies and programs, and measure progress in improving life outcomes for African American residents.
- 25% Develop and advance new policies, programs, and practices that generate significant improvements in outcomes for African American residents in areas such as educational attainment, employment, housing and family strengthening.
- 20% Manage the Office of African American Affairs by establishing expectations, objectives and performance standards; coaching and counseling employees; making hiring recommendations; and evaluating performance. Ensure the work of staff is goal focused and of high quality.

Minimum requirements include a Bachelor’s Degree in Social Work, Public Administration or a related field from an accredited college or university and five years of related experience, including one year at a supervisory or management level.

Analysis and Recommendation

The level of responsibility for this position is comparable to that of the current Chief Equity Officer and therefore the recommendation is to classify the Director of African American Affairs in Pay Range 1IX (\$80,098. - \$112,137) with a minimum recruitment rate of \$97,066.

Community Wellness and Safety Director

| | |
|---|--|
| Violence Reduction and Prevention Program Director PR 1IX (\$80,098 - \$112,137) FN: Recruitment rate \$95,932 (One Position) | Community Wellness and Safety Director PR 1IX (\$80,098 - \$112,137) FN: Recruitment rate \$95,932 (One Position) |
|---|--|

Background and Recommendation

The Department of Administration has requested a retitle for the classification of Violence Reduction and Prevention Program Director to Community Wellness and Safety Director. Discussions were held with Administration Director Preston Cole and a job description was provided. The level of responsibility for the position remains the same. Therefore, the recommendation is to retitle this position to Director of Community Wellness and Safety Director in Pay Range 1IX (\$80,098. - \$112,137) with a minimum recruitment rate of \$97,066.

Health Department – Community Health Administrative Specialist

Current Titles

| Current |
|---|
| Medical Assistant PR 5CN (\$36,152 - \$43,178) (One Position) |
| Administrative Assistant III PR 5FN (\$42,996 - \$51,201) FN: Recruitment rate \$45,143 (One Position) |
| Office Assistant III PR 6FN (\$33,110 - \$40,757) FN: Recruitment rate \$36,842 (One Position) |

Recommended Structure

| Recommended |
|--|
| Community Health Administrative Specialist 1 PR 5IN (\$57,620 - \$72,025) (Underfill title) |
| Community Health Administrative Specialist 2 PR 5JN (\$60,036 - \$75,045) FN: Recruitment rate \$60,501 (Underfill title) |
| Community Health Administrative Specialist 3 PR 5KN (\$63,038 - \$78,798) FN: Recruitment rate \$63,530 (Three Positions) |

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

Background

The Milwaukee Health Department has requested changes to positions as a result of an approved layoff plan for the former Parents Nurturing and Caring for their Children (PNCC) Program and the consolidation of administrative support roles into a Central Intake division serving programs and their clients across all of the South Side Health Center. Job descriptions were provided and discussions were held with Lindsey O’Connor, Health Human Resources Administrator and Sarah Wallisch, Human Resources Representative.

The South Side Health Center provides programming, scheduling, and referrals for Breast and Cervical Cancer Screening - Women 35 - 64, 65+ with exemptions, Community Resources and Referrals, Home Visiting Services for Mothers and Fathers (Referrals), Doulas (Referrals), Healthcare, Foodshare, and Childcare Access Help and Referral, Immunizations - Infant and Adult, Safe Sleep Education/Pack N' Plays, and WIC (Women, Infants & Children) services. These positions will lead assigned projects and provide advanced administrative support for the Community Health Programs. The current structure has three separate classifications of positions that are cross trained so all team members can perform the necessary functions of the Central Intake division.

Administrative and Clerical Support

- Greets clients and provides intake services, acts as one of the first contacts at Southside Health Center.
- Provides professional and culturally-sensitive customer service in person, over the phone and electronically, utilizing the language line when needed to communicate with individuals with limited English proficiency.
- Answers main office phone line and directs calls appropriately, answering questions and providing information about MHD programs and services as appropriate.
- Receives, sorts and distributes USPS mail, interoffice mail, faxes and correspondences.
- Assists with coordination, scheduling, prep and set-up of virtual and in person meetings and interviews.
- Takes detailed notes during monthly team meetings and documents/distributes meeting minutes within 72 hours of meeting.
- Prepares and disseminates reports, memos, correspondences and communications under the direction of program leadership.
- Maintains programmatic/office supplies for assigned programs.

- Assists with program-wide mailings as requested, including printing, labeling, postage, etc.
- Maintains shared office and program supplies for SSHC.
- Assists with special projects as requested.
- Provides back-up coverage to other Community Health Administrative Specialists as needed.
- Assists with training new Community Health Administrative Specialists and other staff as appropriate.

Project Management and Data Entry

- Tracks, distributes, documents and maintains program gift cards (graduation, flex funds, special incentives, etc.).
- Manages and tracks home visitation referrals for the branch.
- Serves as point person for community events as well as tracks and reports on requests to leadership.
- Manages requests for medical records, ensuring response to requestor within 5 business days.
- Makes departmental purchases, tracks expenses and submits required information to finance and the branch's program managers.
- Tracks, organizes, restocks, and maintains inventory of relevant program supplies, including distribution per client and alerting program managers when reordering is needed.
- Tracks and facilitates distribution and documentation of collaborative incentives with other internal MHD programs.
- Supports Health Center Administration Manager with ordering and financial tracking as assigned.
- Tracks and facilitates shared resources and referrals
- Receives, maintains and distributes confidential client information with discretion following HIPAA guidelines.
- Performs data entry into program databases and spreadsheets as directed.
- Tracks enrolled and closed clients, ensuring that completed physical charts are filled and stored following MHD policy and procedure for record retention.

Minimum qualifications include four years of progressively responsible administrative support experience performing duties related to this position.

Recommended Structure

Duties and responsibilities for these positions have expanded to include managing and tracking home visitation referrals, customer service, Community Event management and tracking; creating, manipulating and maintaining spreadsheets; distribution and tracking of incentives; inventory and management of program supplies; managing and tracking record requests; managing record retention; answering phones and directing calls; managing and tracking departmental credit card purchases, and program billing. This position will collaborate with other staff and serve as greeter for Milwaukee Health Department health centers on a rotating basis as needed.

Based on the fundamental changes to these positions including a higher level of complexity, more technical knowledge and skills, and current minimum qualifications, we recommending the following restructure:

| Recommended |
|--|
| Community Health Administrative Specialist 1 PR 5IN (\$57,620 - \$72,025) (Underfill title) |
| Community Health Administrative Specialist 2 PR 5JN (\$60,036 - \$75,045) FN: Recruitment rate \$60,501 (Underfill title) |
| Community Health Administrative Specialist 3 PR 5KN (\$63,038 - \$78,798) FN: Recruitment rate \$63,530 (Three Positions) |

It is recommended that positions in the existing structure be reclassified to Community Health Administrative Specialist 1 in pay range 5IN (\$57,620 - \$72,025). Incumbents will underfill the higher titles, serving a new probationary period upon promotion.

Health Department – Community Health

| Current | Recommended |
|---|--|
| Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Vacant Position) | Health Access Assistant PR 5IN (\$57,620 - \$72,025) (One Vacant Position) |

The Milwaukee Health Department has requested to repurpose a vacant Community Outreach position in their Community Health Branch. The department is requesting a new classification of Health Access Assistant to support the increased client support needed their Community Healthcare Access Program (CHAP).

This position provides appropriate, comprehensive support and information to customers who are applying for Medicaid, Family Planning Waiver, Senior Care, Badger Care Plus, the CORE plan of Medicaid, other entitlement program such as FoodShare and Wisconsin Cares programs.

Essential Functions:

- Meet with walk in customers, assess their needs for entitlement programs, apply on line with the customer, for programs to which they are entitled, staff clinics, CBO, other settings to identify eligible populations.
- Inform customers of the documents required for application; walk them through the entire process or application for Badger Care Plus, CORE plan, Family Planning Waiver, Express Enroll eligible populations, other Medicaid programs.
- Encourage application to other programs from which customers might benefit: Food Share, Wisconsin Shares, WIC, Nursing programs, Milwaukee Cares, Medication free and reduced cost clinics -make referrals to internal and external programs that would further benefit the customers health and well-being.
- Provide information and outreach to non-traditional populations and inform them of their potential eligibility.
- Conduct outreach to identify and recruit clientele in need of services.

- Advocate on behalf of customers and non-customers –all health department populations who have an insurance coverage issue
- Receive and process referrals from other programs for those who have no coverage or are experiencing coverage issues or breaks in coverage
- Ensure that each customer receives the best quality service available; use contacts within local and state government to press for quality customer care
- Collaborate with community, state and local officials to have a network of advocates working to improve the quality of health in the Milwaukee community
- Engage in cross programming, training and referral to ensure continuity of care for customers who come to the department
- Remain abreast of administrative changes in Medicaid and other entitlement programs to ensure accuracy of application information given to customers

Minimum qualifications include two years of experience working with health benefit programs for low-income families, community outreach, human services, health care service, or a closely-related field OR two years of related coursework in social work, nursing, health care administration or a closely related field from an accredited college or university.

As the responsibilities, skills, and minimum qualifications of this position are the same as other Health Access Assistant positions, we recommend repurposing this Community Outreach Specialist to Health Access Assistant in pay range 5IN (\$57,620 - \$72,025).

Health Department – Policy, Innovation, and Engagement

| Current | Recommended |
|--------------|---|
| New Position | Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Vacant Position) |

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

The Milwaukee Health Department has requested the classification of a new Reproductive Health Navigator (Community Outreach Specialist title requested) position in their Policy, Innovation, and Engagement Branch. This is a new position supported by the CDC Public Health Infrastructure Grant.

This position involves carrying out Fetal and Infant Mortality Review (FIMR) and Overdose Fatality Review (OFR) program tasks related to maternal/family and Next of Kin interview process. Tasks include finding, contacting, and interviewing the mother or other family members who experienced the loss of a fetus or finding, contacting, and interviewing the family members who experienced the loss of a relative due to drug related death in Milwaukee. Interviews will be transcribed and used in a de-identified fashion to inform the discussion of the fetal/infant loss or drug related death from the patient’s perspective.

FIMR Family interview

- Outreach to families for initial contact, describe the maternal/family interview process, and set up arrangements to conduct an interview if there is agreement

- Conducts interviews after fetal or infant loss one-on-one with the mother/birthing individual, the significant other, and pertinent family members (depending on which family members agree to an interview)
- Gathers additional case information as needed; maintaining links with social service agencies, local providers, and other service providers
- Assist with the development and improvement of the maternal/family interview process including but not limited to evaluation of the assessments and tools, structure of the interview environment, incorporation of strategic provision of resources to the families, etc.

OFR Next of Kin interview

- Outreach to families for initial contact, describe the family and impacted persons interview process, and set up arrangements to conduct an interview if there is agreement
- Conducts interviews after fatal overdose/drug related death one-on-one with the family and/or other impacted persons close to the victim
- Gathers additional case information as needed; maintaining links with social service agencies, local providers, and other service providers;
- Assist with the development and improvement of the OFR Next of Kin interview process

FIMR/OFR presentations and reports

- Assists with the development of case summaries for the purpose of case review; participates in the case review team meetings;
- Assists in the preparation of FIMR/OFR program results for reports, presentations, or other formats to share with partners, the community and general public, including of the Overdose Public Health and Safety Team (OD-PHAST)

Community collaboration

- Participates in community coalitions, task forces, and advisory committees that affect FIMR and OFR, as determined by the FIMR and OFR Program Coordinators
- Identifies, supports, and maintains primary partners around infant mortality and overdose data an MHD services
- Provide professional expertise to related MHD projects, proposals and undertakings, as needed
- Work effectively with other FIMR, MHD staff, and pertinent parties

Minimum qualifications include a Bachelor's degree in public health education, social work, nursing, community health, or a related field from an accredited college or university and one year of experience conducting training, community outreach, or teaching related to substance misuse and/or substance misuse related mental health issues.

As the responsibilities, skills, and minimum qualifications of this position are the same as other Community Outreach Specialist positions, we recommend classifying this new position as a Community Outreach Specialist in pay range 2EN (\$48,079 - \$67,309) with a recruitment at \$56,291.

Health Department – Policy, Innovation, and Engagement

| Current | Recommended |
|--|--|
| Public Health Strategist PR 2JX (\$62,041 - \$86,854) FN: Recruitment rate \$65,859 (One Vacant Position) | Public Health Strategist-Senior PR 2LX (\$75,162 - \$105,223) FN: Recruitment rate \$88,730 (One Vacant Position) |

The Milwaukee Health Department has requested to repurpose a vacant Public Health Strategist position in their Police, Innovation, and Engagement Branch. The department is requesting a new classification of Public Health Strategist-Senior to support leadership and management expertise in their Health Strategy division.

This position will provide public health program leadership and management expertise, consultation, and technical support to strengthen policies, systems, and community environments that influence health and equity among City of Milwaukee residents. The Public Health Strategist - Senior will have a portfolio of projects related to emerging public health issues which will include substance use disorder prevention (e.g. e-cigarettes, opioids, alcohol), or other public health issues.

Duties and responsibilities for the Public Health Strategist – Senior beyond the Public Health Strategist classification include:

Team Coordination and Support

- Provide direct coaching and mentorship to Health Strategy team members
- Collaborate on strategic priorities for the Health Strategy Division
- Manage the focal areas (a portfolio of projects related to emerging public health issues which will include substance use disorder prevention (e.g. e-cigarettes, opioids, alcohol), or other public health issues) of the strategy team.
- Serve as the Health Strategy Director designee as needed
- Support the department’s community partnerships

Minimum qualifications include a Master’s Degree in public health, public policy, population health, public administration, or a related field is required and three or more years of progressively responsible work experience in assessment, planning or evaluation, preferably in a public health setting.

Analysis and Recommendation

The responsibilities of this new position are comparable in nature of work and level of responsibility to Epidemiologist-Senior in Pay Range 2LX (\$75,162 - \$105,223) with a recruitment rate of \$88,730. The Epidemiologist-Senior similarly serves as the program designee in lieu of the Program Director as needed. The position also provides coaching and mentorship to subordinate team members. Based on these similarities in responsibilities, skills, and minimum qualifications, we recommend classifying this new position as a Public Health Strategist-Senior in Pay Range 2LX (\$75,162 - \$105,223) with a recruitment rate of \$88,730.

Milwaukee Public Library

| Current | Recommended |
|---|--|
| HVAC Maintenance Technician Senior PR 7LN: \$91,164 - \$118,565 FN: Recruitment is at \$92,875 (One Vacant Position) | Facilities Control Specialist PR 7LN: \$91,164 - \$118,565 FN: Recruitment is at \$92,875 (One Vacant Position) |

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

In a previous report submitted and approved, the position of Facilities Control Specialist was repurposed due to conversations with the department stating that there was interest in having their then Facilities Control Specialist and present HVAC Maintenance Technician Senior share system support and field work. In further conversations with the department, they decided that they would like to retain the title of Facilities Control Specialist and keep one person dedicated and assigned to the automation systems for all library facilities and perform field work when necessary. Based off of to the needed level of knowledge, skills, and abilities needed to perform this work, and the dedicated focus of the library’s automation system, DER Compensation recommends retitling one position of HVAC Maintenance Technician Senior in Pay Range 7LN with a recruitment rate of \$92,875 as a Facilities Control Specialist in Pay Range 7LN with a recruitment rate of \$92,875.

Mayor’s Office

| Current | Recommended |
|--|---|
| Policy and Administration Manager PR 2LX (\$75,162 - \$105,223) (One Position) | Policy and Administration Director PR 2NX (\$85,366 - \$119,521) FN: Recruitment rate \$101,391 (One Position) |
| New Position | Policy and Administration Manager PR 2LX (\$75,162 - \$105,223) (One Position) |

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

Policy and Administration Director

The requested Policy and Administration Director classification will assist the City’s COVID response by serving as a point of contact for community and business organizations, manage City’s ARP outreach to various stakeholders, and serve as the point of contact for MPS and policy decisions related to education. Will also monitor and review all city legislation and perform any other administrative duties and special projects a may be assigned by the Mayor or Chief of Staff. Will assist with identifying and creating media opportunities.

- Provide research, fiscal and policy analyses on current issues that impact the city
- Make recommendations and/or define policy alternatives on current issues and problems
- Function as a liaison with cabinet departments to coordinate the timely flow of information to and from the Mayor’s office
- Assist with the coordination and management of ARP information analysis, outreach and stakeholder communications
- Leads strategic planning projects for the city
- Provide research and policy analysis and advise on the city budget
- Develop policy, program, and initiative recommendations to advance the Mayor’s vision and priorities

- Serves as a team lead within Mayor's Office Policy Team
- Primary representative of Policy Team
- Act as main point of contact for public safety and other external agencies
- Represent and staff Mayor at various civic and government functions

Minimum requirements include a Bachelor's or Master's degree in business, public administration, communications, political science or related field and five years of related experience.

Analysis and Recommendation

The responsibilities for this Director level position will perform team lead responsibilities for the new Policy and Administration Manager position. The Director level position has additional and higher-level leadership responsibilities including publicly representing the Mayor's Office in meetings for policy matters. The position will be taking on additional responsibilities in collaboration with the new Innovation Director as well as the oversight responsibilities for the work of the Policy and Administration Manager.

With these responsibilities the classification is comparable to the classification of Emergency Management Director. The recommendation is Policy and Administration Director in Pay Range 2NX (\$85,366 - \$119,521) with minimum recruitment at \$101,391.

Policy and Administration Manager

The requested Policy and Administration Manager Assist will assist the City's COVID response by serving as point of contact for community and business organizations, manage City's ARP outreach to various stakeholders, and serve as the point of contact for MPS and policy decisions related to education. Will also monitor and review all city legislation and perform any other administrative duties and special projects a may be assigned by the Mayor or Chief of Staff. Will assist with identifying and creating media opportunities.

- Provide research, fiscal and policy analyses on current issues that impact the city
- Make recommendations and/or define policy alternatives on current issues and problems
- Function as a liaison with cabinet departments to coordinate the timely flow of information to and from the Mayor's office
- Assists in strategic planning projects for the city
- Provide research and policy analysis and advise on the city budget
- Assist it in developing policy, program, and initiative recommendations to advance the Mayor's vision and priorities
- Act as a point of contact for external agencies
- Represent and staff Mayor at various civic and government functions

Minimum requirements include a Bachelor's or Master's degree in business, public administration, communications, political science or related field and three years of related experience.

Analysis and Recommendations

The new position of Policy and Administration Manager will function at the same level of responsibility as the previous position in this classification. The recommendation is therefore to classify this new position as Policy and Administration Manager in Pay Range 2LX (\$75,162 - \$105,223).

Common Council City Clerk

| Current | Recommended |
|---|---|
| Legislative Assistant PR 2CN (\$42,322 - \$59,242) FN: Recruitment rate \$54,466 (Six Positions) (0.5 FTE) (Y) | Executive Administrative Assistant I PR 2BN (\$39,716 - \$55,598) (Six Positions) (0.5 FTE) (Y) |

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

The City Clerk’s Office has requested a classification change of six part-time Legislative Assistants in Pay Range 2CN to the lower level classification of Executive Administrative Assistant I in Pay Range 2BN. These Assistants will provide staff assistant coverage to assigned Common Council Member when regular staff assistant is unavailable. The exact percentage of time spent on specific job duties will vary by aldermanic office, at the discretion of the individual alderman or alderwoman. When not providing staff assistance, other duties as assigned. Incumbents of these positions must have the ability to work well with elected officials in a politically sensitive environment with a high degree of confidentiality and trustworthiness.

The previous classification of Legislative Assistant is exempt from Civil Service and incumbents work solely on an as-needed basis. Hours were often last-minute and sporadic. Beginning in 2024, the Executive Administrative Assistant I classification will be hired through a competitive civil service process. Incumbents of this new classification will work flexible, consistent schedules averaging 20 hours per week.

The City Clerk’s Office has found it very difficult to recruit and retain individuals under the previous staffing model, particularly as an employee may have gone weeks or months between assignment.

Duties and Responsibilities:

- 60% Answer written and phone constituent inquiries, complaints and requests. Meet with individual constituents as necessary. Process and follow-up on service requests and complaints. Act as aldermanic liaison with city departments, community groups and agencies or other levels of government. Represent alderperson in planning for and securing better district services. Employ tracking system for logging constituent contacts. Keep council member informed of all constituent communications.
- 20% Maintain council member calendar and appointments, screen phone calls and emails, reserve meeting spaces and arrange for handouts and meeting refreshments.
- 10% Performs other related duties as assigned by council member.
- 5% Review all committee agendas and brief council member on items pertaining specifically to council member's district or to policy issues as pursued by individual council member.
- 5% Assist with mailings and other special projects as requested when not assigned to an aldermanic office.

Analysis and Recommendation

The classification of Executive Administrative Assistant I is appropriate based upon the level of responsibility and minimum requirements of these positions. The recommendation is therefore Executive Administrative Assistant I in Pay Range 2BN (\$39,716 - \$55,598).

Action Required – Effective Pay Period 06, 2024 (March 3rd, 2024)

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

Prepared by: Sarah Wangerin
Sarah Wangerin, Human Resources Representative

Prepared by: Sarah Sinsky
Sarah Sinsky, Human Resources Representative

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

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



City of Milwaukee Fiscal Impact Statement

A **Date** 2/23/2024 **File Number** 231616 **Original** **Substitute**

Subject Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on February 20th, 2024.

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

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 2024 is \$3,622,635. The total cost for a full year is \$4,463,261. 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

City Service Commission Meeting of
Finance and Personnel Committee Meeting of

February 20, 2024
February 23, 2024

NEW COSTS FOR 2024

| Pos. | Dept | From | PR | To | PR | CURRENT | NEW | EffPP | Costs | Rollup | Rollup+ Sal | % Inc | |
|-----------------|------|---------------|--|-----|--|---------|----------|----------|-------|----------------------------|-------------|-----------|--------|
| | | | | | | Annual | Annual | | | | | | |
| | 1 | Assessor | Assessment Accounting Assistant | 5IN | Assessment Accounting Assistant | 5GN | \$51,366 | \$54,952 | 6 | \$2,896 | \$592 | \$3,488 | 6.98% |
| | 2 | Assessor | Assessment Services Assistant 1 | 6LN | Assessment Services Assistant 1 | 6GN | \$45,231 | \$44,909 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | Assessor | Assessment Services Assistant 2 | 6NN | Assessment Services Assistant 2 | 6IN | \$47,493 | \$47,150 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 2 | Assessor | Assessment Services Assistant 3 | 6ON | Assessment Services Assistant 3 | 6KN | \$48,415 | \$49,399 | 6 | \$1,589 | \$325 | \$1,914 | 2.03% |
| Vacant | 1 | Assessor | Assessment Services Assistant-Senior | 5JN | Assessment Services Assistant-Senior | 5HN | \$56,842 | \$56,842 | 6 | \$0 | \$0 | \$0 | 0.00% |
| | 1 | Assessor | Assessment Services Clerk | 6GN | Assessment Services Clerk | 6DN | \$39,625 | \$42,051 | 6 | \$1,960 | \$401 | \$2,360 | 6.12% |
| | 1 | Assessor | Assessment Services Specialist | 5KN | Assessment Services Specialist | 5JN | \$66,436 | \$62,851 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 1 | BOZA | BOZA Administrative Assistant 1 | 6IN | BOZA Administrative Assistant 1 | 6GN | \$39,750 | \$44,909 | 6 | \$4,167 | \$852 | \$5,019 | 12.98% |
| | 1 | BOZA | BOZA Administrative Assistant 2 | 6KN | BOZA Administrative Assistant 2 | 6KN | \$42,988 | \$50,881 | 6 | \$6,375 | \$1,304 | \$7,678 | 18.36% |
| Vacant | 1 | BOZA | BOZA Administrative Assistant-Lead | 5KN | BOZA Administrative Assistant-Lead | 5IN | \$67,008 | \$59,684 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | CC-CC | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| | 1 | CC-CC | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$41,350 | \$50,881 | 6 | \$7,698 | \$1,574 | \$9,272 | 23.05% |
| | 1 | CC-CC | Administrative Services Coordinator | 5KN | Administrative Services Coordinator | 5KN | \$61,513 | \$66,854 | 6 | \$4,314 | \$882 | \$5,196 | 8.68% |
| Vacant | 1 | CC-CC | Communications Assistant II | 6GN | Communications Assistant II | 6HN | \$45,815 | \$48,120 | 6 | \$1,862 | \$381 | \$2,242 | 5.03% |
| | 1 | CC-CC | Customer Service Representative II | 6GN | Customer Service Representative II | 6HN | \$38,471 | \$46,256 | 6 | \$6,288 | \$1,286 | \$7,574 | 20.24% |
| | 1 | CC-CC | Customer Service Representative II | 6GN | Customer Service Representative II | 6HN | \$39,625 | \$47,644 | 6 | \$6,476 | \$1,324 | \$7,801 | 20.24% |
| | 1 | CC-CC | Document Services Manager | 1DX | Document Services Manager | 1FX | \$77,373 | \$78,771 | 6 | \$1,129 | \$158 | \$1,287 | 1.81% |
| | 1 | CC-CC | Document Services Supervisor | 2CN | Document Services Supervisor | 2DN | \$58,897 | \$57,259 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 1 | CC-CC | Document Services Supervisor | 2CN | Document Services Supervisor | 2DN | \$64,033 | \$57,259 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 6 | CC-CC | Legislative Assistant (0.5 FTE) | 2CN | Executive Administrative Assistant I (0.5 FTE) | 2CN | \$54,466 | \$51,440 | 6 | (\$7,332) | (\$1,499) | (\$8,832) | 0.00% |
| | 1 | CC-CC | Executive Administrative Assistant II | 2CN | Executive Administrative Assistant II | 2DN | \$49,451 | \$57,259 | 6 | \$6,306 | \$1,290 | \$7,596 | 15.79% |
| | 1 | CC-CC | License Coordinator | 1CX | License Coordinator | 1DX | \$56,258 | \$71,808 | 6 | \$12,560 | \$1,758 | \$14,319 | 27.64% |
| | 1 | CC-CC | License Division Assistant Manager | 1FX | License Division Assistant Manager | 1FX | \$68,820 | \$79,779 | 6 | \$8,851 | \$1,239 | \$10,090 | 15.92% |
| | 1 | CC-CC | License Division Manager | 1HX | License Division Manager | 1HX | \$78,191 | \$87,757 | 6 | \$7,726 | \$1,082 | \$8,808 | 12.23% |
| | 1 | CC-CC | License Specialist I | 5DN | License Specialist I | 5HN | \$43,248 | \$57,400 | 6 | \$11,431 | \$2,338 | \$13,768 | 32.72% |
| | 4 | CC-CC | License Specialist II | 5EN | License Specialist II | 5IN | \$46,497 | \$59,348 | 6 | \$41,520 | \$8,491 | \$50,010 | 27.64% |
| | 1 | CC-CC | License Specialist III | 5HN | License Specialist III | 5JN | \$49,201 | \$62,802 | 6 | \$10,985 | \$2,246 | \$13,232 | 27.64% |
| Vacant | 1 | CC-CC | License Specialist III | 5HN | License Specialist III | 5JN | \$49,693 | \$63,430 | 6 | \$11,095 | \$2,269 | \$13,365 | 27.64% |
| | 1 | CC-CC | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 6 | \$8,376 | \$1,713 | \$10,089 | 24.13% |
| | 1 | City Attorney | Business Services Specialist | 2DN | Business Services Specialist | 2FN | \$65,684 | \$64,499 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | City Attorney | Docketing Specialist | 5KN | Docketing Specialist | 5JN | \$66,166 | \$63,602 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | City Attorney | Legal Administrative Specialist-Senior | 2FX | Legal Administrative Specialist-Senior | 2GX | \$68,959 | \$67,662 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | City Attorney | Legal Administrative Specialist-Senior | 2FX | Legal Administrative Specialist-Senior | 2GX | \$71,027 | \$67,662 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | City Attorney | Legal Office Assistant 1 | 6NN | Legal Office Assistant 1 | 6KN | \$56,906 | \$52,095 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 3 | City Attorney | Legal Office Assistant 2 | 6ON | Legal Office Assistant 2 | 6MN | \$55,760 | \$55,760 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | City Attorney | Legal Office Assistant-Lead | 5KN | Legal Office Assistant-Lead | 5JN | \$60,281 | \$62,355 | 6 | \$1,675 | \$343 | \$2,017 | 3.44% |
| | 1 | City Attorney | Legal Office Assistant-Lead | 5KN | Legal Office Assistant-Lead | 5JN | \$68,299 | \$64,868 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | City Attorney | Legal Office Assistant-Senior | 5JN | Legal Office Assistant-Senior | 5IN | \$61,248 | \$58,858 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | City Attorney | Office Assistant II | 6EN | Office Assistant II | 6DN | \$34,103 | \$42,051 | 6 | \$6,419 | \$1,313 | \$7,732 | 23.31% |
| | 1 | City Attorney | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 6 | \$6,711 | \$1,372 | \$8,084 | 21.90% |
| Underfill title | | Citywide | Accounting Program Assistant I | 6HN | Accounting Program Assistant I | 6JN | \$43,580 | \$48,426 | 6 | N/A Underfill Title | | | |
| Underfill title | | Citywide | Communications Assistant I | 6FN | Communications Assistant I | 6EN | \$34,039 | \$41,494 | 6 | N/A Underfill Title | | | |
| Underfill title | | Citywide | Customer Service Representative I | 6FN | Customer Service Representative I | 6GN | \$36,842 | \$44,909 | 6 | N/A Underfill Title | | | |
| Underfill title | | Citywide | Executive Administrative Assistant I | 2BN | Executive Administrative Assistant I | 2CN | \$39,716 | \$51,440 | 6 | N/A Underfill Title | | | |
| Underfill title | | Citywide | Office Assistant I | 6CN | Office Assistant I | 6BN | \$33,110 | \$37,114 | 6 | N/A Underfill Title | | | |
| Underfill title | | Citywide | Office Clerk II | 6EN | Office Clerk II | 6BN | \$33,110 | \$37,114 | 6 | N/A Underfill Title | | | |
| Underfill title | | Citywide | Payroll Assistant 1 | 5JN | Payroll Assistant 1 | 5GN | \$54,418 | \$54,418 | 6 | N/A Underfill Title | | | |
| Underfill title | | Citywide | Payroll Assistant 2 | 5MN | Payroll Assistant 2 | 5HN | \$57,139 | \$57,139 | 6 | N/A Underfill Title | | | |
| Underfill title | | Citywide | Payroll Clerk 1 | 6MN | Payroll Clerk 1 | 6IN | \$47,150 | \$47,150 | 6 | N/A Underfill Title | | | |
| Underfill title | | Citywide | Payroll Clerk 2 | 6NN | Payroll Clerk 2 | 6KN | \$49,324 | \$49,324 | 6 | N/A Underfill Title | | | |
| Temporary title | | Citywide | Temporary Administrative Assistant II | 9EN | Temporary Administrative Assistant II | 9ON | \$40,146 | \$49,399 | 6 | N/A Unfunded Title | | | |
| Temporary title | | Citywide | Temporary Customer Service Representative I | 9ON | Temporary Customer Service Representative I | 9KN | \$36,840 | \$44,909 | 6 | N/A Unfunded Title | | | |
| Temporary title | | Citywide | Temporary Customer Service Representative II | 9UN | Temporary Customer Service Representative II | 9ON | \$38,471 | \$46,256 | 6 | N/A Unfunded Title | | | |
| Temporary title | | Citywide | Temporary Office Assistant I | 9FN | Temporary Office Assistant I | 9FN | \$33,110 | \$37,114 | 6 | N/A Unfunded Title | | | |
| Temporary title | | Citywide | Temporary Office Assistant II | 9KN | Temporary Office Assistant II | 9FN | \$33,110 | \$40,826 | 6 | N/A Unfunded Title | | | |
| Temporary title | | Citywide | Temporary Office Assistant III | 9ON | Temporary Office Assistant III | 9KN | \$36,840 | \$44,909 | 6 | N/A Unfunded Title | | | |
| Temporary title | | Citywide | Temporary Program Assistant I | 9EN | Temporary Program Assistant I | 9HN | \$42,980 | \$53,351 | 6 | N/A Unfunded Title | | | |
| Vacant | 1 | COMP | Accounting Coordinator I | 2DN | Accounting Coordinator II | 2FN | \$54,989 | \$62,529 | 6 | \$6,090 | \$1,245 | \$7,335 | 13.71% |
| | 1 | COMP | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$58,316 | \$63,154 | 6 | \$3,908 | \$799 | \$4,707 | 8.30% |
| | 1 | COMP | Accounting Program Assistant II | 6KN | Accounting Program Assistant II | 6MN | \$51,112 | \$53,446 | 6 | \$1,886 | \$386 | \$2,271 | 4.57% |
| | 1 | COMP | Accounting Program Assistant II | 6KN | Accounting Program Assistant II | 6MN | \$49,498 | \$55,050 | 6 | \$4,484 | \$917 | \$5,401 | 11.22% |
| | 1 | COMP | Accounting Program Assistant II | 6KN | Accounting Program Assistant II | 6MN | \$47,158 | \$54,505 | 6 | \$5,934 | \$1,213 | \$7,147 | 15.58% |
| | 1 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$53,533 | \$54,945 | 6 | \$1,140 | \$233 | \$1,374 | 2.64% |
| | 1 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$54,522 | \$56,033 | 6 | \$1,221 | \$250 | \$1,470 | 2.77% |

| | | | | | | | | | | | | | |
|-----------------|---|----------|---|-----|---|-----|-----------|-----------|---|----------------------------|---------|----------|--------|
| | 1 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$52,934 | \$56,033 | 6 | \$2,503 | \$512 | \$3,015 | 5.86% |
| | 1 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$53,463 | \$56,593 | 6 | \$2,528 | \$517 | \$3,045 | 5.86% |
| | 3 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$55,139 | \$56,593 | 6 | \$3,524 | \$721 | \$4,244 | 2.64% |
| Vacant | 1 | COMP | Executive Administrative Assistant II | 2CN | Executive Administrative Assistant II | 2DN | \$42,322 | \$55,041 | 6 | \$10,273 | \$2,101 | \$12,374 | 30.05% |
| | 1 | DCD | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$45,759 | \$50,613 | 6 | \$3,921 | \$802 | \$4,723 | 10.61% |
| | 1 | DCD | Accounting Coordinator I | 2DN | Accounting Coordinator I | 2EN | \$60,662 | \$60,793 | 6 | \$106 | \$22 | \$127 | 0.22% |
| | 1 | DCD | Accounting Coordinator I | 2DN | Accounting Coordinator I | 2EN | \$58,809 | \$60,793 | 6 | \$1,602 | \$328 | \$1,930 | 3.37% |
| | 1 | DCD | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$62,926 | \$65,049 | 6 | \$1,714 | \$351 | \$2,065 | 3.37% |
| | 1 | DCD | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$59,064 | \$62,529 | 6 | \$2,798 | \$572 | \$3,370 | 5.87% |
| | 1 | DCD | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$57,189 | \$62,529 | 6 | \$4,313 | \$882 | \$5,195 | 9.34% |
| | 1 | DCD | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$55,139 | \$56,593 | 6 | \$1,175 | \$240 | \$1,415 | 2.64% |
| Vacant | 1 | DCD | Administrative Services Assistant | 6KN | Administrative Services Assistant | 6MN | \$42,980 | \$52,917 | 6 | \$8,026 | \$1,641 | \$9,668 | 23.12% |
| | 1 | DCD | Administrative Services Coordinator | 5JN | Administrative Services Coordinator | 5KN | \$54,475 | \$66,854 | 6 | \$9,999 | \$2,045 | \$12,043 | 22.72% |
| Reclass | 1 | DCD | Program Assistant I | 5EN | Administrative Services Supervisor | 1DX | \$44,269 | \$72,811 | 6 | \$23,053 | \$3,227 | \$26,280 | |
| | 1 | DCD | Administrative Services Supervisor | 1BX | Administrative Services Supervisor | 1DX | \$65,280 | \$72,811 | 6 | \$6,083 | \$852 | \$6,934 | 11.54% |
| | 1 | DCD | Database Specialist | 5GN | Administrative Support Specialist | 2EN | \$51,229 | \$60,770 | 6 | \$7,707 | \$1,576 | \$9,283 | 18.63% |
| | 1 | DCD | City Planning Manager | 1MX | City Planning Director | 1MX | \$151,037 | \$146,637 | 6 | N/A Title change only | | | 0.00% |
| | 1 | DCD | Commercial Property Disposition Manager | 1EX | Commercial Property Disposition Manager | 1KX | \$88,444 | \$116,408 | 6 | \$22,587 | \$3,162 | \$25,749 | 31.62% |
| | 1 | DCD | Development Projects Manager | 1IX | Development Projects Administrator | 1MX | \$116,656 | \$130,024 | 6 | \$10,797 | \$1,512 | \$12,308 | 11.46% |
| | 1 | DCD | Economic Development Specialist - Lead | 2JX | Economic Development Specialist - Lead | 2OX | \$96,998 | \$116,408 | 6 | \$15,677 | \$2,195 | \$17,872 | 20.01% |
| | 1 | DCD | Economic Development Specialist (0.6 FTE) | 2GX | Economic Development Specialist (0.6 FTE) | 2MX | \$70,935 | \$105,826 | 6 | \$16,908 | \$2,367 | \$19,276 | 49.19% |
| Underfill title | 1 | DCD | Environmental Project Coordinator | 2EX | Environmental Project Coordinator | 2LX | \$51,649 | \$92,478 | 6 | N/A Underfill Title | | | |
| | 1 | DCD | Environmental Project Coordinator Senior | 2GX | Environmental Project Coordinator Senior | 2MX | \$73,520 | \$105,826 | 6 | \$26,093 | \$3,653 | \$29,746 | 43.94% |
| | 1 | DCD | Environmental Project Coordinator Senior (0.75 FTE) | 2GX | Environmental Project Coordinator Senior (0.75 FTE) | 2MX | \$80,392 | \$105,826 | 6 | \$15,407 | \$2,157 | \$17,564 | 31.64% |
| Reclass | 1 | DCD | Community Outreach Liaison | 2EX | Marketing and Communications Coordinator | 2FX | \$55,556 | \$59,445 | 6 | \$3,141 | \$440 | \$3,581 | |
| Vacant | 1 | DCD | Neighborhood Business Development Manager | 1IX | Neighborhood Business Development Administrator | 1KX | \$80,098 | \$111,899 | 6 | \$25,685 | \$3,596 | \$29,281 | 39.70% |
| | 1 | DCD | Commercial Corridor Manager | 1EX | Neighborhood Business Development Specialist | 2LX | \$75,204 | \$95,253 | 6 | \$16,193 | \$2,267 | \$18,460 | 26.66% |
| | 1 | DCD | Economic Development Specialist | 2GX | Neighborhood Business Development Specialist | 2LX | \$56,258 | \$95,253 | 6 | \$31,496 | \$4,409 | \$35,905 | 69.31% |
| | 2 | DCD | Economic Development Specialist | 2GX | Neighborhood Business Development Specialist | 2LX | \$62,113 | \$95,253 | 6 | \$53,534 | \$7,495 | \$61,028 | 53.35% |
| | 1 | DCD | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 6 | \$6,711 | \$1,372 | \$8,084 | 21.90% |
| Vacant | 3 | DCD | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 6 | \$22,421 | \$4,585 | \$27,006 | 23.05% |
| | 1 | DCD | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$48,019 | \$51,390 | 6 | \$2,723 | \$557 | \$3,280 | 7.02% |
| Reclass | 1 | DCD | Office Assistant III | 6FN | Program Assistant I | 5GN | \$44,053 | \$55,501 | 6 | \$9,247 | \$1,891 | \$11,138 | |
| Reclass | 1 | DCD | Office Assistant III (0.875 FTE) | 6FN | Program Assistant I | 5GN | \$37,947 | \$54,952 | 6 | \$12,017 | \$2,458 | \$14,475 | |
| | 1 | DCD | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,712 | \$55,501 | 6 | \$8,714 | \$1,782 | \$10,497 | 24.13% |
| | 1 | DCD | Property Manager | 2DN | Property Management Supervisor | 1HX | \$61,812 | \$92,432 | 6 | \$24,731 | \$3,462 | \$28,194 | 49.54% |
| | 1 | DCD | Program Assistant II | 5FN | Property Manager | 2JN | \$45,143 | \$88,851 | 6 | \$35,303 | \$7,219 | \$42,523 | 96.82% |
| | 1 | DCD | Program Assistant II | 5FN | Property Manager | 2JN | \$46,497 | \$59,348 | 6 | \$10,380 | \$2,123 | \$12,503 | 27.64% |
| | 1 | DCD | Real Estate Development Services Manager | 1HX | Real Estate and Development Manager | 1MX | \$103,055 | \$128,048 | 6 | \$20,187 | \$2,826 | \$23,013 | 24.25% |
| | 1 | DCD | Program Manager | 2GX | Real Estate Development Specialist | 2LX | \$80,251 | \$93,403 | 6 | \$10,623 | \$1,487 | \$12,110 | 16.39% |
| | 1 | DCD | Real Estate Specialist | 2GX | Real Estate Development Specialist | 2LX | \$78,575 | \$96,205 | 6 | \$14,239 | \$1,994 | \$16,233 | 22.44% |
| | 1 | DCD | Real Estate Specialist | 2GX | Real Estate Development Specialist | 2LX | \$75,000 | \$95,253 | 6 | \$16,358 | \$2,290 | \$18,648 | 27.00% |
| | 1 | DCD | Real Estate Specialist | 2GX | Real Estate Development Specialist – Senior | 2MX | \$80,146 | \$96,205 | 6 | \$12,971 | \$1,816 | \$14,787 | 20.04% |
| | 1 | DCD | Assistant Director – Redevelopment Authority | 1LX | Real Estate Director | 1NX | \$141,267 | \$140,854 | 6 | \$0 | \$0 | \$0 | 0.00% |
| Underfill title | 1 | DCD | Real Estate Coordinator I | 2BN | Real Estate Sales Associate | 2JN | \$74,768 | \$86,428 | 6 | N/A Underfill Title | | | |
| | 1 | DCD | Real Estate Coordinator II | 2DN | Real Estate Sales Specialist | 2KN | \$61,200 | \$89,021 | 6 | \$22,470 | \$4,595 | \$27,066 | 45.46% |
| | 1 | DCD | Real Estate Coordinator II | 2DN | Real Estate Sales Specialist | 2KN | \$61,812 | \$89,911 | 6 | \$22,695 | \$4,641 | \$27,336 | 45.46% |
| | 1 | DCD | Redevelopment and Special Projects Manager | 1MX | Redevelopment and Special Projects Director | 1MX | \$141,576 | \$141,576 | 6 | N/A Title change only | | | 0.00% |
| | 1 | DCD | In Rem Property Disposition Manager | 1FX | Residential Property Disposition Manager | 1KX | \$77,455 | \$116,408 | 6 | \$31,463 | \$4,405 | \$35,867 | 50.29% |
| Vacant | 1 | Def Comp | Deferred Compensation Plan Services Assistant | 5JN | Deferred Compensation Plan Services Assistant | 5FN | \$52,365 | \$52,365 | 6 | \$0 | \$0 | \$0 | 0.00% |
| Vacant | 1 | DER | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| | 1 | DER | Administrative Support Specialist | 2DN | Administrative Support Specialist | 2EN | \$61,093 | \$59,000 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DER | Benefits Services Specialist | 5IN | Benefits Services Specialist | 5JN | \$58,809 | \$64,737 | 6 | \$4,787 | \$979 | \$5,767 | 10.08% |
| | 1 | DER | Benefits Services Specialist | 5IN | Benefits Services Specialist | 5JN | \$57,205 | \$64,737 | 6 | \$6,083 | \$1,244 | \$7,327 | 13.17% |
| | 1 | DER | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$58,015 | \$62,229 | 6 | \$3,403 | \$696 | \$4,099 | 7.26% |
| | 1 | DER | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$58,809 | \$64,737 | 6 | \$4,787 | \$979 | \$5,767 | 10.08% |
| | 1 | DER | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$58,275 | \$64,737 | 6 | \$5,219 | \$1,067 | \$6,287 | 11.09% |
| | 1 | DER | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$53,992 | \$64,096 | 6 | \$8,160 | \$1,669 | \$9,829 | 18.71% |
| | 1 | DNS | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$44,870 | \$49,630 | 6 | \$3,845 | \$786 | \$4,631 | 10.61% |
| | 1 | DNS | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$46,216 | \$51,119 | 6 | \$3,960 | \$810 | \$4,770 | 10.61% |
| | 1 | DNS | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$52,225 | \$64,096 | 6 | \$9,588 | \$1,961 | \$11,548 | 22.73% |
| Vacant | 2 | DNS | Administrative Services Supervisor | 1BX | Administrative Services Supervisor | 1DX | \$51,649 | \$70,690 | 6 | \$30,759 | \$4,306 | \$35,065 | 36.87% |
| | 1 | DNS | Administrative Services Supervisor | 1BX | Administrative Services Supervisor | 1DX | \$68,206 | \$73,539 | 6 | \$4,308 | \$603 | \$4,911 | 7.82% |
| | 1 | DNS | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$53,730 | \$69,692 | 6 | \$12,892 | \$1,805 | \$14,697 | 29.71% |
| Vacant | 1 | DNS | Customer Service Representative II | 6GN | Customer Service Representative II | 6HN | \$38,471 | \$46,256 | 6 | \$6,288 | \$1,286 | \$7,574 | 20.24% |
| | 2 | DNS | Customer Service Representative II | 6GN | Customer Service Representative II | 6HN | \$39,625 | \$47,644 | 6 | \$12,953 | \$2,649 | \$15,602 | 20.24% |
| | 1 | DNS | Human Resources Assistant | 5IN | Human Resources Analyst | 2IX | \$70,292 | \$70,292 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 4 | DNS | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 6 | \$24,929 | \$5,098 | \$30,027 | 23.30% |
| | 1 | DNS | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 6 | \$6,232 | \$1,275 | \$7,507 | 23.31% |
| | 1 | DNS | Office Assistant II (0.5 FTE) | 6EN | Office Assistant II (0.5 FTE) | 6DN | \$39,657 | \$42,471 | 6 | \$1,136 | \$232 | \$1,369 | 7.10% |
| | 1 | DNS | Office Assistant II (0.75 FTE) | 6EN | Office Assistant II (0.75 FTE) | 6DN | \$41,204 | \$42,471 | 6 | \$768 | \$157 | \$925 | 3.08% |
| | 1 | DNS | Office Assistant II (0.8 FTE) | 6EN | Office Assistant II (0.8 FTE) | 6DN | \$34,103 | \$42,051 | 6 | \$5,136 | \$1,050 | \$6,186 | 23.31% |

| | | | | | | | | | | | | | |
|--------|-----------------|-------------|---|-----|---|-----|-----------|----------|---|----------------------------------|----------|----------|--------|
| Vacant | 4 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$36,842 | \$44,909 | 6 | \$26,064 | \$5,330 | \$31,394 | 21.90% |
| | 1 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$39,093 | \$46,719 | 6 | \$6,159 | \$1,260 | \$7,419 | 19.51% |
| | 1 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$36,842 | \$44,909 | 6 | \$6,516 | \$1,332 | \$7,848 | 21.90% |
| | 1 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$38,327 | \$46,719 | 6 | \$6,778 | \$1,386 | \$8,164 | 21.90% |
| | 1 | DNS | Office Assistant III | 6GN | Office Assistant III | 6GN | \$46,497 | \$59,348 | 6 | \$10,380 | \$2,123 | \$12,503 | 27.64% |
| | 9 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 6 | \$60,401 | \$12,352 | \$72,753 | 21.90% |
| Vacant | 2 | DNS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 6 | \$14,947 | \$3,057 | \$18,004 | 23.05% |
| | 2 | DNS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$41,350 | \$50,881 | 6 | \$15,396 | \$3,149 | \$18,545 | 23.05% |
| | 1 | DNS | Permit Desk Supervisor | 1AX | Permit Desk Supervisor | 1DX | \$55,364 | \$71,397 | 6 | \$12,950 | \$1,813 | \$14,763 | 28.96% |
| | 1 | DNS | Program Assistant I | 5EN | Program Assistant I | 5GN | \$50,980 | \$55,501 | 6 | \$3,652 | \$747 | \$4,399 | 8.87% |
| Vacant | 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 6 | \$10,078 | \$2,061 | \$12,139 | 27.64% |
| | 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$53,265 | \$59,942 | 6 | \$5,393 | \$1,103 | \$6,496 | 12.54% |
| | 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 6 | \$10,078 | \$2,061 | \$12,139 | 27.64% |
| | 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 6 | \$10,380 | \$2,123 | \$12,503 | 27.64% |
| | 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,962 | \$59,942 | 6 | \$10,484 | \$2,144 | \$12,628 | 27.64% |
| | 2 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$49,836 | \$59,942 | 6 | \$16,325 | \$3,338 | \$19,663 | 20.28% |
| | 3 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$51,742 | \$59,942 | 6 | \$19,870 | \$4,063 | \$23,933 | 15.85% |
| | 1 | DNS | Program Assistant III | 5IN | Program Assistant III | 5JN | \$56,423 | \$62,851 | 6 | \$5,192 | \$1,062 | \$6,254 | 11.39% |
| | 2 | DNS | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,747 | \$64,737 | 6 | \$19,367 | \$3,961 | \$23,328 | 22.73% |
| Vacant | 1 | DOA | Administrative Assistant I | 6GN | Administrative Assistant I | 6HN | \$38,471 | \$46,256 | 6 | \$6,288 | \$1,286 | \$7,574 | 20.24% |
| | 1 | DOA | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$52,747 | \$64,737 | 6 | N/A Grant Funded Position (RST) | | | 22.73% |
| | 1 | DOA | Administrative Services Coordinator | 5JN | Administrative Services Coordinator | 5KN | \$62,461 | \$66,192 | 6 | \$3,014 | \$616 | \$3,630 | 5.97% |
| | 1 | DOA | Administrative Specialist | 2CN | Administrative Specialist | 2DN | \$53,325 | \$57,259 | 6 | \$3,178 | \$650 | \$3,827 | 7.38% |
| Vacant | 1 | DOA | Administrative Specialist | 2CN | Administrative Specialist-Senior | 2GX | \$51,649 | \$66,992 | 6 | \$12,393 | \$1,735 | \$14,127 | 29.71% |
| Vacant | 2 | DOA | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$51,649 | \$66,992 | 6 | \$24,785 | \$3,470 | \$28,255 | 29.71% |
| | 1 | DOA | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$65,943 | \$69,692 | 6 | \$3,028 | \$424 | \$3,452 | 5.68% |
| | 1 | DOA | Business Services Specialist | 2DN | Business Services Specialist | 2FN | \$65,568 | \$66,433 | 6 | \$699 | \$143 | \$842 | 1.32% |
| | 1 | DOA | Business Services Specialist | 2DN | Business Services Specialist | 2FN | \$58,805 | \$66,433 | 6 | \$6,161 | \$1,260 | \$7,421 | 12.97% |
| | 1 | DOA | Violence Reduction and Prevention Program | 1IX | Community Wellness and Safety Director | 1IX | \$110,232 | \$95,932 | 6 | N/A Title change only | | | 0.00% |
| Vacant | 1 | DOA | New Position | N/A | Director of African American Affairs | 1IX | N/A | \$80,098 | 6 | N/A Included in 2024 budget | | | |
| Vacant | 1 | DOA | New Position | N/A | Community Outreach Specialist | 2EN | N/A | \$56,291 | 6 | N/A Included in 2024 budget | | | |
| | Underfill title | DOA | Internet Analyst | 5JN | Internet Analyst | 5FN | \$52,784 | \$52,784 | 6 | N/A Underfill Title | | | |
| | 1 | DOA | Internet Analyst-Senior | 5KN | Internet Analyst-Senior | 5GN | \$61,575 | \$55,977 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DOA | IT Support Associate | 5KN | IT Support Associate | 5IN | \$59,684 | \$59,684 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 2 | DOA | IT Support Associate | 5KN | IT Support Associate | 5IN | \$61,475 | \$61,475 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DOA | ITMD Administrative Assistant | 6ON | ITMD Administrative Assistant | 6KN | \$54,494 | \$51,899 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DOA | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 6 | \$6,711 | \$1,372 | \$8,084 | 21.90% |
| Vacant | 1 | DOA | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 6 | \$8,376 | \$1,713 | \$10,089 | 24.13% |
| Vacant | 1 | DOA | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 6 | N/A Grant Funded Position (ARPA) | | | 27.64% |
| | 1 | DOA | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 6 | \$10,380 | \$2,123 | \$12,503 | 27.64% |
| | 1 | DOA | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,747 | \$64,737 | 6 | \$9,684 | \$1,980 | \$11,664 | 22.73% |
| Vacant | 1 | DOA | New Position | N/A | Racial Equity and Inclusion Coordinator | 2HX | N/A | \$61,110 | 6 | N/A Included in 2024 budget | | | |
| | Underfill title | DOA | Unified Call Center Representative 1 | 5GN | Unified Call Center Representative 1 | 5CN | \$45,977 | \$45,977 | 6 | N/A Underfill Title | | | |
| | Underfill title | DOA | Unified Call Center Representative 2 | 5JN | Unified Call Center Representative 2 | 5EN | \$51,644 | \$51,644 | 6 | N/A Underfill Title | | | |
| Vacant | 1 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$58,014 | \$58,014 | 6 | \$0 | \$0 | \$0 | 0.00% |
| Vacant | 21 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$58,014 | \$58,014 | 6 | N/A Auxillary Title | | | |
| | 1 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$60,914 | \$58,014 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 7 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$60,949 | \$59,754 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 2 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$66,387 | \$60,352 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 1 | DPW - Infra | Milwaukee Plays Program Coordinator | 2DN | MKE Parks Manager | 1GX | \$60,795 | \$88,515 | 6 | \$22,390 | \$3,135 | \$25,524 | 45.60% |
| | 1 | DPW - Infra | Engineering Technician IV | 3TN | MKE Parks Program Coordinator | 2HX | \$68,389 | \$58,223 | 6 | \$0 | \$0 | \$0 | 0.00% |
| | 1 | DPW Admin | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$44,888 | \$50,613 | 6 | \$4,624 | \$946 | \$5,570 | 12.76% |
| | 1 | DPW Admin | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$47,132 | \$54,952 | 6 | \$6,316 | \$1,292 | \$7,607 | 16.59% |
| | 1 | DPW Admin | Accounting Coordinator I | 2DN | Accounting Coordinator I | 2EN | \$55,051 | \$60,191 | 6 | \$4,152 | \$849 | \$5,001 | 9.34% |
| | 1 | DPW Admin | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$44,426 | \$49,399 | 6 | \$4,017 | \$821 | \$4,838 | 11.19% |
| | 1 | DPW Admin | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$57,778 | \$69,002 | 6 | \$9,066 | \$1,269 | \$10,335 | 19.43% |
| | 1 | DPW Admin | Administrative Support Specialist | 2DN | Administrative Support Specialist | 2EN | \$62,926 | \$60,770 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 1 | DPW Admin | Business Services Specialist | 2DN | Business Services Specialist | 2FN | \$51,394 | \$63,860 | 6 | \$10,069 | \$2,059 | \$12,128 | 24.26% |
| | 1 | DPW Admin | DPW Payroll Services Assistant | 5ON | DPW Payroll Services Assistant | 5JN | \$70,697 | \$64,737 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 2 | DPW Admin | Payroll Assistant 3 | 5NN | Payroll Assistant 3 | 5IN | \$59,996 | \$59,996 | 6 | \$0 | \$0 | \$0 | 0.00% |
| | 2 | DPW Admin | Payroll Assistant 3 | 5NN | Payroll Assistant 3 | 5IN | \$59,996 | \$59,996 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 3 | DPW Admin | Payroll Assistant 3 | 5NN | Payroll Assistant 3 | 5IN | \$68,655 | \$62,414 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 2 | DPW Admin | Payroll Assistant 3 | 5NN | Payroll Assistant 3 | 5IN | \$61,796 | \$61,796 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW Admin | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 6 | \$10,380 | \$2,123 | \$12,503 | 27.64% |
| Vacant | 1 | DPW Infra | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$43,580 | \$49,139 | 6 | \$4,490 | \$918 | \$5,408 | 12.75% |
| | 1 | DPW Infra | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$41,350 | \$50,881 | 6 | \$7,698 | \$1,574 | \$9,272 | 23.05% |
| | 1 | DPW Infra | Administrative Assistant III | 5FN | Administrative Assistant III | 5IN | \$48,859 | \$59,942 | 6 | \$8,951 | \$1,831 | \$10,782 | 22.68% |
| Vacant | 1 | DPW Infra | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 6 | \$6,232 | \$1,274 | \$7,507 | 23.30% |
| Vacant | 2 | DPW Infra | Office Assistant III | 6FN | Office Assistant III | 6GN | \$36,842 | \$44,909 | 6 | \$13,032 | \$2,665 | \$15,697 | 21.90% |
| | 1 | DPW Infra | Office Assistant III | 6FN | Office Assistant III | 6GN | \$41,487 | \$46,719 | 6 | \$4,226 | \$864 | \$5,090 | 12.61% |
| Vacant | 1 | DPW Infra | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| Vacant | 1 | DPW Infra | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 6 | \$8,376 | \$1,713 | \$10,089 | 24.13% |

| | | | | | | | | | | | | | |
|-----------|-----------------|-----------|--|-----|--|-----|----------|----------|---|----------------------------|----------|----------|--------|
| | 1 | DPW Infra | Program Assistant I | 5EN | Program Assistant I | 5GN | \$50,313 | \$54,952 | 6 | \$3,746 | \$766 | \$4,513 | 9.22% |
| | 1 | DPW Infra | Program Assistant I | 5EN | Program Assistant I | 5GN | \$47,448 | \$55,501 | 6 | \$6,504 | \$1,330 | \$7,835 | 16.97% |
| Vacant | 1 | DPW Infra | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 6 | \$10,078 | \$2,061 | \$12,139 | 27.64% |
| | 1 | DPW Infra | Program Assistant II | 5FN | Program Assistant II | 5IN | \$48,569 | \$59,942 | 6 | \$9,186 | \$1,879 | \$11,064 | 23.42% |
| | 1 | DPW Infra | Program Assistant III | 5JN | Program Assistant III | 5JN | \$51,211 | \$62,851 | 6 | \$9,402 | \$1,923 | \$11,324 | 22.73% |
| Reclass | 1 | DPW OPS | Program Assistant III | 5IN | Administrative Specialist-Senior | 2GX | \$58,549 | \$64,737 | 6 | \$4,998 | \$700 | \$5,697 | |
| | 1 | DPW OPS | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| | 1 | DPW OPS | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$41,350 | \$50,881 | 6 | \$7,698 | \$1,574 | \$9,272 | 23.05% |
| Vacant | 2 | DPW OPS | Communications Assistant IV | 6JN | Communications Assistant IV | 6LN | \$42,036 | \$51,726 | 6 | \$15,653 | \$3,201 | \$18,855 | 23.05% |
| | 1 | DPW OPS | Communications Assistant IV | 6JN | Communications Assistant IV | 6LN | \$44,519 | \$53,810 | 6 | \$7,504 | \$1,535 | \$9,039 | 20.87% |
| | 1 | DPW OPS | Communications Assistant IV | 6JN | Communications Assistant IV | 6LN | \$43,297 | \$53,278 | 6 | \$8,061 | \$1,649 | \$9,710 | 23.05% |
| Vacant | 1 | DPW OPS | Communications Assistant Lead | 5IN | Communications Assistant Lead | 5FN | \$50,704 | \$51,987 | 6 | \$1,036 | \$212 | \$1,248 | 2.53% |
| | 1 | DPW OPS | Communications Assistant Lead | 5IN | Communications Assistant Lead | 5FN | \$52,934 | \$53,547 | 6 | \$495 | \$101 | \$596 | 1.16% |
| | 2 | DPW OPS | Communications Assistant Lead | 5IN | Communications Assistant Lead | 5FN | \$56,577 | \$52,507 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Communications Assistant Lead | 5IN | Communications Assistant Lead | 5FN | \$58,809 | \$54,082 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$47,992 | \$49,399 | 6 | \$1,137 | \$232 | \$1,369 | 2.93% |
| | 1 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$49,432 | \$50,881 | 6 | \$1,171 | \$239 | \$1,410 | 2.93% |
| | 1 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$52,422 | \$51,390 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 2 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$53,421 | \$51,390 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 3 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$54,919 | \$51,390 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 1 | DPW OPS | Lead Parking Enforcement Officer | 5JN | Lead Parking Enforcement Officer | 5EN | \$51,644 | \$51,644 | 6 | \$0 | \$0 | \$0 | 0.00% |
| | 1 | DPW OPS | Lead Parking Enforcement Officer | 5JN | Lead Parking Enforcement Officer | 5EN | \$54,257 | \$53,193 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Lead Parking Enforcement Officer | 5JN | Lead Parking Enforcement Officer | 5EN | \$55,321 | \$53,193 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Lead Parking Enforcement Officer | 5JN | Lead Parking Enforcement Officer | 5EN | \$59,098 | \$53,725 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 1 | DPW OPS | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 6 | \$6,232 | \$1,274 | \$7,507 | 23.30% |
| Vacant | 1 | DPW OPS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| Vacant | 1 | DPW OPS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| | 1 | DPW OPS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$45,759 | \$50,881 | 6 | \$4,137 | \$846 | \$4,983 | 11.19% |
| Vacant | 1 | DPW OPS | Parking Administrative Services Coordinator | 2EN | Parking Administrative Services Coordinator | 2GN | \$59,114 | \$64,264 | 6 | \$4,159 | \$851 | \$5,010 | 8.71% |
| Vacant | 12 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$49,184 | \$49,184 | 6 | \$0 | \$0 | \$0 | 0.00% |
| | 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$49,184 | \$49,184 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$49,676 | \$49,184 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$50,168 | \$49,184 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 14 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$50,659 | \$50,659 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 9 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$51,166 | \$50,659 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 4 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$51,673 | \$50,659 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 2 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$52,179 | \$50,659 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 3 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$52,686 | \$50,659 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 3 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$53,193 | \$50,659 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$55,259 | \$51,166 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$55,726 | \$50,659 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$55,771 | \$51,166 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 5 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$56,283 | \$51,166 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Reclass | 1 | DPW OPS | Office Assistant IV | 6HN | Program Assistant I | 5GN | \$43,451 | \$51,390 | 6 | \$6,412 | \$1,311 | \$7,724 | |
| Reclass | 1 | DPW OPS | Office Assistant IV | 6HN | Program Assistant I | 5GN | \$41,350 | \$50,881 | 6 | \$7,698 | \$1,574 | \$9,272 | |
| | 1 | DPW OPS | Program Assistant I | 5EN | Program Assistant I | 5GN | \$45,623 | \$55,501 | 6 | \$7,978 | \$1,632 | \$9,610 | 21.65% |
| | 1 | DPW OPS | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,729 | \$55,501 | 6 | \$8,701 | \$1,779 | \$10,480 | 24.08% |
| | 1 | DPW OPS | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,712 | \$55,501 | 6 | \$8,714 | \$1,782 | \$10,497 | 24.13% |
| Vacant | 1 | DPW OPS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 6 | \$10,078 | \$2,061 | \$12,139 | 27.64% |
| | 1 | DPW OPS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 6 | \$10,380 | \$2,123 | \$12,503 | 27.64% |
| | 2 | DPW OPS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 6 | \$20,760 | \$4,245 | \$25,005 | 27.64% |
| Reclass | 1 | DPW OPS | Program Assistant II | 5FN | Program Assistant III | 5JN | \$37,947 | \$64,096 | 6 | \$21,120 | \$4,319 | \$25,439 | |
| | Underfill title | DPW OPS | Tow Lot Assistant I | 6FN | Tow Lot Assistant I | 6EN | \$34,039 | \$41,494 | 6 | N/A Underfill Title | | | |
| | Underfill title | DPW OPS | Tow Lot Assistant II | 6GN | Tow Lot Assistant II | 6HN | \$38,471 | \$46,256 | 6 | N/A Underfill Title | | | |
| | 2 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$50,420 | \$50,881 | 6 | \$744 | \$152 | \$896 | 0.91% |
| | 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$49,926 | \$50,881 | 6 | \$771 | \$158 | \$929 | 1.91% |
| | 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$49,432 | \$50,881 | 6 | \$1,171 | \$239 | \$1,410 | 2.93% |
| | 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$51,409 | \$50,881 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$53,421 | \$51,390 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$54,919 | \$51,390 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Tow Lot Assistant Lead | 5JN | Tow Lot Assistant Lead | 5GN | \$59,922 | \$55,501 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | DPW OPS | Transportation Accounting Assistant | 5JN | Transportation Accounting Assistant | 5GN | \$59,922 | \$55,501 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | EC | Election Administrative Services Coordinator | 2EN | Election Administrative Services Coordinator | 2GN | \$60,888 | \$66,192 | 6 | \$4,284 | \$876 | \$5,160 | 8.71% |
| | 1 | Election | Absentee Services Coordinator | 2EN | Absentee Services Coordinator | 2GN | \$62,714 | \$66,192 | 6 | \$2,809 | \$574 | \$3,383 | 5.55% |
| Vacant | 1 | Election | Election Administrative Services Coordinator | 2EN | Election Administrative Services Coordinator | 2GN | \$66,725 | \$66,854 | 6 | \$104 | \$21 | \$125 | 0.19% |
| | 1 | Election | Election Services Coordinator | 2DN | Election Services Coordinator | 2EN | \$54,070 | \$60,973 | 6 | \$5,576 | \$1,140 | \$6,716 | 12.77% |
| | 1 | Election | Election Services Coordinator | 2DN | Election Services Coordinator | 2EN | \$59,624 | \$63,430 | 6 | \$3,074 | \$629 | \$3,703 | 6.38% |
| | 1 | Election | Election Services Coordinator | 2DN | Election Services Coordinator | 2EN | \$56,249 | \$62,802 | 6 | \$5,293 | \$1,082 | \$6,375 | 11.65% |
| | 1 | Election | Election Services Field Coordinator | 2EN | Election Services Field Coordinator | 2GN | \$67,646 | \$66,854 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Temporary | 10 | Election | Temporary Office Assistant II | 9KN | Temporary Office Assistant II | 9FN | \$33,110 | \$40,826 | 6 | \$62,322 | \$12,745 | \$75,066 | 23.30% |
| | 10 | Election | Temporary Office Assistant II | 9KN | Temporary Office Assistant II | 9FN | \$33,110 | \$40,826 | 6 | \$62,322 | \$12,745 | \$75,066 | 23.30% |
| Vacant | 1 | ERS | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |

| | | | | | | | | | | | | | |
|-----------------|---|--------|---|-----|--|-----|----------|----------|---|---|---------|----------|--------|
| Reclass | 1 | ERS | Office Assistant III | 6FN | Benefits Services Specialist | 5JN | \$41,228 | \$64,096 | 6 | \$18,470 | \$3,777 | \$22,247 | |
| | 1 | ERS | Benefits Services Specialist | 5IN | Benefits Services Specialist | 5JN | \$58,275 | \$64,737 | 6 | \$5,219 | \$1,067 | \$6,287 | 11.09% |
| | 1 | ERS | Benefits Services Specialist | 5IN | Benefits Services Specialist | 5JN | \$53,992 | \$64,096 | 6 | \$8,160 | \$1,669 | \$9,829 | 18.71% |
| | 1 | ERS | ERS Accounting Assistant | 5IN | ERS Accounting Assistant | 5GN | \$52,393 | \$54,952 | 6 | \$2,066 | \$423 | \$2,489 | 4.88% |
| Vacant | 1 | ERS | ERS Fiscal Services Assistant | 5JN | ERS Fiscal Services Assistant | 5GN | \$54,989 | \$54,989 | 6 | \$0 | \$0 | \$0 | 0.00% |
| | 1 | ERS | ERS Services Specialist | 5KN | ERS Services Specialist | 5JN | \$68,299 | \$64,737 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | ERS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$38,327 | \$46,719 | 6 | \$6,778 | \$1,386 | \$8,164 | 21.90% |
| | 1 | ERS | Records Services Supervisor | 2CN | Records Services Supervisor | 2DN | \$55,102 | \$55,591 | 6 | \$395 | \$81 | \$476 | 0.89% |
| | 1 | FPC | Administrative Support Specialist | 2DN | Administrative Support Specialist | 2EN | \$63,939 | \$60,770 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| Vacant | 1 | FPC | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$51,392 | \$62,229 | 6 | \$8,753 | \$1,790 | \$10,543 | 21.09% |
| | 1 | FPC | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$56,110 | \$64,737 | 6 | \$6,968 | \$1,425 | \$8,393 | 15.37% |
| Vacant | 1 | FPC | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 6 | \$8,376 | \$1,713 | \$10,089 | 24.13% |
| | 1 | FPC | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,278 | \$54,952 | 6 | \$8,621 | \$1,763 | \$10,384 | 24.11% |
| Reclass | 1 | Health | Health Accounting Assistant | 5GN | Accounting Coordinator II | 2FN | \$53,003 | \$58,438 | 6 | \$4,390 | \$898 | \$5,288 | |
| Reclass | 1 | Health | Health Accounting Assistant | 5GN | Accounting Coordinator II | 2FN | \$55,139 | \$60,793 | 6 | \$4,567 | \$934 | \$5,501 | |
| Vacant | 1 | Health | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$54,989 | \$62,529 | 6 | \$6,090 | \$1,245 | \$7,335 | 13.71% |
| | 1 | Health | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$56,639 | \$60,191 | 6 | \$2,869 | \$587 | \$3,456 | 6.27% |
| | 1 | Health | Administrative Assistant III | 5FN | Administrative Assistant III | 5IN | \$47,266 | \$59,942 | 6 | N/A Grant Funded Position (CDD) | | | 26.82% |
| | 1 | Health | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$59,159 | \$64,737 | 6 | \$4,505 | \$921 | \$5,427 | 9.43% |
| Underfill title | | Health | Clinic Assistant | 5BN | Clinic Assistant | 5BN | \$33,110 | \$43,090 | 6 | N/A Underfill Title | | | |
| | 3 | Health | Clinic Office Coordinator | 5FN | Clinic Office Coordinator | 5IN | \$46,962 | \$59,942 | 6 | \$31,452 | \$6,432 | \$37,884 | 27.64% |
| Vacant | 1 | Health | Community Education Assistant | 5BN | Community Education Assistant | 5BN | \$33,110 | \$43,090 | 6 | \$8,061 | \$1,648 | \$9,709 | 30.14% |
| Reclass | 1 | Health | Administrative Assistant III | 5FN | Community Health Administrative Specialist 1 | 5IN | \$46,962 | \$57,620 | 6 | \$8,608 | \$1,760 | \$10,369 | |
| Reclass | 1 | Health | Office Assistant II | 6EN | Community Health Administrative Specialist 1 | 5IN | \$34,103 | \$57,620 | 6 | \$18,995 | \$3,884 | \$22,879 | |
| Vacant | 1 | Health | Office Assistant II | 6EN | Community Health Administrative Specialist 1 | 5IN | \$33,110 | \$57,620 | 6 | N/A Grant Funded Position (FFHV) | | | 74.03% |
| | 1 | Health | Medical Assistant | 5CN | Community Health Administrative Specialist 1 | 5IN | \$42,774 | \$57,620 | 6 | \$11,991 | \$2,452 | \$14,443 | 34.71% |
| Vacant | 1 | Health | New Position | N/A | Community Outreach Specialist | 2EN | N/A | \$56,291 | 6 | N/A Grant Funded Position (PHI) | | | |
| Reclass | 1 | Health | Office Assistant IV | 6HN | Customer Service Representative III | 6KN | \$43,289 | \$46,256 | 6 | \$2,396 | \$490 | \$2,886 | |
| Reclass | 1 | Health | Office Assistant IV | 6KN | Customer Service Representative III | 6KN | \$34,103 | \$46,256 | 6 | \$9,816 | \$2,007 | \$11,824 | |
| Vacant | 1 | Health | Office Assistant III | 6FN | Customer Service Representative III | 6KN | \$36,842 | \$49,399 | 6 | \$10,142 | \$2,074 | \$12,216 | 34.08% |
| Vacant | 1 | Health | Community Outreach Specialist | 2EN | Health Access Assistant | 5IN | \$56,291 | \$57,620 | 6 | N/A Grant Funded Position (CHAP) | | | 2.36% |
| Vacant | 2 | Health | Health Access Assistant | 5FN | Health Access Assistant | 5IN | \$45,143 | \$57,620 | 6 | N/A Grant Funded Position (CHAP) | | | 27.64% |
| | 1 | Health | Health Access Assistant | 5FN | Health Access Assistant | 5IN | \$46,497 | \$59,348 | 6 | N/A Grant Funded Position (CHAP) | | | 27.64% |
| | 1 | Health | Health Access Assistant | 5FN | Health Access Assistant | 5IN | \$46,962 | \$59,942 | 6 | N/A Grant Funded Position (CHAP) | | | 27.64% |
| | 1 | Health | Health Project Assistant | 5FN | Health Project Assistant | 5IN | \$46,962 | \$59,942 | 6 | N/A Grant Funded Position (DIS) | | | 27.64% |
| Vacant | 1 | Health | Healthcare Access Program Coordinator | 2FN | Healthcare Access Program Coordinator | 2GN | \$56,037 | \$65,112 | 6 | N/A Grant Funded Position (CHAP) | | | 16.20% |
| Reclass | 1 | Health | Program Assistant III | 5IN | Human Resources Assistant | 5JN | \$52,747 | \$64,737 | 6 | N/A Grant Funded Position (ARPA) | | | |
| | 1 | Health | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$52,934 | \$64,096 | 6 | \$9,016 | \$1,844 | \$10,859 | 21.09% |
| Vacant | 1 | Health | Lead Project Assistant | 5FN | Lead Project Assistant | 5IN | \$45,977 | \$57,620 | 6 | N/A Grant Funded Position (CDLD)(HUDL) | | | 25.32% |
| Vacant | 1 | Health | Medical Assistant | 5CN | Medical Assistant | 5CN | \$36,152 | \$48,084 | 6 | \$9,637 | \$1,971 | \$11,608 | 33.00% |
| Vacant | 1 | Health | Medical Assistant | 5CN | Medical Assistant | 5CN | \$36,152 | \$48,084 | 6 | N/A Grant Funded Position (STDA)(WFP) | | | 33.00% |
| | 1 | Health | Medical Assistant | 5CN | Medical Assistant | 5CN | \$42,774 | \$49,526 | 6 | N/A Grant Funded Position (UJ)(STDA) | | | 15.79% |
| | 1 | Health | Medical Assistant | 5CN | Medical Assistant | 5CN | \$42,774 | \$49,526 | 6 | N/A Grant Funded Position (WWP) | | | 15.79% |
| Vacant | 1 | Health | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 6 | N/A Grant Funded Position (WLD) | | | 23.30% |
| Vacant | 1 | Health | Office Assistant III | 6FN | Office Assistant III | 6GN | \$36,842 | \$44,909 | 6 | \$6,516 | \$1,332 | \$7,848 | 21.90% |
| | 1 | Health | Office Assistant III | 6FN | Office Assistant III | 6GN | \$41,164 | \$45,358 | 6 | \$3,387 | \$693 | \$4,080 | 10.19% |
| | 1 | Health | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 6 | \$6,711 | \$1,372 | \$8,084 | 21.90% |
| | 1 | Health | Office Assistant III | 6FN | Office Assistant III | 6GN | \$44,053 | \$46,719 | 6 | N/A Grant Funded Position (IMM)(PHEP)(PH) | | | 6.05% |
| | 1 | Health | Office Assistant IV | 5EN | Office Assistant IV | 5GN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| | 1 | Health | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,728 | \$55,501 | 6 | \$8,702 | \$1,779 | \$10,481 | 24.09% |
| Vacant | 1 | Health | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 6 | \$10,078 | \$2,061 | \$12,139 | 27.64% |
| Vacant | 1 | Health | Office Assistant II | 6EN | Program Assistant II | 5IN | \$33,110 | \$57,620 | 6 | \$19,796 | \$4,048 | \$23,845 | 74.03% |
| | 1 | Health | Program Assistant II | 5FN | Program Assistant II | 5IN | \$49,836 | \$59,942 | 6 | N/A Grant Funded Position (CDLD) | | | 20.28% |
| | 1 | Health | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,962 | \$59,942 | 6 | N/A Grant Funded Position (COVI)(IMM) | | | 27.64% |
| | 1 | Health | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,962 | \$59,942 | 6 | N/A Grant Funded Position (WLD) | | | 27.64% |
| Vacant | 1 | Health | Office Assistant IV | 6HN | Program Assistant III | 5JN | \$40,146 | \$62,229 | 6 | \$17,836 | \$3,648 | \$21,484 | 55.01% |
| Vacant | 1 | Health | Office Assistant III | 6FN | Program Assistant III | 5JN | \$36,842 | \$62,229 | 6 | \$20,505 | \$4,193 | \$24,698 | 68.91% |
| Vacant | 2 | Health | Program Assistant III | 5IN | Program Assistant III | 5JN | \$50,704 | \$62,229 | 6 | N/A Grant Funded Position (ARPA) | | | 22.73% |
| Vacant | 1 | Health | Program Assistant III | 5IN | Program Assistant III | 5JN | \$50,704 | \$62,229 | 6 | N/A Grant Funded Position (ARPA) | | | 22.73% |
| | 1 | Health | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,225 | \$64,096 | 6 | N/A Grant Funded Position (ARPA) | | | 22.73% |
| | 1 | Health | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,225 | \$64,096 | 6 | N/A Grant Funded Position (PHYL) | | | 22.73% |
| | 2 | Health | Public Health Aide | 5AN | Public Health Aide | 5BN | \$34,103 | \$44,868 | 6 | \$17,389 | \$3,556 | \$20,945 | 31.57% |
| Underfill title | | Health | Public Health Educator I | 2BN | Public Health Educator I | 2BN | \$43,536 | \$48,641 | 6 | N/A Underfill Title | | | |
| Vacant | 1 | Health | Community Education Assistant | 5BN | Public Health Educator II | 2DN | \$33,110 | \$53,914 | 6 | N/A Grant Funded Position (WWP) | | | 62.83% |
| Vacant | 1 | Health | Public Health Educator II | 2CN | Public Health Educator II | 2DN | \$48,256 | \$53,914 | 6 | N/A Grant Funded Position (WWP) | | | 11.72% |
| Vacant | 1 | Health | Public Health Strategist | 2JX | Public Health Strategist-Senior | 2HX | \$65,859 | \$88,730 | 6 | N/A Grant Funded Position (ARPA) | | | 34.73% |
| Temporary title | | Health | Temporary Community Education Assistant | 9KN | Temporary Community Education Assistant | 9KN | \$33,110 | \$43,090 | 6 | N/A Unfunded Title | | | |
| | 1 | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$60,008 | \$56,611 | 6 | N/A Grant Funded Position (WIC) | | | 0.00% |
| | 1 | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$56,611 | \$56,051 | 6 | N/A Grant Funded Position (WIC) | | | 0.00% |
| | 1 | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$58,853 | \$56,051 | 6 | N/A Grant Funded Position (WIC) | | | 0.00% |
| | 1 | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$61,140 | \$56,611 | 6 | N/A Grant Funded Position (WIC) | | | 0.00% |

| | | | | | | | | | | | | | | |
|---------|-----------------|------------|---|------|---|-----|----------|-----------|---|---------------------------------|---------|----------|--------|--|
| | Underfill title | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$54,418 | \$54,418 | 6 | N/A Underfill Title | | | | |
| | Underfill title | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$54,418 | \$54,418 | 6 | N/A Underfill Title | | | | |
| | Underfill title | Health | WIC Client Services Assistant 2 | 5MN | WIC Client Services Assistant 2 | 5HN | \$57,139 | \$57,139 | 6 | N/A Underfill Title | | | | |
| | Underfill title | Health | WIC Client Services Assistant 2 | 5MN | WIC Client Services Assistant 2 | 5HN | \$57,139 | \$57,139 | 6 | N/A Underfill Title | | | | |
| Vacant | 3 | Library | WIC Client Services Assistant 3 | 5NN | WIC Client Services Assistant 3 | 5IN | \$59,996 | \$59,996 | 6 | N/A Grant Funded Position (WIC) | | | 0.00% | |
| | 1 | Library | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$53,463 | \$56,033 | 6 | \$2,076 | \$425 | \$2,500 | 4.81% | |
| Reclass | 1 | Library | Office Assistant II | 6EN | Administrative Assistant III | 5IN | \$34,103 | \$59,348 | 6 | \$20,391 | \$4,170 | \$24,560 | | |
| | 1 | Library | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$52,747 | \$64,737 | 6 | \$9,684 | \$1,980 | \$11,664 | 22.73% | |
| | 1 | Library | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$72,752 | \$69,692 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| Vacant | 1 | Library | HVAC Maintenance Technician Senior | 7LN | Facilities Control Specialist | 7LN | \$94,733 | \$94,733 | 6 | N/A Title change only | | | 0.00% | |
| | 1 | Library | Facilities Program Assistant | 5KN | Facilities Program Assistant | 5IN | \$67,255 | \$61,141 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| Vacant | 1 | Library | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$51,392 | \$62,229 | 6 | \$8,753 | \$1,790 | \$10,543 | 21.09% | |
| | 1 | Library | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$56,577 | \$62,851 | 6 | \$5,067 | \$1,036 | \$6,103 | 11.09% | |
| Vacant | 1 | Library | IT Support Associate | 5KN | IT Support Associate | 5IN | \$59,684 | \$59,684 | 6 | \$0 | \$0 | \$0 | 0.00% | |
| | 1 | Library | Library Audio Machine Technician | 5EN | Library Audio Machine Technician | 5BN | \$44,937 | \$46,719 | 6 | N/A Grant Funded Position (D) | | | 3.97% | |
| | 1 | Library | Library Audio Machine Technician | 5EN | Library Audio Machine Technician | 5BN | \$44,712 | \$46,719 | 6 | N/A Grant Funded Position (D) | | | 4.49% | |
| Vacant | 16 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$40,094 | \$40,826 | 6 | \$9,455 | \$1,934 | \$11,389 | 1.82% | |
| | 1 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$41,918 | \$42,051 | 6 | \$107 | \$22 | \$129 | 0.32% | |
| | 6 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$40,094 | \$40,826 | 6 | \$3,546 | \$725 | \$4,271 | 1.82% | |
| | 13 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$41,710 | \$42,471 | 6 | \$7,995 | \$1,635 | \$9,630 | 1.83% | |
| | 23 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$41,297 | \$42,051 | 6 | \$14,007 | \$2,864 | \$16,871 | 1.83% | |
| | 11 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$43,264 | \$42,471 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Library | Library Circulation Services Representative (0.475 FTE) | 5DN | Library Circulation Services Representative (0.475 FTE) | 5AN | \$40,094 | \$40,826 | 6 | \$281 | \$57 | \$338 | 1.83% | |
| | 1 | Library | Library Circulation Services Representative (0.475 FTE) | 5DN | Library Circulation Services Representative (0.475 FTE) | 5AN | \$41,710 | \$42,471 | 6 | \$292 | \$60 | \$352 | 1.83% | |
| | 12 | Library | Library Circulation Services Representative (0.475 FTE) | 5DN | Library Circulation Services Representative (0.475 FTE) | 5AN | \$41,297 | \$42,051 | 6 | \$3,471 | \$710 | \$4,181 | 1.83% | |
| | 2 | Library | Library Circulation Services Representative (0.5 FTE) | 5DN | Library Circulation Services Representative (0.5 FTE) | 5AN | \$41,297 | \$42,051 | 6 | \$609 | \$125 | \$734 | 1.83% | |
| | 1 | Library | Library Circulation Services Representative (0.5 FTE) | 5DN | Library Circulation Services Representative (0.5 FTE) | 5AN | \$43,264 | \$42,471 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 2 | Library | Library Circulation Services Representative-Lead | 5IN | Library Circulation Services Representative-Lead | 5FN | \$52,225 | \$53,547 | 6 | \$2,135 | \$437 | \$2,571 | 2.53% | |
| | 4 | Library | Library Circulation Services Representative-Lead | 5IN | Library Circulation Services Representative-Lead | 5FN | \$52,747 | \$54,082 | 6 | \$4,313 | \$882 | \$5,195 | 2.53% | |
| Vacant | 2 | Library | Library Communications Assistant | 5IN | Library Communications Assistant | 5FN | \$52,747 | \$54,082 | 6 | \$2,156 | \$441 | \$2,597 | 2.53% | |
| | 1 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$40,094 | \$40,826 | 6 | \$591 | \$121 | \$712 | 1.82% | |
| | 1 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$41,710 | \$42,471 | 6 | \$615 | \$126 | \$741 | 1.83% | |
| | 2 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$40,094 | \$40,826 | 6 | \$1,182 | \$242 | \$1,424 | 1.83% | |
| | 3 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$41,297 | \$42,051 | 6 | \$1,827 | \$374 | \$2,201 | 1.83% | |
| | 1 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$45,143 | \$40,826 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Library | Library Technical Services Specialist-Lead | 5IN | Library Technical Services Specialist-Lead | 5FN | \$52,225 | \$53,547 | 6 | \$1,067 | \$218 | \$1,286 | 2.53% | |
| | 2 | Library | Library Technical Services Specialist-Lead | 5IN | Library Technical Services Specialist-Lead | 5FN | \$52,747 | \$54,082 | 6 | \$2,156 | \$441 | \$2,597 | 2.53% | |
| | 1 | Library | Office Assistant II | 6EN | Office Assistant II | 6DN | \$38,361 | \$42,471 | 6 | \$3,320 | \$679 | \$3,999 | 10.71% | |
| | 1 | Library | Office Assistant III (0.5 FTE) | 6FN | Office Assistant III (0.5 FTE) | 6GN | \$44,053 | \$46,719 | 6 | \$1,077 | \$220 | \$1,297 | 6.05% | |
| | 1 | Library | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$41,350 | \$50,881 | 6 | \$7,698 | \$1,574 | \$9,272 | 23.05% | |
| | 1 | Library | Program Assistant II (0.75 FTE) | 5FN | Program Assistant II (0.75 FTE) | 5IN | \$46,497 | \$59,348 | 6 | \$7,785 | \$1,592 | \$9,377 | 27.64% | |
| Reclass | 1 | Library | Office Assistant III | 6FN | Program Assistant III | 5JN | \$37,947 | \$64,096 | 6 | \$21,120 | \$4,319 | \$25,439 | | |
| Vacant | 1 | Library | Program Assistant III | 5IN | Program Assistant III | 5JN | \$50,704 | \$62,229 | 6 | N/A Grant Funded Position (C) | | | 22.73% | |
| | 6 | Library | Temporary Library Circulation Services Representative | 9UN | Temporary Library Circulation Services Representative | 9FN | \$40,094 | \$40,826 | 6 | \$3,546 | \$725 | \$4,271 | 1.82% | |
| | 1 | Mayor | Administrative Support Specialist | 2DN | Administrative Support Specialist | 2EN | \$62,926 | \$60,770 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Mayor | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 6 | \$6,711 | \$1,372 | \$8,084 | 21.90% | |
| Vacant | 1 | Mayor | Policy and Administration Manager | 0 | Policy and Administration Director | 2NX | \$83,232 | \$104,433 | 6 | \$17,123 | \$2,397 | \$19,521 | 25.47% | |
| | 1 | Mayor | New Position | #N/A | Policy and Administration Manager | 2LX | #N/A | \$75,162 | 6 | N/A Included in 2024 budget | | | | |
| Reclass | 1 | Muni Court | Court Administrative Assistant | 5JN | Administrative Specialist-Senior | 2GX | \$59,719 | \$69,002 | 6 | \$7,498 | \$1,050 | \$8,548 | | |
| Vacant | 1 | Muni Court | Court Accounting Assistant | 6NN | Court Accounting Assistant | 6KN | \$49,324 | \$49,324 | 6 | \$0 | \$0 | \$0 | 0.00% | |
| | 1 | Muni Court | Court Accounting Assistant | 6NN | Court Accounting Assistant | 6KN | \$49,818 | \$49,324 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Muni Court | Court Accounting Assistant | 6NN | Court Accounting Assistant | 6KN | \$51,312 | \$50,804 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Muni Court | Court Accounting Assistant | 6NN | Court Accounting Assistant | 6KN | \$56,444 | \$51,312 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| Vacant | 1 | Muni Court | Court Accounting Assistant-Senior | 5JN | Court Accounting Assistant-Senior | 5HN | \$56,842 | \$56,842 | 6 | \$0 | \$0 | \$0 | 0.00% | |
| | 3 | Muni Court | Court Services Assistant 1 | 6LN | Court Services Assistant 1 | 6GN | \$47,181 | \$47,181 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Muni Court | Court Services Assistant 2 | 6NN | Court Services Assistant 2 | 6IN | \$50,036 | \$49,540 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Muni Court | Court Services Assistant 2 | 6NN | Court Services Assistant 2 | 6IN | \$54,161 | \$50,036 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Muni Court | Court Services Assistant-Lead | 5JN | Court Services Assistant-Lead | 5HN | \$59,133 | \$58,548 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Muni Court | Municipal Court Clerk 1 | 5NN | Municipal Court Clerk 1 | 5IN | \$60,760 | \$60,544 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Muni Court | Municipal Court Clerk 1 | 5NN | Municipal Court Clerk 1 | 5IN | \$61,350 | \$60,544 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Muni Court | Municipal Court Clerk 1 | 5NN | Municipal Court Clerk 1 | 5IN | \$61,940 | \$60,544 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| Vacant | 1 | Muni Court | Municipal Court Clerk 2 | 5ON | Municipal Court Clerk 2 | 5JN | \$59,956 | \$62,355 | 6 | \$1,937 | \$396 | \$2,334 | 4.00% | |
| | 2 | Muni Court | Municipal Court Clerk 2 | 5ON | Municipal Court Clerk 2 | 5JN | \$68,815 | \$64,868 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Muni Court | Municipal Court Clerk-Lead | 2GX | Municipal Court Clerk-Lead | 2IX | \$75,210 | \$70,654 | 6 | N/A Above Recruitment Rate | | | 0.00% | |
| | 1 | Port | Administrative Assistant III | 5FN | Administrative Assistant III | 5IN | \$46,497 | \$59,348 | 6 | \$10,380 | \$2,123 | \$12,503 | 27.64% | |
| | 1 | Treasurer | Accounting Assistant I (0.5 FTE) | 6GN | Accounting Assistant I (0.5 FTE) | 6HN | \$44,096 | \$48,120 | 6 | \$1,625 | \$332 | \$1,958 | 9.13% | |
| Vacant | 1 | Treasurer | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$44,887 | \$53,351 | 6 | \$6,836 | \$1,398 | \$8,234 | 18.86% | |
| Reclass | 1 | Treasurer | Program Assistant III | 5IN | Administrative Specialist-Senior | 2GX | \$60,354 | \$69,692 | 6 | \$7,542 | \$1,056 | \$8,598 | | |
| Vacant | 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% | |
| | 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$44,594 | \$51,390 | 6 | \$5,489 | \$1,122 | \$6,611 | 15.24% | |
| | 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$43,721 | \$51,390 | 6 | \$6,194 | \$1,267 | \$7,461 | 17.54% | |
| | 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$42,863 | \$51,390 | 6 | \$6,887 | \$1,408 | \$8,295 | 19.89% | |

| | | | | | | | | | | | | | |
|---------|-----|-------------|---|-----|---|-----|----------|----------|---|----------------------------|-----------|-------------|--------|
| | 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| | 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$41,350 | \$50,881 | 6 | \$7,698 | \$1,574 | \$9,272 | 23.05% |
| Vacant | 1 | Treasurer | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 6 | \$10,078 | \$2,061 | \$12,139 | 27.64% |
| | 1 | Treasurer | Revenue Collection Specialist | 5IN | Revenue Collection Specialist | 2GN | \$56,671 | \$66,854 | 6 | \$8,225 | \$1,682 | \$9,907 | 17.97% |
| Reclass | 1 | Treasurer | Program Assistant II | 5FN | Tax Enforcement Specialist | 5JN | \$46,497 | \$64,226 | 6 | \$14,319 | \$2,928 | \$17,248 | |
| | 1 | Treasurer | Tax Enforcement Specialist | 6NN | Tax Enforcement Specialist | 5JN | \$56,671 | \$64,868 | 6 | \$6,621 | \$1,354 | \$7,975 | 14.46% |
| | 2 | Treasurer | Tax Enforcement Specialist | 6NN | Tax Enforcement Specialist | 5JN | \$56,906 | \$64,868 | 6 | \$12,861 | \$2,630 | \$15,491 | 13.99% |
| | 2 | Treasurer | Teller | 6HN | Teller | 6KN | \$44,426 | \$49,399 | 6 | \$8,034 | \$1,643 | \$9,677 | 11.19% |
| | 20 | Treasurer | Temporary Customer Service Representative I | 9ON | Temporary Customer Service Representative I | 9KN | \$36,840 | \$44,909 | 6 | \$130,347 | \$26,656 | \$157,003 | 21.90% |
| Vacant | 2 | Water Works | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$44,887 | \$53,351 | 6 | \$13,673 | \$2,796 | \$16,469 | 18.86% |
| | 1 | Water Works | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$51,582 | \$55,501 | 6 | \$3,166 | \$647 | \$3,813 | 7.60% |
| | 2 | Water Works | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$47,158 | \$54,952 | 6 | \$12,589 | \$2,574 | \$15,164 | 16.53% |
| | 1 | Water Works | Accounting Coordinator II | 2FN | Accounting Coordinator II | 2FN | \$58,339 | \$64,405 | 6 | \$4,900 | \$1,002 | \$5,902 | 10.40% |
| | 1 | Water Works | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$50,704 | \$62,229 | 6 | \$9,309 | \$1,904 | \$11,212 | 22.73% |
| | 1 | Water Works | Administrative Services Coordinator | 5JN | Administrative Services Coordinator | 5KN | \$54,474 | \$66,854 | 6 | \$9,999 | \$2,045 | \$12,044 | 22.73% |
| Vacant | 1 | Water Works | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| | 1 | Water Works | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$45,591 | \$51,390 | 6 | \$4,683 | \$958 | \$5,641 | 12.72% |
| Vacant | 2 | Water Works | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$41,350 | \$50,881 | 6 | \$15,396 | \$3,149 | \$18,545 | 23.05% |
| | 1 | Water Works | Communications Assistant V | 6KN | Communications Assistant V | 6MN | \$42,980 | \$52,917 | 6 | \$8,026 | \$1,641 | \$9,668 | 23.12% |
| | 1 | Water Works | Communications Assistant V | 6KN | Communications Assistant V | 6MN | \$47,448 | \$55,050 | 6 | \$6,140 | \$1,256 | \$7,395 | 16.02% |
| | 1 | Water Works | Communications Assistant V | 6KN | Communications Assistant V | 6MN | \$45,588 | \$54,505 | 6 | \$7,202 | \$1,473 | \$8,674 | 19.56% |
| | 4 | Water Works | Communications Assistant V | 6KN | Communications Assistant V | 6MN | \$44,269 | \$54,505 | 6 | \$33,068 | \$6,762 | \$39,831 | 23.12% |
| Vacant | 5 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$40,146 | \$49,399 | 6 | \$37,368 | \$7,642 | \$45,010 | 23.05% |
| | 1 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$41,621 | \$49,399 | 6 | \$6,282 | \$1,285 | \$7,567 | 18.69% |
| | 1 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$43,451 | \$51,390 | 6 | \$6,412 | \$1,311 | \$7,724 | 18.27% |
| | 1 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$40,146 | \$49,399 | 6 | \$7,474 | \$1,528 | \$9,002 | 23.05% |
| | 8 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$41,350 | \$50,881 | 6 | \$61,585 | \$12,594 | \$74,180 | 23.05% |
| | 1 | Water Works | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$44,426 | \$49,399 | 6 | \$4,017 | \$821 | \$4,838 | 11.19% |
| | 1 | Water Works | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$45,766 | \$51,390 | 6 | \$4,542 | \$929 | \$5,471 | 12.29% |
| | 1 | Water Works | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$44,320 | \$51,390 | 6 | \$5,710 | \$1,168 | \$6,878 | 15.95% |
| Vacant | 1 | Water Works | Payroll Assistant 1 | 5JN | Payroll Assistant 1 | 5GN | \$54,418 | \$54,418 | 6 | N/A Above Recruitment Rate | | | 0.00% |
| | 1 | Water Works | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 6 | \$8,376 | \$1,713 | \$10,089 | 24.13% |
| | 1 | Water Works | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,833 | \$57,620 | 6 | \$8,713 | \$1,782 | \$10,494 | 23.03% |
| | 1 | Water Works | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,962 | \$59,942 | 6 | \$10,484 | \$2,144 | \$12,628 | 27.64% |
| Vacant | 2 | Water Works | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 6 | \$20,760 | \$4,245 | \$25,005 | 27.64% |
| | 1 | Water Works | Program Assistant III | 5IN | Program Assistant III | 5JN | \$50,704 | \$62,229 | 6 | \$9,309 | \$1,904 | \$11,212 | 22.73% |
| | 1 | Water Works | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,225 | \$64,096 | 6 | \$9,588 | \$1,961 | \$11,548 | 22.73% |
| | 3 | Water Works | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,747 | \$64,737 | 6 | \$29,051 | \$5,941 | \$34,992 | 22.73% |
| Vacant | 1 | Water Works | Water Billing Specialist | 5HN | Water Billing Specialist | 5KN | \$51,392 | \$63,530 | 6 | \$9,804 | \$2,005 | \$11,809 | 23.62% |
| | 1 | Water Works | Water Billing Specialist | 5HN | Water Billing Specialist | 5KN | \$52,934 | \$65,436 | 6 | \$10,098 | \$2,065 | \$12,163 | 23.62% |
| | 3 | Water Works | Water Billing Specialist | 5HN | Water Billing Specialist | 5KN | \$56,136 | \$66,090 | 6 | \$24,119 | \$4,932 | \$29,051 | 17.73% |
| | 1 | Water Works | Water Program Assistant | 5ON | Water Program Assistant | 5JN | \$64,270 | \$64,737 | 6 | \$377 | \$77 | \$454 | 0.73% |
| | 1 | Water Works | Water Program Assistant | 5ON | Water Program Assistant | 5JN | \$58,595 | \$62,851 | 6 | \$3,438 | \$703 | \$4,141 | 7.26% |
| | 721 | | | | | | | | | \$3,039,565 | \$583,070 | \$3,622,635 | 14.50% |

Assume effective date is Pay Period 6, 2024 (March 3rd, 2024) unless otherwise indicated.

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

Note: Grant Funding source indicated by suffix

| NEW COSTS FOR FULL YEAR | | | | | | | | | | | | |
|-------------------------|----------|---------------------------------------|-----|--|-----|----------|----------|-------|----------------------------|-----------|-------------|--|
| Pos. | Dept | From | PR | To | PR | Annual | Annual | EffPP | Costs | Rollup | Rollup+ Sal | |
| 1 | Assessor | Assessment Accounting Assistant | 5IN | Assessment Accounting Assistant | 5GN | \$51,366 | \$54,952 | 1 | \$3,586 | \$733 | \$4,319 | |
| 2 | Assessor | Assessment Services Assistant 1 | 6LN | Assessment Services Assistant 1 | 6GN | \$45,231 | \$44,909 | 1 | N/A Above Recruitment Rate | | | |
| 1 | Assessor | Assessment Services Assistant 2 | 6NN | Assessment Services Assistant 2 | 6IN | \$47,493 | \$47,150 | 1 | N/A Above Recruitment Rate | | | |
| 2 | Assessor | Assessment Services Assistant 3 | 6ON | Assessment Services Assistant 3 | 6KN | \$48,415 | \$49,399 | 1 | \$1,967 | \$402 | \$2,369 | |
| 1 | Assessor | Assessment Services Assistant-Senior | 5JN | Assessment Services Assistant-Senior | 5HN | \$56,842 | \$56,842 | 1 | \$0 | \$0 | \$0 | |
| 1 | Assessor | Assessment Services Clerk | 6GN | Assessment Services Clerk | 6DN | \$39,625 | \$42,051 | 1 | \$2,426 | \$496 | \$2,923 | |
| 1 | Assessor | Assessment Services Specialist | 5KN | Assessment Services Specialist | 5JN | \$66,436 | \$62,851 | 1 | N/A Above Recruitment Rate | | | |
| 1 | BOZA | BOZA Administrative Assistant 1 | 6IN | BOZA Administrative Assistant 1 | 6GN | \$39,750 | \$44,909 | 1 | \$5,159 | \$1,055 | \$6,215 | |
| 1 | BOZA | BOZA Administrative Assistant 2 | 6KN | BOZA Administrative Assistant 2 | 6KN | \$42,988 | \$50,881 | 1 | \$7,893 | \$1,614 | \$9,507 | |
| 1 | BOZA | BOZA Administrative Assistant-Lead | 5KN | BOZA Administrative Assistant-Lead | 5IN | \$67,008 | \$59,684 | 1 | N/A Above Recruitment Rate | | | |
| 1 | CC-CC | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 | |
| 1 | CC-CC | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$41,350 | \$50,881 | 1 | \$9,531 | \$1,949 | \$11,480 | |
| 1 | CC-CC | Administrative Services Coordinator | 5JN | Administrative Services Coordinator | 5KN | \$61,513 | \$66,854 | 1 | \$5,341 | \$1,092 | \$6,433 | |
| 1 | CC-CC | Communications Assistant II | 6GN | Communications Assistant II | 6HN | \$45,815 | \$48,120 | 1 | \$2,305 | \$471 | \$2,776 | |
| 1 | CC-CC | Customer Service Representative II | 6GN | Customer Service Representative II | 6HN | \$38,471 | \$46,256 | 1 | \$7,785 | \$1,592 | \$9,377 | |
| 1 | CC-CC | Customer Service Representative II | 6GN | Customer Service Representative II | 6HN | \$39,625 | \$47,644 | 1 | \$8,018 | \$1,640 | \$9,658 | |
| 1 | CC-CC | Document Services Manager | 1DX | Document Services Manager | 1FX | \$77,373 | \$78,771 | 1 | \$1,398 | \$196 | \$1,593 | |
| 1 | CC-CC | Document Services Supervisor | 2CN | Document Services Supervisor | 2DN | \$58,897 | \$57,259 | 1 | N/A Above Recruitment Rate | | | |
| 1 | CC-CC | Document Services Supervisor | 2CN | Document Services Supervisor | 2DN | \$64,033 | \$57,259 | 1 | N/A Above Recruitment Rate | | | |
| 6 | CC-CC | Legislative Assistant (0.5 FTE) | 2CN | Executive Administrative Assistant I (0.5 FTE) | 2CN | \$54,466 | \$51,440 | 1 | (\$7,332) | (\$1,499) | (\$8,832) | |
| 1 | CC-CC | Executive Administrative Assistant II | 2CN | Executive Administrative Assistant II | 2DN | \$49,451 | \$57,259 | 1 | \$7,808 | \$1,597 | \$9,405 | |
| 1 | CC-CC | License Coordinator | 1CX | License Coordinator | 1DX | \$56,258 | \$71,808 | 1 | \$15,551 | \$2,177 | \$17,728 | |

| | | | | | | | | | | | |
|-----------------|---------------|---|-----|---|-----|-----------|-----------|---|----------------------------|----------|----------|
| 1 | CC-CC | License Division Assistant Manager | 1FX | License Division Assistant Manager | 1FX | \$68,820 | \$79,779 | 1 | \$10,959 | \$1,534 | \$12,493 |
| 1 | CC-CC | License Division Manager | 1HX | License Division Manager | 1HX | \$78,191 | \$87,757 | 1 | \$9,566 | \$1,339 | \$10,905 |
| 1 | CC-CC | License Specialist I | 5DN | License Specialist I | 5HN | \$43,248 | \$57,400 | 1 | \$14,152 | \$2,894 | \$17,046 |
| 4 | CC-CC | License Specialist II | 5EN | License Specialist II | 5IN | \$46,497 | \$59,348 | 1 | \$51,405 | \$10,512 | \$61,917 |
| 1 | CC-CC | License Specialist III | 5HN | License Specialist III | 5JN | \$49,201 | \$62,802 | 1 | \$13,601 | \$2,781 | \$16,382 |
| 1 | CC-CC | License Specialist III | 5HN | License Specialist III | 5JN | \$49,693 | \$63,430 | 1 | \$13,737 | \$2,809 | \$16,547 |
| 1 | CC-CC | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 1 | \$10,371 | \$2,121 | \$12,492 |
| 1 | City Attorney | Business Services Specialist | 2DN | Business Services Specialist | 2FN | \$65,684 | \$64,499 | 1 | N/A Above Recruitment Rate | | |
| 1 | City Attorney | Docketing Specialist | 5KN | Docketing Specialist | 5JN | \$66,166 | \$63,602 | 1 | N/A Above Recruitment Rate | | |
| 1 | City Attorney | Legal Administrative Specialist-Senior | 2FX | Legal Administrative Specialist-Senior | 2GX | \$68,959 | \$67,662 | 1 | N/A Above Recruitment Rate | | |
| 1 | City Attorney | Legal Administrative Specialist-Senior | 2FX | Legal Administrative Specialist-Senior | 2GX | \$71,027 | \$67,662 | 1 | N/A Above Recruitment Rate | | |
| 1 | City Attorney | Legal Office Assistant 1 | 6NN | Legal Office Assistant 1 | 6KN | \$56,906 | \$52,095 | 1 | N/A Above Recruitment Rate | | |
| 3 | City Attorney | Legal Office Assistant 2 | 6ON | Legal Office Assistant 2 | 6MN | \$55,760 | \$55,760 | 1 | N/A Above Recruitment Rate | | |
| 1 | City Attorney | Legal Office Assistant-Lead | 5KN | Legal Office Assistant-Lead | 5JN | \$60,281 | \$62,355 | 1 | \$2,074 | \$424 | \$2,498 |
| 1 | City Attorney | Legal Office Assistant-Lead | 5KN | Legal Office Assistant-Lead | 5JN | \$68,299 | \$64,868 | 1 | N/A Above Recruitment Rate | | |
| 1 | City Attorney | Legal Office Assistant-Senior | 5JN | Legal Office Assistant-Senior | 5IN | \$61,248 | \$58,858 | 1 | N/A Above Recruitment Rate | | |
| 1 | City Attorney | Office Assistant II | 6EN | Office Assistant II | 6DN | \$34,103 | \$42,051 | 1 | \$7,948 | \$1,625 | \$9,573 |
| 1 | City Attorney | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 1 | \$8,309 | \$1,699 | \$10,008 |
| Underfill title | Citywide | Accounting Program Assistant I | 6HN | Accounting Program Assistant I | 6JN | \$43,580 | \$48,426 | 1 | N/A Underfill Title | | |
| Underfill title | Citywide | Communications Assistant I | 6FN | Communications Assistant I | 6EN | \$34,039 | \$41,494 | 1 | N/A Underfill Title | | |
| Underfill title | Citywide | Customer Service Representative I | 6FN | Customer Service Representative I | 6GN | \$36,842 | \$44,909 | 1 | N/A Underfill Title | | |
| Underfill title | Citywide | Executive Administrative Assistant I | 2BN | Executive Administrative Assistant I | 2CN | \$39,716 | \$51,440 | 1 | N/A Underfill Title | | |
| Underfill title | Citywide | Office Assistant I | 6CN | Office Assistant I | 6BN | \$33,110 | \$37,114 | 1 | N/A Underfill Title | | |
| Underfill title | Citywide | Office Clerk II | 6EN | Office Clerk II | 6BN | \$33,110 | \$37,114 | 1 | N/A Underfill Title | | |
| Underfill title | Citywide | Payroll Assistant 1 | 5JN | Payroll Assistant 1 | 5GN | \$54,418 | \$54,418 | 1 | N/A Underfill Title | | |
| Underfill title | Citywide | Payroll Assistant 2 | 5MN | Payroll Assistant 2 | 5HN | \$57,139 | \$57,139 | 1 | N/A Underfill Title | | |
| Underfill title | Citywide | Payroll Clerk 1 | 6MN | Payroll Clerk 1 | 6IN | \$47,150 | \$47,150 | 1 | N/A Underfill Title | | |
| Underfill title | Citywide | Payroll Clerk 2 | 6NN | Payroll Clerk 2 | 6KN | \$49,324 | \$49,324 | 1 | N/A Underfill Title | | |
| Temporary title | Citywide | Temporary Administrative Assistant II | 9EN | Temporary Administrative Assistant II | 9ON | \$40,146 | \$49,399 | 1 | N/A Unfunded Title | | |
| Temporary title | Citywide | Temporary Customer Service Representative I | 9ON | Temporary Customer Service Representative I | 9KN | \$36,840 | \$44,909 | 1 | N/A Unfunded Title | | |
| Temporary title | Citywide | Temporary Customer Service Representative II | 9UN | Temporary Customer Service Representative II | 9ON | \$38,471 | \$46,256 | 1 | N/A Unfunded Title | | |
| Temporary title | Citywide | Temporary Office Assistant I | 9FN | Temporary Office Assistant I | 9FN | \$33,110 | \$37,114 | 1 | N/A Unfunded Title | | |
| Temporary title | Citywide | Temporary Office Assistant II | 9KN | Temporary Office Assistant II | 9FN | \$33,110 | \$40,826 | 1 | N/A Unfunded Title | | |
| Temporary title | Citywide | Temporary Office Assistant III | 9ON | Temporary Office Assistant III | 9KN | \$36,840 | \$44,909 | 1 | N/A Unfunded Title | | |
| Temporary title | Citywide | Temporary Program Assistant I | 9EN | Temporary Program Assistant I | 9HN | \$42,980 | \$53,351 | 1 | N/A Unfunded Title | | |
| 1 | COMP | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$54,989 | \$62,529 | 1 | \$7,539 | \$1,542 | \$9,081 |
| 1 | COMP | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$58,316 | \$63,154 | 1 | \$4,838 | \$989 | \$5,827 |
| 1 | COMP | Accounting Program Assistant II | 6KN | Accounting Program Assistant II | 6MN | \$51,112 | \$53,446 | 1 | \$2,334 | \$477 | \$2,812 |
| 1 | COMP | Accounting Program Assistant II | 6KN | Accounting Program Assistant II | 6MN | \$49,498 | \$55,050 | 1 | \$5,552 | \$1,135 | \$6,687 |
| 1 | COMP | Accounting Program Assistant II | 6KN | Accounting Program Assistant II | 6MN | \$47,158 | \$54,505 | 1 | \$7,346 | \$1,502 | \$8,849 |
| 1 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$53,533 | \$54,945 | 1 | \$1,412 | \$289 | \$1,701 |
| 1 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$54,522 | \$56,033 | 1 | \$1,511 | \$309 | \$1,820 |
| 1 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$52,934 | \$56,033 | 1 | \$3,099 | \$634 | \$3,733 |
| 1 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$53,463 | \$56,593 | 1 | \$3,130 | \$640 | \$3,771 |
| 3 | COMP | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$55,139 | \$56,593 | 1 | \$4,363 | \$892 | \$5,255 |
| 1 | COMP | Executive Administrative Assistant II | 2CN | Executive Administrative Assistant II | 2DN | \$42,322 | \$55,041 | 1 | \$12,719 | \$2,601 | \$15,320 |
| 1 | DCD | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$45,759 | \$50,613 | 1 | \$4,854 | \$993 | \$5,847 |
| 1 | DCD | Accounting Coordinator I | 2DN | Accounting Coordinator I | 2EN | \$60,662 | \$60,793 | 1 | \$131 | \$27 | \$158 |
| 1 | DCD | Accounting Coordinator I | 2DN | Accounting Coordinator I | 2EN | \$58,809 | \$60,793 | 1 | \$1,984 | \$406 | \$2,390 |
| 1 | DCD | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$62,926 | \$65,049 | 1 | \$2,123 | \$434 | \$2,557 |
| 1 | DCD | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$59,064 | \$62,529 | 1 | \$3,465 | \$708 | \$4,173 |
| 1 | DCD | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$57,189 | \$62,529 | 1 | \$5,340 | \$1,092 | \$6,432 |
| 1 | DCD | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$55,139 | \$56,593 | 1 | \$1,454 | \$297 | \$1,752 |
| 1 | DCD | Administrative Services Assistant | 6KN | Administrative Services Assistant | 6MN | \$42,980 | \$52,917 | 1 | \$9,937 | \$2,032 | \$11,970 |
| 1 | DCD | Administrative Services Coordinator | 5JN | Administrative Services Coordinator | 5KN | \$54,475 | \$66,854 | 1 | \$12,379 | \$2,532 | \$14,911 |
| 1 | DCD | Program Assistant I | 5EN | Administrative Services Supervisor | 1DX | \$44,269 | \$72,811 | 1 | \$28,542 | \$3,996 | \$32,538 |
| 1 | DCD | Administrative Services Supervisor | 1BX | Administrative Services Supervisor | 1DX | \$65,280 | \$72,811 | 1 | \$7,531 | \$1,054 | \$8,585 |
| 1 | DCD | Database Specialist | 5GN | Administrative Support Specialist | 2EN | \$51,229 | \$60,770 | 1 | \$9,542 | \$1,951 | \$11,493 |
| 1 | DCD | City Planning Manager | 1MX | City Planning Director | 1MX | \$151,037 | \$146,637 | 1 | N/A Title change only | | |
| 1 | DCD | Commercial Property Disposition Manager | 1EX | Commercial Property Disposition Manager | 1KX | \$88,444 | \$116,408 | 1 | \$27,964 | \$3,915 | \$31,879 |
| 1 | DCD | Development Projects Manager | 1IX | Development Projects Administrator | 1MX | \$116,656 | \$130,024 | 1 | \$13,368 | \$1,871 | \$15,239 |
| 1 | DCD | Economic Development Specialist - Lead | 2JX | Economic Development Specialist - Lead | 2OX | \$96,998 | \$116,408 | 1 | \$19,410 | \$2,717 | \$22,128 |
| 1 | DCD | Economic Development Specialist (0.6 FTE) | 2GX | Economic Development Specialist (0.6 FTE) | 2MX | \$70,935 | \$105,826 | 1 | \$20,934 | \$2,931 | \$23,865 |
| Underfill title | DCD | Environmental Project Coordinator | 2EX | Environmental Project Coordinator | 2LX | \$51,649 | \$92,478 | 1 | N/A Underfill Title | | |
| 1 | DCD | Environmental Project Coordinator Senior | 2GX | Environmental Project Coordinator Senior | 2MX | \$73,520 | \$105,826 | 1 | \$32,306 | \$4,523 | \$36,829 |
| 1 | DCD | Environmental Project Coordinator Senior (0.75 FTE) | 2GX | Environmental Project Coordinator Senior (0.75 FTE) | 2MX | \$80,392 | \$105,826 | 1 | \$19,075 | \$2,671 | \$21,746 |
| 1 | DCD | Community Outreach Liaison | 2EX | Marketing and Communications Coordinator | 2FX | \$55,556 | \$59,445 | 1 | \$3,141 | \$440 | \$3,581 |
| 1 | DCD | Neighborhood Business Development Manager | 1IX | Neighborhood Business Development Administrator | 1KX | \$60,098 | \$111,899 | 1 | \$31,801 | \$4,452 | \$36,253 |
| 1 | DCD | Commercial Corridor Manager | 1EX | Neighborhood Business Development Specialist | 2LX | \$75,204 | \$95,253 | 1 | \$20,048 | \$2,807 | \$22,855 |
| 1 | DCD | Economic Development Specialist | 2GX | Neighborhood Business Development Specialist | 2LX | \$56,258 | \$95,253 | 1 | \$38,995 | \$5,459 | \$44,454 |
| 2 | DCD | Economic Development Specialist | 2GX | Neighborhood Business Development Specialist | 2LX | \$62,113 | \$95,253 | 1 | \$66,280 | \$9,279 | \$75,559 |
| 1 | DCD | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 1 | \$8,309 | \$1,699 | \$10,008 |

| | | | | | | | | | | | |
|-----------------|----------|---|-----|---|-----|-----------|-----------|---|---------------------------------|----------|----------|
| 3 | DCD | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 1 | \$27,759 | \$5,677 | \$33,436 |
| 1 | DCD | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$48,019 | \$51,390 | 1 | \$3,371 | \$689 | \$4,061 |
| 1 | DCD | Office Assistant III | 6FN | Program Assistant I | 5GN | \$44,053 | \$55,501 | 1 | \$11,448 | \$2,341 | \$13,789 |
| 1 | DCD | Office Assistant III (0.875 FTE) | 6FN | Program Assistant I | 5GN | \$37,947 | \$54,952 | 1 | \$14,879 | \$3,043 | \$17,921 |
| 1 | DCD | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,712 | \$55,501 | 1 | \$10,789 | \$2,206 | \$12,996 |
| 1 | DCD | Property Manager | 2DN | Property Management Supervisor | 1HX | \$61,812 | \$92,432 | 1 | \$30,620 | \$4,287 | \$34,906 |
| 1 | DCD | Program Assistant II | 5FN | Property Manager | 2JN | \$45,143 | \$88,851 | 1 | \$43,709 | \$8,938 | \$52,647 |
| 1 | DCD | Program Assistant II | 5FN | Property Manager | 2JN | \$46,497 | \$59,348 | 1 | \$12,852 | \$2,628 | \$15,480 |
| 1 | DCD | Real Estate Development Services Manager | 1HX | Real Estate and Development Manager | 1MX | \$103,055 | \$128,048 | 1 | \$24,993 | \$3,499 | \$28,492 |
| 1 | DCD | Program Manager | 2GX | Real Estate Development Specialist | 2LX | \$80,251 | \$93,403 | 1 | \$13,152 | \$1,841 | \$14,994 |
| 1 | DCD | Real Estate Specialist | 2GX | Real Estate Development Specialist | 2LX | \$78,575 | \$96,205 | 1 | \$17,630 | \$2,468 | \$20,098 |
| 1 | DCD | Real Estate Specialist | 2GX | Real Estate Development Specialist | 2LX | \$75,000 | \$95,253 | 1 | \$20,252 | \$2,835 | \$23,088 |
| 1 | DCD | Real Estate Specialist | 2GX | Real Estate Development Specialist – Senior | 2MX | \$80,146 | \$96,205 | 1 | \$16,059 | \$2,248 | \$18,307 |
| 1 | DCD | Assistant Director – Redevelopment Authority | 1LX | Real Estate Director | 1NX | \$141,267 | \$140,854 | 1 | \$0 | \$0 | \$0 |
| Underfill title | DCD | Real Estate Coordinator I | 2BN | Real Estate Sales Associate | 2JN | \$74,768 | \$86,428 | 1 | N/A Underfill Title | | |
| 1 | DCD | Real Estate Coordinator II | 2DN | Real Estate Sales Specialist | 2KN | \$61,200 | \$89,021 | 1 | \$27,821 | \$5,689 | \$33,510 |
| 1 | DCD | Real Estate Coordinator II | 2DN | Real Estate Sales Specialist | 2KN | \$61,812 | \$89,911 | 1 | \$28,099 | \$5,746 | \$33,845 |
| 1 | DCD | Redevelopment and Special Projects Manager | 1MX | Redevelopment and Special Projects Director | 1MX | \$141,576 | \$141,576 | 1 | N/A Title change only | | |
| 1 | DCD | In Rem Property Disposition Manager | 1FX | Residential Property Disposition Manager | 1KX | \$77,455 | \$116,408 | 1 | \$38,954 | \$5,454 | \$44,407 |
| 1 | Def Comp | Deferred Compensation Plan Services Assistant | 5JN | Deferred Compensation Plan Services Assistant | 5FN | \$52,365 | \$52,365 | 1 | \$0 | \$0 | \$0 |
| 1 | DER | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 |
| 1 | DER | Administrative Support Specialist | 2DN | Administrative Support Specialist | 2EN | \$61,093 | \$59,000 | 1 | N/A Above Recruitment Rate | | |
| 1 | DER | Benefits Services Specialist | 5IN | Benefits Services Specialist | 5JN | \$58,809 | \$64,737 | 1 | \$5,927 | \$1,212 | \$7,139 |
| 1 | DER | Benefits Services Specialist | 5IN | Benefits Services Specialist | 5JN | \$57,205 | \$64,737 | 1 | \$7,531 | \$1,540 | \$9,071 |
| 1 | DER | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$58,015 | \$62,229 | 1 | \$4,214 | \$862 | \$5,075 |
| 1 | DER | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$58,809 | \$64,737 | 1 | \$5,927 | \$1,212 | \$7,139 |
| 1 | DER | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$58,275 | \$64,737 | 1 | \$6,462 | \$1,321 | \$7,783 |
| 1 | DER | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$53,992 | \$64,096 | 1 | \$10,103 | \$2,066 | \$12,169 |
| 1 | DNS | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$44,870 | \$49,630 | 1 | \$4,760 | \$974 | \$5,734 |
| 1 | DNS | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$46,216 | \$51,119 | 1 | \$4,903 | \$1,003 | \$5,906 |
| 1 | DNS | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$52,225 | \$64,096 | 1 | \$11,871 | \$2,428 | \$14,298 |
| 2 | DNS | Administrative Services Supervisor | 1BX | Administrative Services Supervisor | 1DX | \$51,649 | \$70,690 | 1 | \$38,082 | \$5,332 | \$43,414 |
| 1 | DNS | Administrative Services Supervisor | 1BX | Administrative Services Supervisor | 1DX | \$68,206 | \$73,539 | 1 | \$5,333 | \$747 | \$6,080 |
| 1 | DNS | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$53,730 | \$69,692 | 1 | \$15,962 | \$2,235 | \$18,196 |
| 1 | DNS | Customer Service Representative II | 6GN | Customer Service Representative II | 6HN | \$38,471 | \$46,256 | 1 | \$7,785 | \$1,592 | \$9,377 |
| 2 | DNS | Customer Service Representative II | 6GN | Customer Service Representative II | 6HN | \$39,625 | \$47,644 | 1 | \$16,037 | \$3,280 | \$19,317 |
| 1 | DNS | Human Resources Assistant | 5IN | Human Resources Analyst | 2IX | \$70,292 | \$70,292 | 1 | N/A Above Recruitment Rate | | |
| 4 | DNS | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 1 | \$30,864 | \$6,312 | \$37,176 |
| 1 | DNS | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 1 | \$7,716 | \$1,578 | \$9,294 |
| 1 | DNS | Office Assistant II (0.5 FTE) | 6EN | Office Assistant II (0.5 FTE) | 6DN | \$39,657 | \$42,471 | 1 | \$1,407 | \$288 | \$1,695 |
| 1 | DNS | Office Assistant II (0.75 FTE) | 6EN | Office Assistant II (0.75 FTE) | 6DN | \$41,204 | \$42,471 | 1 | \$950 | \$194 | \$1,145 |
| 1 | DNS | Office Assistant II (0.8 FTE) | 6EN | Office Assistant II (0.8 FTE) | 6DN | \$34,103 | \$42,051 | 1 | \$6,358 | \$1,300 | \$7,659 |
| 4 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$36,842 | \$44,909 | 1 | \$32,269 | \$6,599 | \$38,868 |
| 1 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$39,093 | \$46,719 | 1 | \$7,626 | \$1,559 | \$9,185 |
| 1 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$36,842 | \$44,909 | 1 | \$8,067 | \$1,650 | \$9,717 |
| 1 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$38,327 | \$46,719 | 1 | \$8,392 | \$1,716 | \$10,108 |
| 1 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$46,497 | \$59,348 | 1 | \$12,852 | \$2,628 | \$15,480 |
| 9 | DNS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 1 | \$74,782 | \$15,293 | \$90,075 |
| 2 | DNS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 1 | \$18,506 | \$3,785 | \$22,291 |
| 2 | DNS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$41,350 | \$50,881 | 1 | \$19,062 | \$3,898 | \$22,960 |
| 1 | DNS | Permit Desk Supervisor | 1AX | Permit Desk Supervisor | 1DX | \$55,364 | \$71,397 | 1 | \$16,033 | \$2,245 | \$18,278 |
| 1 | DNS | Program Assistant I | 5EN | Program Assistant I | 5GN | \$50,980 | \$55,501 | 1 | \$4,521 | \$925 | \$5,446 |
| 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 1 | \$12,477 | \$2,552 | \$15,029 |
| 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$53,265 | \$59,942 | 1 | \$6,677 | \$1,365 | \$8,043 |
| 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 1 | \$12,477 | \$2,552 | \$15,029 |
| 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 1 | \$12,851 | \$2,628 | \$15,479 |
| 1 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,962 | \$59,942 | 1 | \$12,980 | \$2,654 | \$15,635 |
| 2 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$49,836 | \$59,942 | 1 | \$20,211 | \$4,133 | \$24,345 |
| 3 | DNS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$51,742 | \$59,942 | 1 | \$24,601 | \$5,031 | \$29,632 |
| 1 | DNS | Program Assistant III | 5IN | Program Assistant III | 5JN | \$56,423 | \$62,851 | 1 | \$6,428 | \$1,315 | \$7,743 |
| 2 | DNS | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,747 | \$64,737 | 1 | \$23,978 | \$4,904 | \$28,882 |
| 1 | DOA | Administrative Assistant I | 6GN | Administrative Assistant I | 6HN | \$38,471 | \$46,256 | 1 | \$7,785 | \$1,592 | \$9,377 |
| 1 | DOA | Violence Reduction and Prevention Program | 1IX | Community Wellness and Safety Director | 1IX | \$110,232 | \$95,932 | 1 | N/A Title change only | | |
| 1 | DOA | New Position | N/A | Director of African American Affairs | 1IX | N/A | \$80,098 | 1 | N/A Included in 2024 budget | | |
| 1 | DOA | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$52,747 | \$64,737 | 1 | N/A Grant Funded Position (RST) | | |
| 1 | DOA | Administrative Services Coordinator | 5JN | Administrative Services Coordinator | 5KN | \$62,461 | \$66,192 | 1 | \$3,731 | \$763 | \$4,494 |
| 1 | DOA | Administrative Specialist | 2CN | Administrative Specialist | 2DN | \$53,325 | \$57,259 | 1 | \$3,178 | \$650 | \$3,827 |
| 1 | DOA | Administrative Specialist | 2CN | Administrative Specialist-Senior | 2GX | \$51,649 | \$66,992 | 1 | \$12,393 | \$1,735 | \$14,127 |
| 2 | DOA | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$51,649 | \$66,992 | 1 | \$30,686 | \$4,296 | \$34,982 |
| 1 | DOA | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$65,943 | \$69,692 | 1 | \$3,749 | \$525 | \$4,273 |
| 1 | DOA | Business Services Specialist | 2DN | Business Services Specialist | 2FN | \$65,568 | \$66,433 | 1 | \$866 | \$177 | \$1,043 |
| 1 | DOA | Business Services Specialist | 2DN | Business Services Specialist | 2FN | \$58,805 | \$66,433 | 1 | \$7,628 | \$1,560 | \$9,188 |

| | | | | | | | | | | | | |
|-----------------|-------------|---|-----|---|-----|----------|----------|---|----------------------------------|---------|----------|--|
| 1 | DOA | New Position | N/A | Community Outreach Specialist | 2EN | N/A | \$56,291 | 1 | N/A Included in 2024 budget | | | |
| Underfill title | DOA | Internet Analyst | 5JN | Internet Analyst | 5FN | \$52,784 | \$52,784 | 1 | N/A Underfill Title | | | |
| 1 | DOA | Internet Analyst-Senior | 5KN | Internet Analyst-Senior | 5GN | \$61,575 | \$55,977 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DOA | IT Support Associate | 5KN | IT Support Associate | 5IN | \$59,684 | \$59,684 | 1 | N/A Above Recruitment Rate | | | |
| 2 | DOA | IT Support Associate | 5KN | IT Support Associate | 5IN | \$61,475 | \$61,475 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DOA | ITMD Administrative Assistant | 6ON | ITMD Administrative Assistant | 6KN | \$54,494 | \$51,899 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DOA | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 1 | \$8,309 | \$1,699 | \$10,008 | |
| 1 | DOA | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 1 | \$8,376 | \$1,713 | \$10,089 | |
| 1 | DOA | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 1 | N/A Grant Funded Position (ARPA) | | | |
| 1 | DOA | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 1 | \$10,380 | \$2,123 | \$12,503 | |
| 1 | DOA | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,747 | \$64,737 | 1 | \$9,684 | \$1,980 | \$11,664 | |
| 1 | DOA | New Position | N/A | Racial Equity and Inclusion Coordinator | 2HX | N/A | \$61,110 | 1 | N/A Included in 2024 budget | | | |
| Underfill title | DOA | Unified Call Center Representative 1 | 5GN | Unified Call Center Representative 1 | 5CN | \$45,977 | \$45,977 | 1 | N/A Underfill Title | | | |
| Underfill title | DOA | Unified Call Center Representative 2 | 5JN | Unified Call Center Representative 2 | 5EN | \$51,644 | \$51,644 | 1 | N/A Underfill Title | | | |
| 1 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$58,014 | \$58,014 | 1 | \$0 | \$0 | \$0 | |
| 1 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$58,014 | \$58,014 | 1 | N/A Auxillary Title | | | |
| 1 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$60,914 | \$58,014 | 1 | N/A Above Recruitment Rate | | | |
| 7 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$60,949 | \$59,754 | 1 | N/A Above Recruitment Rate | | | |
| 2 | DOA | Unified Call Center Representative 3 | 5KN | Unified Call Center Representative 3 | 5HN | \$66,387 | \$60,352 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DPW - Infra | Milwaukee Plays Program Coordinator | 2DN | MKE Parks Manager | 1GX | \$60,795 | \$88,515 | 1 | \$22,390 | \$3,135 | \$25,524 | |
| 1 | DPW - Infra | Engineering Technician IV | 3TN | MKE Parks Program Coordinator | 2HX | \$68,389 | \$58,223 | 1 | \$0 | \$0 | \$0 | |
| 1 | DPW Admin | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$44,888 | \$50,613 | 1 | \$5,725 | \$1,171 | \$6,896 | |
| 1 | DPW Admin | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$47,132 | \$54,952 | 1 | \$7,820 | \$1,599 | \$9,419 | |
| 1 | DPW Admin | Accounting Coordinator I | 2DN | Accounting Coordinator I | 2EN | \$55,051 | \$60,191 | 1 | \$5,140 | \$1,051 | \$6,191 | |
| 1 | DPW Admin | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$44,426 | \$49,399 | 1 | \$4,973 | \$1,017 | \$5,990 | |
| 1 | DPW Admin | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$57,778 | \$69,002 | 1 | \$11,224 | \$1,571 | \$12,796 | |
| 1 | DPW Admin | Administrative Support Specialist | 2DN | Administrative Support Specialist | 2EN | \$62,926 | \$60,770 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DPW Admin | Business Services Specialist | 2DN | Business Services Specialist | 2FN | \$51,394 | \$63,860 | 1 | \$12,466 | \$2,549 | \$15,016 | |
| 1 | DPW Admin | DPW Payroll Services Assistant | 5ON | DPW Payroll Services Assistant | 5JN | \$70,697 | \$64,737 | 1 | N/A Above Recruitment Rate | | | |
| 2 | DPW Admin | Payroll Assistant 3 | 5NN | Payroll Assistant 3 | 5IN | \$59,996 | \$59,996 | 1 | \$0 | \$0 | \$0 | |
| 2 | DPW Admin | Payroll Assistant 3 | 5NN | Payroll Assistant 3 | 5IN | \$59,996 | \$59,996 | 1 | N/A Above Recruitment Rate | | | |
| 3 | DPW Admin | Payroll Assistant 3 | 5NN | Payroll Assistant 3 | 5IN | \$68,655 | \$62,414 | 1 | N/A Above Recruitment Rate | | | |
| 2 | DPW Admin | Payroll Assistant 3 | 5NN | Payroll Assistant 3 | 5IN | \$61,796 | \$61,796 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DPW Admin | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 1 | \$12,851 | \$2,628 | \$15,479 | |
| 1 | DPW Infra | Accounting Assistant II | 6HN | Accounting Assistant II | 6KN | \$43,580 | \$49,139 | 1 | \$5,559 | \$1,137 | \$6,695 | |
| 1 | DPW Infra | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$41,350 | \$50,881 | 1 | \$9,531 | \$1,949 | \$11,480 | |
| 1 | DPW Infra | Administrative Assistant III | 5FN | Administrative Assistant III | 5IN | \$48,859 | \$59,942 | 1 | \$11,083 | \$2,266 | \$13,349 | |
| 1 | DPW Infra | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 1 | \$7,716 | \$1,578 | \$9,294 | |
| 2 | DPW Infra | Office Assistant III | 6FN | Office Assistant III | 6GN | \$36,842 | \$44,909 | 1 | \$16,135 | \$3,300 | \$19,434 | |
| 1 | DPW Infra | Office Assistant III | 6FN | Office Assistant III | 6GN | \$41,487 | \$46,719 | 1 | \$5,232 | \$1,070 | \$6,302 | |
| 1 | DPW Infra | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 | |
| 1 | DPW Infra | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 1 | \$10,371 | \$2,121 | \$12,492 | |
| 1 | DPW Infra | Program Assistant I | 5EN | Program Assistant I | 5GN | \$50,313 | \$54,952 | 1 | \$4,638 | \$949 | \$5,587 | |
| 1 | DPW Infra | Program Assistant I | 5EN | Program Assistant I | 5GN | \$47,448 | \$55,501 | 1 | \$8,053 | \$1,647 | \$9,700 | |
| 1 | DPW Infra | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 1 | \$12,477 | \$2,552 | \$15,029 | |
| 1 | DPW Infra | Program Assistant II | 5FN | Program Assistant II | 5IN | \$48,569 | \$59,942 | 1 | \$11,373 | \$2,326 | \$13,699 | |
| 1 | DPW Infra | Program Assistant III | 5IN | Program Assistant III | 5JN | \$51,211 | \$62,851 | 1 | \$11,640 | \$2,380 | \$14,021 | |
| 1 | DPW OPS | Program Assistant III | 5IN | Administrative Specialist-Senior | 2GX | \$58,549 | \$64,737 | 1 | \$6,188 | \$866 | \$7,054 | |
| 1 | DPW OPS | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 | |
| 1 | DPW OPS | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$41,350 | \$50,881 | 1 | \$9,531 | \$1,949 | \$11,480 | |
| 2 | DPW OPS | Communications Assistant IV | 6JN | Communications Assistant IV | 6LN | \$42,036 | \$51,726 | 1 | \$19,380 | \$3,963 | \$23,344 | |
| 1 | DPW OPS | Communications Assistant IV | 6JN | Communications Assistant IV | 6LN | \$44,519 | \$53,810 | 1 | \$9,291 | \$1,900 | \$11,191 | |
| 1 | DPW OPS | Communications Assistant IV | 6JN | Communications Assistant IV | 6LN | \$43,297 | \$53,278 | 1 | \$9,981 | \$2,041 | \$12,022 | |
| 1 | DPW OPS | Communications Assistant Lead | 5IN | Communications Assistant Lead | 5FN | \$50,704 | \$51,987 | 1 | \$1,283 | \$262 | \$1,545 | |
| 1 | DPW OPS | Communications Assistant Lead | 5IN | Communications Assistant Lead | 5FN | \$52,934 | \$53,547 | 1 | \$613 | \$125 | \$738 | |
| 2 | DPW OPS | Communications Assistant Lead | 5IN | Communications Assistant Lead | 5FN | \$56,577 | \$52,507 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DPW OPS | Communications Assistant Lead | 5IN | Communications Assistant Lead | 5FN | \$58,809 | \$54,082 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$47,992 | \$49,399 | 1 | \$1,407 | \$288 | \$1,695 | |
| 1 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$49,432 | \$50,881 | 1 | \$1,449 | \$296 | \$1,746 | |
| 1 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$52,422 | \$51,390 | 1 | N/A Above Recruitment Rate | | | |
| 2 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$53,421 | \$51,390 | 1 | N/A Above Recruitment Rate | | | |
| 3 | DPW OPS | Communications Assistant-Senior | 5GN | Communications Assistant-Senior | 5EN | \$54,919 | \$51,390 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DPW OPS | Lead Parking Enforcement Officer | 5JN | Lead Parking Enforcement Officer | 5EN | \$51,644 | \$51,644 | 1 | \$0 | \$0 | \$0 | |
| 1 | DPW OPS | Lead Parking Enforcement Officer | 5JN | Lead Parking Enforcement Officer | 5EN | \$54,257 | \$53,193 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DPW OPS | Lead Parking Enforcement Officer | 5JN | Lead Parking Enforcement Officer | 5EN | \$55,321 | \$53,193 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DPW OPS | Lead Parking Enforcement Officer | 5JN | Lead Parking Enforcement Officer | 5EN | \$59,098 | \$53,725 | 1 | N/A Above Recruitment Rate | | | |
| 1 | DPW OPS | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 1 | \$7,716 | \$1,578 | \$9,294 | |
| 1 | DPW OPS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 | |
| 1 | DPW OPS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 | |
| 1 | DPW OPS | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$45,759 | \$50,881 | 1 | \$5,122 | \$1,048 | \$6,170 | |
| 1 | DPW OPS | Parking Administrative Services Coordinator | 2EN | Parking Administrative Services Coordinator | 2GN | \$59,114 | \$64,264 | 1 | \$5,150 | \$1,053 | \$6,203 | |
| 12 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$49,184 | \$49,184 | 1 | \$0 | \$0 | \$0 | |

| | | | | | | | | | | | |
|-----------------|----------|--|-----|--|-----|----------|----------|---|----------------------------------|----------|----------|
| 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$49,184 | \$49,184 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$49,676 | \$49,184 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$50,168 | \$49,184 | 1 | N/A Above Recruitment Rate | | |
| 14 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$50,659 | \$50,659 | 1 | N/A Above Recruitment Rate | | |
| 9 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$51,166 | \$50,659 | 1 | N/A Above Recruitment Rate | | |
| 4 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$51,673 | \$50,659 | 1 | N/A Above Recruitment Rate | | |
| 2 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$52,179 | \$50,659 | 1 | N/A Above Recruitment Rate | | |
| 3 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$52,686 | \$50,659 | 1 | N/A Above Recruitment Rate | | |
| 3 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$53,193 | \$50,659 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$55,259 | \$51,166 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$55,726 | \$50,659 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$55,771 | \$51,166 | 1 | N/A Above Recruitment Rate | | |
| 5 | DPW OPS | Parking Enforcement Officer | 5IN | Parking Enforcement Officer | 5DN | \$56,283 | \$51,166 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Office Assistant IV | 6HN | Program Assistant I | 5GN | \$43,451 | \$51,390 | 1 | \$7,939 | \$1,624 | \$9,563 |
| 1 | DPW OPS | Office Assistant IV | 6HN | Program Assistant I | 5GN | \$41,350 | \$50,881 | 1 | \$9,531 | \$1,949 | \$11,480 |
| 1 | DPW OPS | Program Assistant I | 5EN | Program Assistant I | 5GN | \$45,623 | \$55,501 | 1 | \$9,878 | \$2,020 | \$11,898 |
| 1 | DPW OPS | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,729 | \$55,501 | 1 | \$10,773 | \$2,203 | \$12,975 |
| 1 | DPW OPS | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,712 | \$55,501 | 1 | \$10,789 | \$2,206 | \$12,996 |
| 1 | DPW OPS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 1 | \$12,477 | \$2,552 | \$15,029 |
| 1 | DPW OPS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 1 | \$12,851 | \$2,628 | \$15,479 |
| 2 | DPW OPS | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 1 | \$25,703 | \$5,256 | \$30,959 |
| 1 | DPW OPS | Program Assistant II | 5FN | Program Assistant III | 5JN | \$37,947 | \$64,096 | 1 | \$26,148 | \$5,347 | \$31,496 |
| Underfill title | DPW OPS | Tow Lot Assistant I | 6FN | Tow Lot Assistant I | 6EN | \$34,039 | \$41,494 | 1 | N/A Underfill Title | | |
| Underfill title | DPW OPS | Tow Lot Assistant II | 6GN | Tow Lot Assistant II | 6HN | \$38,471 | \$46,256 | 1 | N/A Underfill Title | | |
| 2 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$50,420 | \$50,881 | 1 | \$921 | \$188 | \$1,110 |
| 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$49,926 | \$50,881 | 1 | \$955 | \$195 | \$1,150 |
| 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$49,432 | \$50,881 | 1 | \$1,449 | \$296 | \$1,746 |
| 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$51,409 | \$50,881 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$53,421 | \$51,390 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Tow Lot Assistant III | 5GN | Tow Lot Assistant III | 5EN | \$54,919 | \$51,390 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Tow Lot Assistant Lead | 5JN | Tow Lot Assistant Lead | 5GN | \$59,922 | \$55,501 | 1 | N/A Above Recruitment Rate | | |
| 1 | DPW OPS | Transportation Accounting Assistant | 5JN | Transportation Accounting Assistant | 5GN | \$59,922 | \$55,501 | 1 | N/A Above Recruitment Rate | | |
| 1 | Election | Election Administrative Services Coordinator | 2EN | Election Administrative Services Coordinator | 2GN | \$60,888 | \$66,192 | 1 | \$5,304 | \$1,085 | \$6,389 |
| 1 | Election | Absentee Services Coordinator | 2EN | Absentee Services Coordinator | 2GN | \$62,714 | \$66,192 | 1 | \$3,478 | \$711 | \$4,189 |
| 1 | Election | Election Administrative Services Coordinator | 2EN | Election Administrative Services Coordinator | 2GN | \$66,725 | \$66,854 | 1 | \$128 | \$26 | \$155 |
| 1 | Election | Election Services Coordinator | 2DN | Election Services Coordinator | 2EN | \$54,070 | \$60,973 | 1 | \$6,903 | \$1,412 | \$8,315 |
| 1 | Election | Election Services Coordinator | 2DN | Election Services Coordinator | 2EN | \$59,624 | \$63,430 | 1 | \$3,806 | \$778 | \$4,585 |
| 1 | Election | Election Services Coordinator | 2DN | Election Services Coordinator | 2EN | \$56,249 | \$62,802 | 1 | \$6,553 | \$1,340 | \$7,893 |
| 1 | Election | Election Services Field Coordinator | 2EN | Election Services Field Coordinator | 2GN | \$67,646 | \$66,854 | 1 | N/A Above Recruitment Rate | | |
| 10 | Election | Temporary Office Assistant II | 9KN | Temporary Office Assistant II | 9FN | \$33,110 | \$40,826 | 1 | \$77,160 | \$15,779 | \$92,939 |
| 10 | Election | Temporary Office Assistant II | 9KN | Temporary Office Assistant II | 9FN | \$33,110 | \$40,826 | 1 | \$77,160 | \$15,779 | \$92,939 |
| 1 | ERS | Administrative Assistant II | 6HN | Administrative Assistant II | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 |
| 1 | ERS | Office Assistant III | 6FN | Benefits Services Specialist | 5JN | \$41,228 | \$64,096 | 1 | \$22,868 | \$4,676 | \$27,544 |
| 1 | ERS | Benefits Services Specialist | 5IN | Benefits Services Specialist | 5JN | \$58,275 | \$64,737 | 1 | \$6,462 | \$1,321 | \$7,783 |
| 1 | ERS | Benefits Services Specialist | 5IN | Benefits Services Specialist | 5JN | \$53,992 | \$64,096 | 1 | \$10,103 | \$2,066 | \$12,169 |
| 1 | ERS | ERS Accounting Assistant | 5IN | ERS Accounting Assistant | 5GN | \$52,393 | \$54,952 | 1 | \$2,558 | \$523 | \$3,082 |
| 1 | ERS | ERS Fiscal Services Assistant | 5JN | ERS Fiscal Services Assistant | 5GN | \$54,989 | \$54,989 | 1 | \$0 | \$0 | \$0 |
| 1 | ERS | ERS Services Specialist | 5KN | ERS Services Specialist | 5JN | \$68,299 | \$64,737 | 1 | N/A Above Recruitment Rate | | |
| 1 | ERS | Office Assistant III | 6FN | Office Assistant III | 6GN | \$38,327 | \$46,719 | 1 | \$8,392 | \$1,716 | \$10,108 |
| 1 | ERS | Records Services Supervisor | 2CN | Records Services Supervisor | 2DN | \$55,102 | \$55,591 | 1 | \$489 | \$100 | \$590 |
| 1 | FPC | Administrative Support Specialist | 2DN | Administrative Support Specialist | 2EN | \$63,939 | \$60,770 | 1 | N/A Above Recruitment Rate | | |
| 1 | FPC | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$51,392 | \$62,229 | 1 | \$10,837 | \$2,216 | \$13,053 |
| 1 | FPC | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$56,110 | \$64,737 | 1 | \$8,627 | \$1,764 | \$10,391 |
| 1 | FPC | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 1 | \$10,371 | \$2,121 | \$12,492 |
| 1 | FPC | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,278 | \$54,952 | 1 | \$10,674 | \$2,183 | \$12,856 |
| 1 | Health | Health Accounting Assistant | 5GN | Accounting Coordinator II | 2FN | \$53,003 | \$58,438 | 1 | \$5,435 | \$1,111 | \$6,547 |
| 1 | Health | Health Accounting Assistant | 5GN | Accounting Coordinator II | 2FN | \$55,139 | \$60,793 | 1 | \$5,654 | \$1,156 | \$6,810 |
| 1 | Health | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$54,989 | \$62,529 | 1 | \$7,539 | \$1,542 | \$9,081 |
| 1 | Health | Accounting Coordinator II | 2DN | Accounting Coordinator II | 2FN | \$56,639 | \$60,191 | 1 | \$3,552 | \$726 | \$4,279 |
| 1 | Health | Administrative Assistant III | 5FN | Administrative Assistant III | 5IN | \$47,266 | \$59,942 | 1 | N/A Grant Funded Position (CDD) | | |
| 1 | Health | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$59,159 | \$64,737 | 1 | \$5,578 | \$1,141 | \$6,719 |
| Underfill title | Health | Clinic Assistant | 5BN | Clinic Assistant | 5BN | \$33,110 | \$43,090 | 1 | N/A Underfill Title | | |
| 3 | Health | Clinic Office Coordinator | 5FN | Clinic Office Coordinator | 5IN | \$46,962 | \$59,942 | 1 | \$38,940 | \$7,963 | \$46,904 |
| 1 | Health | Community Education Assistant | 5BN | Community Education Assistant | 5BN | \$33,110 | \$43,090 | 1 | \$9,980 | \$2,041 | \$12,021 |
| 1 | Health | Administrative Assistant III | 5FN | Community Health Administrative Specialist 1 | 5IN | \$46,962 | \$57,620 | 1 | \$10,658 | \$2,180 | \$12,838 |
| 1 | Health | Office Assistant II | 6EN | Community Health Administrative Specialist 1 | 5IN | \$34,103 | \$57,620 | 1 | \$23,517 | \$4,809 | \$28,326 |
| 1 | Health | Office Assistant II | 6EN | Community Health Administrative Specialist 1 | 5IN | \$33,110 | \$57,620 | 1 | N/A Grant Funded Position (FFHV) | | |
| 1 | Health | Medical Assistant | 5CN | Community Health Administrative Specialist 1 | 5IN | \$42,774 | \$57,620 | 1 | \$14,846 | \$3,036 | \$17,882 |
| 1 | Health | New Position | N/A | Community Outreach Specialist | 2EN | N/A | \$56,291 | 1 | N/A Grant Funded Position (PHI) | | |
| 1 | Health | Office Assistant IV | 6HN | Customer Service Representative III | 6KN | \$43,289 | \$46,256 | 1 | \$2,967 | \$607 | \$3,574 |
| 1 | Health | Office Assistant II | 6EN | Customer Service Representative III | 6KN | \$34,103 | \$46,256 | 1 | \$12,153 | \$2,485 | \$14,639 |
| 1 | Health | Office Assistant III | 6FN | Customer Service Representative III | 6KN | \$36,842 | \$49,399 | 1 | \$12,557 | \$2,568 | \$15,125 |

| | | | | | | | | | | | | |
|-----------------|---------|---|-----|---|-----|----------|----------|---|--|---------|----------|--|
| 1 | Health | Community Outreach Specialist | 2EN | Health Access Assistant | 5IN | \$56,291 | \$57,620 | 1 | N/A Grant Funded Position (CHAP) | | | |
| 2 | Health | Health Access Assistant | 5FN | Health Access Assistant | 5IN | \$45,143 | \$57,620 | 1 | N/A Grant Funded Position (CHAP) | | | |
| 1 | Health | Health Access Assistant | 5FN | Health Access Assistant | 5IN | \$46,497 | \$59,348 | 1 | N/A Grant Funded Position (CHAP) | | | |
| 1 | Health | Health Access Assistant | 5FN | Health Access Assistant | 5IN | \$46,962 | \$59,942 | 1 | N/A Grant Funded Position (CHAP) | | | |
| 1 | Health | Health Project Assistant | 5FN | Health Project Assistant | 5IN | \$46,962 | \$59,942 | 1 | N/A Grant Funded Position (DIS) | | | |
| 1 | Health | Healthcare Access Program Coordinator | 2FN | Healthcare Access Program Coordinator | 2GN | \$56,037 | \$65,112 | 1 | N/A Grant Funded Position (CHAP) | | | |
| 1 | Health | Program Assistant III | 5IN | Human Resources Assistant | 5JN | \$52,747 | \$64,737 | 1 | N/A Grant Funded Position (ARPA) | | | |
| 1 | Health | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$52,934 | \$64,096 | 1 | \$11,162 | \$2,283 | \$13,445 | |
| 1 | Health | Lead Project Assistant | 5FN | Lead Project Assistant | 5IN | \$45,977 | \$57,620 | 1 | N/A Grant Funded Position (CDLD)(HUDL) | | | |
| 1 | Health | Medical Assistant | 5CN | Medical Assistant | 5CN | \$36,152 | \$48,084 | 1 | \$11,932 | \$2,440 | \$14,372 | |
| 1 | Health | Medical Assistant | 5CN | Medical Assistant | 5CN | \$36,152 | \$48,084 | 1 | N/A Grant Funded Position (STDA)(WFP) | | | |
| 1 | Health | Medical Assistant | 5CN | Medical Assistant | 5CN | \$42,774 | \$49,526 | 1 | N/A Grant Funded Position (U)(STDA) | | | |
| 1 | Health | Medical Assistant | 5CN | Medical Assistant | 5CN | \$42,774 | \$49,526 | 1 | N/A Grant Funded Position (WWP) | | | |
| 1 | Health | Office Assistant II | 6EN | Office Assistant II | 6DN | \$33,110 | \$40,826 | 1 | N/A Grant Funded Position (WLD) | | | |
| 1 | Health | Office Assistant III | 6FN | Office Assistant III | 6GN | \$36,842 | \$44,909 | 1 | \$8,067 | \$1,650 | \$9,717 | |
| 1 | Health | Office Assistant III | 6FN | Office Assistant III | 6GN | \$41,164 | \$45,358 | 1 | \$4,194 | \$858 | \$5,051 | |
| 1 | Health | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 1 | \$8,309 | \$1,699 | \$10,008 | |
| 1 | Health | Office Assistant III | 6FN | Office Assistant III | 6GN | \$44,053 | \$46,719 | 1 | N/A Grant Funded Position (IMM)(PHEP)(PHI) | | | |
| 1 | Health | Office Assistant IV | 5EN | Office Assistant IV | 5GN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 | |
| 1 | Health | Program Assistant I | 5EN | Program Assistant I | 5GN | \$44,728 | \$55,501 | 1 | \$10,773 | \$2,203 | \$12,976 | |
| 1 | Health | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 1 | \$12,477 | \$2,552 | \$15,029 | |
| 1 | Health | Office Assistant II | 6EN | Program Assistant II | 5IN | \$33,110 | \$57,620 | 1 | \$24,510 | \$5,012 | \$29,522 | |
| 1 | Health | Program Assistant II | 5FN | Program Assistant II | 5IN | \$49,836 | \$59,942 | 1 | N/A Grant Funded Position (CDLD) | | | |
| 1 | Health | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,962 | \$59,942 | 1 | N/A Grant Funded Position (COVI)(IMM) | | | |
| 1 | Health | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,962 | \$59,942 | 1 | N/A Grant Funded Position (WLD) | | | |
| 1 | Health | Office Assistant IV | 6HN | Program Assistant III | 5JN | \$40,146 | \$62,229 | 1 | \$22,083 | \$4,516 | \$26,599 | |
| 1 | Health | Office Assistant III | 6FN | Program Assistant III | 5JN | \$36,842 | \$62,229 | 1 | \$25,387 | \$5,192 | \$30,579 | |
| 2 | Health | Program Assistant III | 5IN | Program Assistant III | 5JN | \$50,704 | \$62,229 | 1 | N/A Grant Funded Position (ARPA) | | | |
| 1 | Health | Program Assistant III | 5IN | Program Assistant III | 5JN | \$50,704 | \$62,229 | 1 | N/A Grant Funded Position (ARPA) | | | |
| 1 | Health | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,225 | \$64,096 | 1 | N/A Grant Funded Position (ARPA) | | | |
| 1 | Health | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,225 | \$64,096 | 1 | N/A Grant Funded Position (PHYL) | | | |
| 2 | Health | Public Health Aide | 5AN | Public Health Aide | 5BN | \$34,103 | \$44,868 | 1 | \$21,530 | \$4,403 | \$25,932 | |
| Underfill title | Health | Public Health Educator I | 2BN | Public Health Educator I | 2BN | \$43,536 | \$48,641 | 1 | N/A Underfill Title | | | |
| 1 | Health | Community Education Assistant | 5BN | Public Health Educator II | 2DN | \$33,110 | \$53,914 | 1 | N/A Grant Funded Position (WWP) | | | |
| 1 | Health | Public Health Educator II | 2CN | Public Health Educator II | 2DN | \$48,256 | \$53,914 | 1 | N/A Grant Funded Position (WWP) | | | |
| 1 | Health | Public Health Strategist | 2JX | Public Health Strategist-Senior | 2HX | \$65,859 | \$88,730 | 1 | N/A Grant Funded Position (ARPA) | | | |
| Temporary title | Health | Temporary Community Education Assistant | 9KN | Temporary Community Education Assistant | 9KN | \$33,110 | \$43,090 | 1 | N/A Unfunded Title | | | |
| 1 | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$60,008 | \$56,611 | 1 | N/A Grant Funded Position (WIC) | | | |
| 1 | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$56,611 | \$56,051 | 1 | N/A Grant Funded Position (WIC) | | | |
| 1 | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$58,853 | \$56,051 | 1 | N/A Grant Funded Position (WIC) | | | |
| 1 | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$61,140 | \$56,611 | 1 | N/A Grant Funded Position (WIC) | | | |
| Underfill title | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$54,418 | \$54,418 | 1 | N/A Underfill Title | | | |
| Underfill title | Health | WIC Client Services Assistant 1 | 5JN | WIC Client Services Assistant 1 | 5GN | \$54,418 | \$54,418 | 1 | N/A Underfill Title | | | |
| Underfill title | Health | WIC Client Services Assistant 2 | 5MN | WIC Client Services Assistant 2 | 5HN | \$57,139 | \$57,139 | 1 | N/A Underfill Title | | | |
| Underfill title | Health | WIC Client Services Assistant 2 | 5MN | WIC Client Services Assistant 2 | 5HN | \$57,139 | \$57,139 | 1 | N/A Underfill Title | | | |
| 3 | Health | WIC Client Services Assistant 3 | 5NN | WIC Client Services Assistant 3 | 5IN | \$59,996 | \$59,996 | 1 | N/A Grant Funded Position (WIC) | | | |
| 1 | Library | Accounting Program Assistant III | 5GN | Accounting Program Assistant III | 5GN | \$53,463 | \$56,033 | 1 | \$2,570 | \$526 | \$3,096 | |
| 1 | Library | Office Assistant II | 6EN | Administrative Assistant III | 5IN | \$34,103 | \$59,348 | 1 | \$25,245 | \$5,163 | \$30,408 | |
| 1 | Library | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$52,747 | \$64,737 | 1 | \$11,989 | \$2,452 | \$14,441 | |
| 1 | Library | Administrative Specialist-Senior | 2EX | Administrative Specialist-Senior | 2GX | \$72,752 | \$69,692 | 1 | N/A Above Recruitment Rate | | | |
| 1 | Library | HVAC Maintenance Technician Senior | 7LN | Facilities Control Specialist | 7LN | \$94,733 | \$94,733 | 1 | N/A Title change only | | | |
| 1 | Library | Facilities Program Assistant | 5KN | Facilities Program Assistant | 5IN | \$67,255 | \$61,141 | 1 | N/A Above Recruitment Rate | | | |
| 1 | Library | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$51,392 | \$62,229 | 1 | \$10,837 | \$2,216 | \$13,053 | |
| 1 | Library | Human Resources Assistant | 5IN | Human Resources Assistant | 5JN | \$56,577 | \$62,851 | 1 | \$6,274 | \$1,283 | \$7,557 | |
| 1 | Library | IT Support Associate | 5KN | IT Support Associate | 5IN | \$59,684 | \$59,684 | 1 | \$0 | \$0 | \$0 | |
| 1 | Library | Library Audio Machine Technician | 5EN | Library Audio Machine Technician | 5BN | \$44,937 | \$46,719 | 1 | N/A Grant Funded Position (D) | | | |
| 1 | Library | Library Audio Machine Technician | 5EN | Library Audio Machine Technician | 5BN | \$44,712 | \$46,719 | 1 | N/A Grant Funded Position (D) | | | |
| 16 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$40,094 | \$40,826 | 1 | \$11,706 | \$2,394 | \$14,100 | |
| 1 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$41,918 | \$42,051 | 1 | \$133 | \$27 | \$160 | |
| 6 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$40,094 | \$40,826 | 1 | \$4,390 | \$898 | \$5,288 | |
| 13 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$41,710 | \$42,471 | 1 | \$9,899 | \$2,024 | \$11,923 | |
| 23 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$41,297 | \$42,051 | 1 | \$17,342 | \$3,546 | \$20,888 | |
| 11 | Library | Library Circulation Services Representative | 5DN | Library Circulation Services Representative | 5AN | \$43,264 | \$42,471 | 1 | N/A Above Recruitment Rate | | | |
| 1 | Library | Library Circulation Services Representative (0.475 FTE) | 5DN | Library Circulation Services Representative (0.475 FTE) | 5AN | \$40,094 | \$40,826 | 1 | \$348 | \$71 | \$419 | |
| 1 | Library | Library Circulation Services Representative (0.475 FTE) | 5DN | Library Circulation Services Representative (0.475 FTE) | 5AN | \$41,710 | \$42,471 | 1 | \$362 | \$74 | \$436 | |
| 12 | Library | Library Circulation Services Representative (0.475 FTE) | 5DN | Library Circulation Services Representative (0.475 FTE) | 5AN | \$41,297 | \$42,051 | 1 | \$4,298 | \$879 | \$5,177 | |
| 2 | Library | Library Circulation Services Representative (0.5 FTE) | 5DN | Library Circulation Services Representative (0.5 FTE) | 5AN | \$41,297 | \$42,051 | 1 | \$754 | \$154 | \$908 | |
| 1 | Library | Library Circulation Services Representative (0.5 FTE) | 5DN | Library Circulation Services Representative (0.5 FTE) | 5AN | \$43,264 | \$42,471 | 1 | N/A Above Recruitment Rate | | | |
| 2 | Library | Library Circulation Services Representative-Lead | 5IN | Library Circulation Services Representative-Lead | 5FN | \$52,225 | \$53,547 | 1 | \$2,643 | \$541 | \$3,184 | |
| 4 | Library | Library Circulation Services Representative-Lead | 5IN | Library Circulation Services Representative-Lead | 5FN | \$52,747 | \$54,082 | 1 | \$5,340 | \$1,092 | \$6,432 | |
| 2 | Library | Library Communications Assistant | 5IN | Library Communications Assistant | 5FN | \$52,747 | \$54,082 | 1 | \$2,670 | \$546 | \$3,216 | |

| | | | | | | | | | | | |
|----|-------------|---|------|---|-----|----------|-----------|---|-------------------------------|----------|-----------|
| 1 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$40,094 | \$40,826 | 1 | \$732 | \$150 | \$881 |
| 1 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$41,710 | \$42,471 | 1 | \$761 | \$156 | \$917 |
| 2 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$40,094 | \$40,826 | 1 | \$1,464 | \$299 | \$1,763 |
| 3 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$41,297 | \$42,051 | 1 | \$2,262 | \$463 | \$2,725 |
| 1 | Library | Library Technical Services Specialist | 5DN | Library Technical Services Specialist | 5AN | \$45,143 | \$40,826 | 1 | N/A Above Recruitment Rate | | |
| 1 | Library | Library Technical Services Specialist-Lead | 5IN | Library Technical Services Specialist-Lead | 5FN | \$52,225 | \$53,547 | 1 | \$1,322 | \$270 | \$1,592 |
| 2 | Library | Library Technical Services Specialist-Lead | 5IN | Library Technical Services Specialist-Lead | 5FN | \$52,747 | \$54,082 | 1 | \$2,670 | \$546 | \$3,216 |
| 1 | Library | Office Assistant II | 6EN | Office Assistant II | 6DN | \$38,361 | \$42,471 | 1 | \$4,110 | \$841 | \$4,951 |
| 1 | Library | Office Assistant III (0.5 FTE) | 6FN | Office Assistant III (0.5 FTE) | 6GN | \$44,053 | \$46,719 | 1 | \$1,333 | \$273 | \$1,606 |
| 1 | Library | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$41,350 | \$50,881 | 1 | \$9,531 | \$1,949 | \$11,480 |
| 1 | Library | Program Assistant II (0.75 FTE) | 5FN | Program Assistant II (0.75 FTE) | 5IN | \$46,497 | \$59,348 | 1 | \$9,639 | \$1,971 | \$11,610 |
| 1 | Library | Office Assistant III | 6FN | Program Assistant III | 5JN | \$37,947 | \$64,096 | 1 | \$26,148 | \$5,347 | \$31,496 |
| 1 | Library | Program Assistant III | 5IN | Program Assistant III | 5JN | \$50,704 | \$62,229 | 1 | N/A Grant Funded Position (C) | | |
| 6 | Library | Temporary Library Circulation Services Representative | 9UN | Temporary Library Circulation Services Representative | 9FN | \$40,094 | \$40,826 | 1 | \$4,390 | \$898 | \$5,288 |
| 1 | Mayor | Administrative Support Specialist | 2DN | Administrative Support Specialist | 2EN | \$62,926 | \$60,770 | 1 | N/A Above Recruitment Rate | | |
| 1 | Mayor | Office Assistant III | 6FN | Office Assistant III | 6GN | \$37,947 | \$46,256 | 1 | \$8,309 | \$1,699 | \$10,008 |
| 1 | Mayor | Policy and Administration Manager | 0 | Policy and Administration Director | 2NX | \$83,232 | \$104,433 | 1 | \$17,123 | \$2,397 | \$19,521 |
| 1 | Mayor | New Position | #N/A | Policy and Administration Manager | 2LX | #N/A | \$75,162 | 1 | N/A Included in 2024 budget | | |
| 1 | Muni Court | Court Administrative Assistant | 5JN | Administrative Specialist-Senior | 2GX | \$59,719 | \$69,002 | 1 | \$9,283 | \$1,300 | \$10,583 |
| 1 | Muni Court | Court Accounting Assistant | 6NN | Court Accounting Assistant | 6KN | \$49,324 | \$49,324 | 1 | \$0 | \$0 | \$0 |
| 1 | Muni Court | Court Accounting Assistant | 6NN | Court Accounting Assistant | 6KN | \$49,818 | \$49,324 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Court Accounting Assistant | 6NN | Court Accounting Assistant | 6KN | \$51,312 | \$50,804 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Court Accounting Assistant | 6NN | Court Accounting Assistant | 6KN | \$56,444 | \$51,312 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Court Accounting Assistant-Senior | 5JN | Court Accounting Assistant-Senior | 5HN | \$56,842 | \$56,842 | 1 | \$0 | \$0 | \$0 |
| 3 | Muni Court | Court Services Assistant 1 | 6LN | Court Services Assistant 1 | 6GN | \$47,181 | \$47,181 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Court Services Assistant 2 | 6NN | Court Services Assistant 2 | 6IN | \$50,036 | \$49,540 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Court Services Assistant 2 | 6NN | Court Services Assistant 2 | 6IN | \$54,161 | \$50,036 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Court Services Assistant-Lead | 5JN | Court Services Assistant-Lead | 5HN | \$59,133 | \$58,548 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Municipal Court Clerk 1 | 5NN | Municipal Court Clerk 1 | 5IN | \$60,760 | \$60,544 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Municipal Court Clerk 1 | 5NN | Municipal Court Clerk 1 | 5IN | \$61,350 | \$60,544 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Municipal Court Clerk 1 | 5NN | Municipal Court Clerk 1 | 5IN | \$61,940 | \$60,544 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Municipal Court Clerk 2 | 5ON | Municipal Court Clerk 2 | 5JN | \$59,956 | \$62,355 | 1 | \$2,399 | \$491 | \$2,890 |
| 2 | Muni Court | Municipal Court Clerk 2 | 5ON | Municipal Court Clerk 2 | 5JN | \$68,815 | \$64,868 | 1 | N/A Above Recruitment Rate | | |
| 1 | Muni Court | Municipal Court Clerk-Lead | 2GX | Municipal Court Clerk-Lead | 2IX | \$75,210 | \$70,654 | 1 | N/A Above Recruitment Rate | | |
| 1 | Port | Administrative Assistant III | 5FN | Administrative Assistant III | 5IN | \$46,497 | \$59,348 | 1 | \$12,851 | \$2,628 | \$15,479 |
| 1 | Treasurer | Accounting Assistant I (0.5 FTE) | 6GN | Accounting Assistant I (0.5 FTE) | 6HN | \$44,096 | \$48,120 | 1 | \$2,012 | \$411 | \$2,424 |
| 1 | Treasurer | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$44,887 | \$53,351 | 1 | \$8,464 | \$1,731 | \$10,195 |
| 1 | Treasurer | Program Assistant III | 5IN | Administrative Specialist-Senior | 2GX | \$60,354 | \$69,692 | 1 | \$9,338 | \$1,307 | \$10,645 |
| 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 |
| 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$44,594 | \$51,390 | 1 | \$6,796 | \$1,390 | \$8,185 |
| 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$43,721 | \$51,390 | 1 | \$7,669 | \$1,568 | \$9,238 |
| 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$42,863 | \$51,390 | 1 | \$8,527 | \$1,744 | \$10,270 |
| 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 |
| 1 | Treasurer | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$41,350 | \$50,881 | 1 | \$9,531 | \$1,949 | \$11,480 |
| 1 | Treasurer | Program Assistant II | 5FN | Program Assistant II | 5IN | \$45,143 | \$57,620 | 1 | \$12,477 | \$2,552 | \$15,029 |
| 1 | Treasurer | Revenue Collection Specialist | 5IN | Revenue Collection Specialist | 2GN | \$56,671 | \$66,854 | 1 | \$10,183 | \$2,082 | \$12,265 |
| 1 | Treasurer | Program Assistant II | 5FN | Tax Enforcement Specialist | 5JN | \$46,497 | \$64,226 | 1 | \$17,729 | \$3,626 | \$21,354 |
| 1 | Treasurer | Tax Enforcement Specialist | 6NN | Tax Enforcement Specialist | 5JN | \$56,671 | \$64,868 | 1 | \$8,197 | \$1,676 | \$9,873 |
| 2 | Treasurer | Tax Enforcement Specialist | 6NN | Tax Enforcement Specialist | 5JN | \$56,906 | \$64,868 | 1 | \$15,923 | \$3,256 | \$19,179 |
| 2 | Treasurer | Teller | 6HN | Teller | 6KN | \$44,426 | \$49,399 | 1 | \$9,947 | \$2,034 | \$11,981 |
| 20 | Treasurer | Temporary Customer Service Representative I | 9ON | Temporary Customer Service Representative I | 9KN | \$36,840 | \$44,909 | 1 | \$161,382 | \$33,003 | \$194,385 |
| 2 | Water Works | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$44,887 | \$53,351 | 1 | \$16,928 | \$3,462 | \$20,390 |
| 1 | Water Works | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$51,582 | \$55,501 | 1 | \$3,919 | \$802 | \$4,721 |
| 2 | Water Works | Accounting Assistant III | 5EN | Accounting Assistant III | 5GN | \$47,158 | \$54,952 | 1 | \$15,586 | \$3,187 | \$18,774 |
| 1 | Water Works | Accounting Coordinator II | 2FN | Accounting Coordinator II | 2FN | \$58,339 | \$64,405 | 1 | \$6,066 | \$1,241 | \$7,307 |
| 1 | Water Works | Administrative Assistant IV | 5IN | Administrative Assistant IV | 5JN | \$50,704 | \$62,229 | 1 | \$11,525 | \$2,357 | \$13,882 |
| 1 | Water Works | Administrative Services Coordinator | 5JN | Administrative Services Coordinator | 5KN | \$54,474 | \$66,854 | 1 | \$12,380 | \$2,532 | \$14,911 |
| 1 | Water Works | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 |
| 1 | Water Works | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$45,591 | \$51,390 | 1 | \$5,798 | \$1,186 | \$6,984 |
| 2 | Water Works | Communications Assistant III | 6HN | Communications Assistant III | 6KN | \$41,350 | \$50,881 | 1 | \$19,062 | \$3,898 | \$22,960 |
| 1 | Water Works | Communications Assistant V | 6KN | Communications Assistant V | 6MN | \$42,980 | \$52,917 | 1 | \$9,937 | \$2,032 | \$11,970 |
| 1 | Water Works | Communications Assistant V | 6KN | Communications Assistant V | 6MN | \$47,448 | \$55,050 | 1 | \$7,601 | \$1,554 | \$9,156 |
| 1 | Water Works | Communications Assistant V | 6KN | Communications Assistant V | 6MN | \$45,588 | \$54,505 | 1 | \$8,916 | \$1,823 | \$10,740 |
| 4 | Water Works | Communications Assistant V | 6KN | Communications Assistant V | 6MN | \$44,269 | \$54,505 | 1 | \$40,942 | \$8,373 | \$49,314 |
| 5 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$40,146 | \$49,399 | 1 | \$46,266 | \$9,461 | \$55,727 |
| 1 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$41,621 | \$49,399 | 1 | \$7,778 | \$1,591 | \$9,369 |
| 1 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$43,451 | \$51,390 | 1 | \$7,939 | \$1,624 | \$9,563 |
| 1 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$40,146 | \$49,399 | 1 | \$9,253 | \$1,892 | \$11,145 |
| 8 | Water Works | Customer Service Representative III | 6HN | Customer Service Representative III | 6KN | \$41,350 | \$50,881 | 1 | \$76,249 | \$15,593 | \$91,841 |
| 1 | Water Works | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$44,426 | \$49,399 | 1 | \$4,973 | \$1,017 | \$5,990 |
| 1 | Water Works | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$45,766 | \$51,390 | 1 | \$5,624 | \$1,150 | \$6,774 |
| 1 | Water Works | Office Assistant IV | 6HN | Office Assistant IV | 6KN | \$44,320 | \$51,390 | 1 | \$7,070 | \$1,446 | \$8,516 |

| | | | | | | | | | | | |
|-----|-------------|--------------------------|-----|--------------------------|-----|----------|----------|---|----------------------------|-----------|-------------|
| 1 | Water Works | Payroll Assistant 1 | 5JN | Payroll Assistant 1 | 5GN | \$54,418 | \$54,418 | 1 | N/A Above Recruitment Rate | | |
| 1 | Water Works | Program Assistant I | 5EN | Program Assistant I | 5GN | \$42,980 | \$53,351 | 1 | \$10,371 | \$2,121 | \$12,492 |
| 1 | Water Works | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,833 | \$57,620 | 1 | \$10,787 | \$2,206 | \$12,993 |
| 1 | Water Works | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,962 | \$59,942 | 1 | \$12,980 | \$2,654 | \$15,635 |
| 2 | Water Works | Program Assistant II | 5FN | Program Assistant II | 5IN | \$46,497 | \$59,348 | 1 | \$25,703 | \$5,256 | \$30,959 |
| 1 | Water Works | Program Assistant III | 5IN | Program Assistant III | 5JN | \$50,704 | \$62,229 | 1 | \$11,525 | \$2,357 | \$13,882 |
| 1 | Water Works | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,225 | \$64,096 | 1 | \$11,871 | \$2,428 | \$14,298 |
| 3 | Water Works | Program Assistant III | 5IN | Program Assistant III | 5JN | \$52,747 | \$64,737 | 1 | \$35,968 | \$7,355 | \$43,323 |
| 1 | Water Works | Water Billing Specialist | 5HN | Water Billing Specialist | 5KN | \$51,392 | \$63,530 | 1 | \$12,138 | \$2,482 | \$14,620 |
| 1 | Water Works | Water Billing Specialist | 5HN | Water Billing Specialist | 5KN | \$52,934 | \$65,436 | 1 | \$12,502 | \$2,557 | \$15,059 |
| 3 | Water Works | Water Billing Specialist | 5HN | Water Billing Specialist | 5KN | \$56,136 | \$66,090 | 1 | \$29,862 | \$6,107 | \$35,968 |
| 1 | Water Works | Water Program Assistant | 5ON | Water Program Assistant | 5JN | \$64,270 | \$64,737 | 1 | \$466 | \$95 | \$562 |
| 1 | Water Works | Water Program Assistant | 5ON | Water Program Assistant | 5JN | \$58,595 | \$62,851 | 1 | \$4,256 | \$870 | \$5,126 |
| 721 | | | | | | | | | \$3,744,382 | \$718,879 | \$4,463,261 |

Note: Totals may not be to the exact dollar due to rounding.
Note: Grant Funding source indicated by suffix