



Department of Employee Relations

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Job Evaluation Report

Fire and Police Commission Meeting: September 7th, 2023

Fire and Police Departments

Current	Recommended
Personnel Payroll Assistant II PR 6HN (\$38,578-\$43,555) FN: Recruitment is at \$42,726 (Two Positions - MPD)	Payroll Clerk 3 PR 6PN (\$50,964 - \$58,608) (Two Positions - MPD)
	Payroll Clerk 2 PR 6NN (\$40,189 - \$53,629) FN: Recruitment at \$48,537 (Underfill title)
	Payroll Clerk 1 PR 6MN (\$44,690 - \$51,557) FN: Recruitment at \$46,226 (Underfill title)
Personnel Payroll Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment at \$44,007 (One Position - MFD) (One Position - MPD)	Payroll Assistant 3 PR 5NN (\$55,116 - \$66,877) FN: Recruitment at \$58,819 (One Position - MFD) (One Position - MPD)
	Payroll Assistant 2 PR 5MN (\$51,967 - \$63,055) FN: Recruitment at \$56,019 (Underfill title)
	Payroll Assistant 1 PR 5JN (\$48,998 - \$59,453) FN: Recruitment at \$53,351 (Underfill title)
Program Assistant III PR 5IN (48,220 - \$56,878) FN: Recruitment is at \$49,710 (Three Positions - MFD)	Fire Business Services Specialist PR 5ON (\$58,456 - \$70,929) FN: Recruitment at \$60,569 (Three Positions - MFD)

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

Background

In conjunction with a reclassification request from the Milwaukee Water Works, DER requested job descriptions from the Department of Public Works – Administration, the Milwaukee Police Department, and the Milwaukee Fire Department for positions of Personnel Payroll Assistant and any peer titles

working closely with incumbents. DER also evaluated job descriptions from the Comptroller's office for City Payroll Administration titles.

Position job duties and responsibilities, knowledge and skill levels, complexity of the work and program or operations area of the department, amount of responsibility due to a high consequence of error, and other factors were taken into consideration when evaluating all related positions.

In addition, over the past several years, the number of adjustments due to reclassifications and market studies has significantly increased the payroll workload, as has the considerable increase in new hires, transfer/promotions and resignation/retirements. The work has become more complex with additional pay practices and benefits, changes in employment and payroll laws, as well as ongoing union contract settlements and implementation work in the Comptroller's Office, Fire, and Police departments. Payroll staff will be key participants in the upcoming HRIS update as they audit departmental data for accuracy before, during, and after implementation, as well as acting as a departmental resource for other employees in system education.

In conducting a market cost of labor analysis for titles in this report, rates of pay from the Economic Research Institute (ERI), a salary survey to which Employee Relations subscribes, were considered.

Personnel Payroll Assistant series – Milwaukee Police Department

The Personnel Payroll Assistants in the Milwaukee Police Department are responsible for the regular operation of Police payroll processing. This includes updates and preparation of employee data needed to process regular payments, edit and verification of time and attendance, and preparation of data for submission to City Hall.

Personnel Payroll Assistant II - Milwaukee Police Department (2 positions)

Duties & Responsibilities

Record Maintenance, Timekeeping, and Adjusting

- Accountable for the personnel function of the School Crossing Guard Program and records maintenance in the PeopleSoft System relating to new hires, rehires from seasonal layoffs, and separations from service.
- Edit, audit, and reconcile biweekly on-line time cards for approximately 2,500 employees in accordance with Department of Employee Relations Rules, Fire and Police Commission Rules, Department Policy, and labor agreements prior to submission to City Hall for processing.
- Communicating with various work locations on changes that need to be made in the on-line time system to ensure compliance.
- Audit online overtime cards, and update with requested changes as needed.
- Complete on-line time adjustments for payroll errors and corrections.
- Process jury duty buy-back payments and prepare dollar adjustments for the payments.
- Process report and payment for translator/interpreter pay.

Reporting and Monitoring

- Compile and post reports on a bi-weekly basis. These reports include, but are not limited to: Time Owed and Allowed, Police Other Earnings, Payroll Register report, timecards for approximately 2,500 Police Department members.

- Monitor and maintain records of employees on military leave. Communicate with those employees and making proper notifications when they will be returning from leave, and processing necessary pay adjustments when members return.
- Complete employment and wage verifications for wage loss letters for attorneys representing department members, letters for child support, rent and utility assistance forms. There may, at times, be high demand for wage verifications, and timely and accurate information will need to be provided.
- Compile and post reports on a bi-weekly basis. These reports include, but are not limited to: Time Owed and Allowed, Police Other Earnings, and the Payroll Register report.
- Prepare and calculate invoices for individual unions. This means auditing and verifying on-line time with the letters unions send that excuse members from duty to perform union business. Making corrections, when necessary. Providing information to those that request dollars and hours information. Maintain records on bank of hours and other contract considerations when it comes to union negotiations and invoicing.
- Compile and prepare parking reimbursement file.
- Complete forms and data requests for workers compensation reports.

Office and Administrative Support

- Receptionist for Human Resources, Medical and Payroll Sections, and Budget Office. Assist citizens and department members at the front counter.
- Open and distribute mail.
- Assist with training of new employees and presentations to new Police recruits.

Minimum requirements include three (3) years of progressively responsible experience as an accounting assistant or personnel payroll assistant. Experience with City of Milwaukee payroll and personnel requirements is highly desirable.

Personnel Payroll Assistant III - Milwaukee Police Department (1 position)

Duties & Responsibilities

Record Maintenance, Timekeeping, and Adjusting

- Enter, track, and maintain employee personnel, payroll, and benefit records using Oracle's Peoplesoft Human Capital Management (HCM) software. This information includes rate increases, promotions, transfers, new hires, separations, special adjustments, deduction information, leave benefit information, and various other personnel changes.
- Updating PeopleSoft for those members returning to duty from a leave of absence. Auditing vacation, holiday, and other time for these members and sending correspondence to commanding officers regarding new time accruals.
- Edit, audit, and reconcile biweekly on-line time cards for employees in accordance with Department of Employee Relations Rules, Fire and Police Commission Rules, Department Policy and labor agreements prior to submission to City Hall for processing.
- Retroactive adjustments for contract settlements which includes, but not limited to: vacations adjustments, straight and overtime pay adjustments, and special payment adjustments. Grievance settlements, implementation and or adjustments.

- Communicating various work locations on changes that need to be made in the on-line time system to ensure compliance.
- Preparation of separation check out sheets for those members on maternity leave, military leave, resignations, retirements, or other extended time off the payroll. Distribution of separation sheet. Inputting final time card to the on-line time system to ensure correctness. Calculating final payments due to members. Preparation of pension sheets for the pension office.
- Making special monthly, quarterly, and year-end payments and ensuring compliance with contract articles. This includes but is not limited to: specialty unit payments, longevity, education, VSAP, certification pay, uniform allowance, SLCIP, parking, modifications to suspension orders, and year-end vacation buyouts due to injury.

Reporting and Monitoring

- Preparing other confidential reports as requested from various work locations and members.
- Preparing a recap spreadsheet detailing separation, new hires, those with partial hours.
- Updating PeopleSoft general comments for those members affected.

Office and Administrative Support

- Training new police department members in the on-line time system. Signing on new police recruits and giving presentations. Other duties as assigned.
- Open enrollment for health, dental, and life insurance benefits. Sending forms to members and answering questions related to open enrollment.

Personnel Payroll Assistant III - Milwaukee Fire Department (1 position)

Duties & Responsibilities

Record Maintenance, Timekeeping, and Adjusting

- Enter, track, and maintain employee personnel, payroll, and benefit records using Oracle's Peoplesoft Human Capital Management (HCM) software. This information includes rate increases, promotions, transfers, new hires, separations, special adjustments, deduction information, leave benefit information, and various other personnel changes.
- Edit, audit, and reconcile biweekly on-line time cards for employees in accordance with Department of Employee Relations Rules, Fire and Police Commission Rules, Department Policy and labor agreements prior to submission to City Hall for processing.
- Calculates and processes all payroll hours and salary and benefit adjustments. Calculates retroactive and special-pay adjustments.

Reporting and Monitoring

- Monitors and interprets Local 215 Contract as it pertains to personnel and payroll benefits.
- Generates and reconciles reports including, but not limited to, time owed and allowed, sick leave incentive, and FLSA reporting.
- Assists Business Finance Manager on special payroll and personnel assignments.
- Assists in preparing Workers Compensation reporting and payroll documentation.

Minimum requirements include four (4) years of progressively responsible experience as an accounting assistant or personnel payroll assistant. Experience with City of Milwaukee payroll and personnel requirements is highly desirable.

Current	Recommended
Program Assistant III PR 5IN (48,220 - \$56,878) FN: Recruitment is at \$49,710 (Three Positions - MFD)	Fire Business Services Specialist PR 5ON (\$58,456 - \$70,929) FN: Recruitment at \$60,569 (Three Positions - MFD)

Program Assistant III – Milwaukee Fire Department – Payroll and Grants

The Program Assistant III performs high level payroll functions and provides oversight and auditing of regular payroll, as well as assists the Business Finance Manager in grant monitoring and reporting. Secondary functions include general finance duties such as vouchers, interdepartmental requisitions, purchasing requisitions, cash deposits, etc.

Duties & Responsibilities

Record Maintenance, Timekeeping, and Adjusting

- Performs high level payroll functions, including auditing payroll entries, job study implementations, union contract implementations, retroactive and special pays, annual increments, annual contract special payments, and other payroll special projects.
- Answers questions and resolves problems related to employee pay, deductions, leave balances, and other issues.
- Oversees and audits some functions of the Personnel Payroll Assistant III, to ensure accuracy and completeness. Approves payroll adjustments and timecards.

Finance and Budgeting

- Performs all finance functions, such as vouchers, cash deposits, Interdepartmental requisitions, billing, and purchasing requisitions.

Reporting and Data Analysis

- Assists the Business Finance Manager with monitoring grants and agreements, resolves accounting and reporting issues, prepares status reports, and communicates with department personnel, and personnel from other departments, regarding grant matters.
- Uses various software applications, such as spreadsheets, databases, and statistical packages, to assemble, manipulate and/or format data and reports (i.e., Peoplesoft, Excel, City Time).
- Researches budget information, as it relates to salaries, including leave accruals, overtime, and special duty expenditures.

Minimum requirements include four years of clerical experience performing duties related to budget and finance is required, with at least one year of experience at the Office Assistant III level or above.

Program Assistant III – Milwaukee Fire Department – Accounts Payable

The Program Assistant III performs all accounts payable and purchasing accounting activities, and assists the Business Finance Manager with analyzing data from a variety of sources to create budgetary and fiscal reports. Secondary duties are to assist in the management of grants, and research productivity and cost-savings opportunities.

Duties & Responsibilities

FMIS maintenance, Finance, and Budgeting

- Reviews all accounts payable requests on the City’s Financial Management Information System (FMIS) and processes them for payment, including review of all group registers.
- Prepares, monitors, and initiates the procurement process for all departmental commodity and services purchases, which includes preparation of requisitions and assisting department managers with monitoring and maintaining all commodity and service contracts.
- Monitors all budgetary accounts as not to exceed the current year’s budget appropriations. Assists the Business Finance Manager with the implementation of budgetary and fiscal policies, and prepares expenditure reports as requested. Assists with the development and management of the annual operating and capital budgets.
- Monitors, reviews and processes PROCARD and petty cash transactions. Maintains list and user limits of PROCARD users, and adds and deletes users as necessary for departmental operations.
- Assists the Business Finance Manager with the preparation of grant applications, coordination of implementation and administration of the grants, and all grant-related budgeting and financial requirements, including processing interdepartmental requisitions and invoices (IRIs) for grant and aid adjustments.

Reporting and Data Analysis

- Provides complex monitoring and reporting assistance on inventory control projects.
- Researches budget information, including analyzing historical performance, to assist Business Finance Manager with administration of budget policy and procedures.
- Conducts research to assist in determining appropriate investment of capital items, including apparatus and buildings. Assists Business Finance Manager in reporting expenditures of capital projects.

Minimum requirements include four years of clerical experience performing duties related to budget and finance is required, with at least one year of experience at the Office Assistant III level or above.

Market Data

Payroll Clerk, ERI

All Incumbents	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Level 1	\$41,384	\$44,318	\$48,336	\$51,868	\$55,606
Level 2	\$46,509	\$49,748	\$54,183	\$58,178	\$62,416
Level 3	\$53,152	\$56,811	\$61,827	\$66,461	\$71,387

ERI as of 5/16/2023

Levels	Description
Level 1	Beginning Level. Employees in this first (1st) level satisfy the basic job requirements. As the employee gains knowledge and experience, the work reviews, checks, and supervision may be reduced. Complexity or variety of work is typical, and there are no additional technical, mathematical, or scientific requirements beyond the basic requirements at this first (1st) level. Some organizations refer to level 1 as the entry level of the job. Typically requires experience and advanced specialized training.

Level 2	Intermediate Level. Employees in this second (2nd) level require greater knowledge, training, and/or experience than level 1. The amount of work review, checks, and supervision are less for an employee at level 2 than at level 1. Complexity or variety of work is moderately higher than level 1 and may involve greater technical, mathematical, or scientific skills than level 1. Some organizations refer to level 2 as the intermediate level. Typically requires experience and advanced specialized training.
Level 3	Senior Level. Employees in this third (3rd) level require greater knowledge, training, and/or experience than level 2. The amount of work review, checks, and supervision are less for an employee at level 3 than at level 2. Complexity or variety of work is higher than level 2 and may involve greater technical, mathematical, or scientific skills than level 2. The scope of assignments may vary when compared to level 2. Some organizations refer to level 3 as the senior level. Typically requires experience and advanced specialized training.

ERI defines the duties and responsibilities of the Payroll Clerk as:

- Compiles and enters payroll data, such as hours worked, sales or piecework, taxes, insurance, union dues to be withheld, and employee identification number from time sheets and other records; ensures employees are paid accurately and on time; and keeps payroll files up to date.
- Checks time-worked inputs for calculating, coding, or other errors and makes applicable changes.
- Understands Federal, State, and local wage and hour policies and employment tax laws; and performs action necessary to determine pay and deductions including Federal and State taxes, insurance, retirement, union dues, savings, and other deductions.
- Compiles payroll data, enters data, computes and posts wages, and reconciles errors to maintain payroll records.
- Monitors computer reports alerting appropriate personnel to problems or errors, troubleshoots and reconciles errors, and maintain payroll records.
- Prepares computer input forms, enters data into computer files, or computes wages and deductions, and posts to payroll records. Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee, to update master payroll records.
- Records data concerning transfer of employees between departments.
- Processes wage garnishments and direct deposits for employees as needed. Processes W-2 forms for employees at the end of each calendar year.
- May prorate expenses to be debited or credited to each department for cost accounting records.
- May prepare periodic reports of earnings, taxes, and deductions.
- May keep records of leave pay and nontaxable wages.
- May prepare and issue paychecks.

Analysis and Recommendation

Across the different departments studied, payroll staff perform the same types of tasks as well as tasks unique to their department or section. Volume varies through tasks – adjustments, HRIS transactions, number of employees, etc. and the complexity similarly varies. Some tasks have high volume with low complexity and also the opposite – low volume with high complexity. Simply stated, payroll positions now fall over a spectrum not entirely encompassed in the current Personnel Payroll Assistant series classifications. A new structure is recommended with accompanying pay rates.

All studied titles perform difficult payroll processing for larger organizational units (over 250 employees). They process payroll for multiple employee groups/bargaining units, maintain records for multi-titled employees and processes multiple time cards. They maintain complex position and job data,

pay data, and personal data in the HRIS system. They often perform complex reporting and monitoring functions related to wages, benefits, and/or union business.

Personnel Payroll Assistant III level positions hold a greater scope of responsibility, which not only includes complex and difficult payroll processing, the maintenance of personnel records, and benefits administration, but also leading training for new and incumbent employees on how to use payroll and HRIS systems and general human resources administration on a paraprofessional level. They also compile and create special reports of a more complex nature that may affect special payments or benefits to employees.

The knowledge base associated with this level consequently must be broader in terms of employment laws, policies, and procedures, than that of a Personnel Payroll Assistant II. Likewise, interpersonal skills must be at a higher level to effectively interact with employees, managers, and the public.

The Program Assistant III classification serves as the most senior position in the current Program Assistant series and performs a variety of duties and responsibilities to support a significantly complex program or area of operations within a City department. In addition to requiring the equivalent knowledge and skill normally obtained with a bachelor's degree, these positions require an extensive knowledge of technical and/or administrative information. Some Program Assistants III function as a group leader for other employees. These positions also have extensive relationship responsibility for the complex program or area of operation.

The Program Assistant III in the Milwaukee Fire Department with a focus on payroll and grants, is able to perform the functions of the Personnel Payroll Assistant in addition to overseeing and auditing. The position functions with the authority to review and approve both payroll adjustments and timecards. The position additionally works extensively with budget and finance functions and serves as back up to the other Program Assistants.

The Program Assistant III in the Milwaukee Fire Department with a focus on accounts payable is able to perform some of the functions of the Personnel Payroll Assistant as a backup in the event of vacancies or during the leave of other incumbents. The position works extensively with budget and finance functions without a focus on payroll and serves as back up to the other Program Assistants.

Even in the absence of true primary payroll duties for the Program Assistant III in accounts payable, the same classification is appropriate as all Program Assistant positions are expected to perform functions of the other positions as well as the functions of the Personnel Payroll Assistant III.

Action Required – Effective Pay Period 21, 2023 (October 1st, 2023)

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

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