



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

December 1, 2023

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 231156 – Communication from the Department of Employee Relations relating to classification studies scheduled for the December 7, 2023 Fire and Police Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Fire and Police Commission meeting on December 7, 2023.

**Department of Emergency Communications**

Current	Recommended
Emergency Communications Director PR 1NX (\$108,037 - \$151,255) (One Position)	Emergency Communications Director PR 1OX (\$115,161 - \$161,221) FN: Recruitment is at \$138,193 (One Position)
Emergency Communications Deputy Director PR 1LX \$95,097 - \$133,131 (One Position)	Emergency Communications Deputy Director PR 1MX (\$101,356 - \$141,906) FN: Recruitment is at \$125,629 (One Position)

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

Respectfully Submitted,

Harper Donahue, IV  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement



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**Department of Employee Relations**

**Job Evaluation Report**

Fire and Police Commission Meeting: December 7, 2023

**Department of Emergency Communications**

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Emergency Communications Director PR 1NX (\$108,037 - \$151,255) (One Position)	Emergency Communications Director PR 1OX (\$115,161 - \$161,221) FN: Recruitment is at \$138,193 (One Position)
Emergency Communications Deputy Director PR 1LX \$95,097 - \$133,131 (One Position)	Emergency Communications Deputy Director PR 1MX (\$101,356 - \$141,906) FN: Recruitment is at \$125,629 (One Position)

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

Since January 2019, the Fire & Police Commission, Police Department (MPD), Fire Department (MFD), Department of Administration, and the Department of Employee Relations have collaborated on performance of the 9-1-1/Emergency Communications Center (ECC), MPD, and MFD operations. The initiative is an enterprise-wide program focused on eliminating unnecessary duplication of systems, workflows and business processes, and costs. The most important aspect of the initiative is combining the MPD and MFD Emergency Communications Centers into a single Department of Emergency Communications.

The 2022 budget created the new Department of Emergency Communications (DEC). The Public Safety Enhancement Program continues to complete implementation of this new department. An Executive Steering Team comprised of leadership from the Police Department, Fire Department, Fire & Police Commission, Department of Administration, and the Department of Employee Relations has provided program direction and is responsible for all relevant PSEP decisions. The Executive Steering Team has also developed and implemented a charter regarding strategic objectives, roles and responsibilities, decision making authority and conflict resolution, and program management.

This department will be led by the Emergency Communications Director and an Emergency Communications Deputy Director. Currently the new department is led by a contracted interim Emergency Communications Director who is working with the executive steering team to establish the new department.

This past month the Fire and Police Commission began the recruitment process to hire a permanent Emergency Communications Director. To assist the Fire and Police Commission in recruiting a larger group of qualified candidates for this position, this report recommends increasing the pay rates for these positions.

**Action Required – Effective Pay Period 26, 2023 (December 10, 2023)**

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

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue  
Harper Donahue, Employee Relations Director



**F**

Assumptions used in arriving at fiscal estimate.

The total cost for 2023 is \$2,661 and the total cost for 2024 is \$69,184. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

**G**

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

1-3 Years       3-5 Years

1-3 Years       3-5 Years

1-3 Years       3-5 Years

**H**

List any costs not included in Sections D and E above.

**I**

Additional information.

**J**

This Note       Was requested by committee chair.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

Fire and Police Commission Meeting of December 7, 2023  
Finance and Personnel Committee Meeting of December 6, 2023

**NEW COSTS FOR 2023**

	Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal
Vacant	1	DEC	Emergency Communications Director	1NX	Emergency Communications Director	1OX	\$108,037	\$138,193	26	\$1,160	\$162	\$1,322
Vacant	1	DEC	Emergency Communications Deputy Director	1LX	Emergency Communications Deputy Director	1MX	\$95,097	\$125,629	26	\$1,174	\$164	\$1,339
	2									\$2,334	\$327	\$2,661

Assume effective date is Pay Period 26, 2023 (December 10th, 2023) unless otherwise indicated.  
Note: Totals may not be to the exact dollar due to rounding.

**NEW COSTS FOR FULL YEAR**

	Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
	1	DEC	Emergency Communications Director	1NX	Emergency Communications Director	1OX	\$108,037	\$138,193	1	\$30,156	\$4,222	\$34,378
	1	DEC	Emergency Communications Deputy Director	1LX	Emergency Communications Deputy Director	1MX	\$95,097	\$125,629	1	\$30,532	\$4,274	\$34,806
	2									\$60,688	\$8,496	\$69,184

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