



**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

Maria Monteagudo  
 Department of Employee Relations  
 City of Milwaukee  
 200 E Wells St, Room 706

September 11, 2020

The Honorable  
 Finance and Personnel Committee  
 Common Council  
 City of Milwaukee

*Common Council File No. 200468 – Communication from the Department of Employee Relations relating to classification studies scheduled for the September 15, 2020 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the City Service Commission meeting on September 15, 2020.

**Department of Public Works-Infrastructure Services**

Current	Recommended
Traffic Control Engineer III PR 2IN (\$58,462 - \$81,844) FN: Recruitment Rate of \$66,324 (One Position)	Civil Engineer III PR 2IN (\$58,462 - \$81,844) FN: Recruitment Rate of \$66,324 and up to \$74,620 with the approval of DER and the Chair of Finance and Personnel (One Position)
Traffic Control Engineer II PR 2GN (\$51,469 - \$72,063) FN: Recruitment Rate of \$58,373 (Two Positions + One Auxiliary Position)	Civil Engineer II PR 2GN (\$51,469 - \$72,063) FN: Recruitment Rate of \$58,373 (Two Positions + One Auxiliary Position)
Traffic Control Engineer I PR 2EN (\$45,306 - \$63,426) FN: Recruitment Rate of \$51,358 and up to \$58,373 with the approval of DER (Underfill Classification)	Civil Engineer I PR 2EN (\$45,306 - \$63,426) FN: Recruitment Rate of \$51,358 and up to \$58,373 with the approval of DER (Underfill Classification)

Note: Residents receive rates that are 3% higher

**Department of Public Works-Water Works**

Current	Recommended
New Position (One Position)	GIS Developer - Senior PR 2IX (\$58,462 - \$81,844) (One Position)

Note: Residents receive rates that are 3% higher

**Port Milwaukee**

Current	Recommended
Port Finance Officer PR 2JX (\$62,338 - \$87,270) (One Position)	Port Finance and Administration Officer PR 2LX (\$70,827 - \$99,154) FN: Recruitment Rate of \$76,428 (One Position)

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

Respectfully submitted,

*Maria Monteagudo*

Maria Monteagudo  
Employee Relations Director

Attachments:    Job Evaluation Reports  
                      Fiscal Impact Statement

**Job Evaluation Report**

City Service Commission Meeting: September 15, 2020

**Department of Public Works-Infrastructure Services**

Current	Recommended
Traffic Control Engineer III PR 2IN (\$58,462 - \$81,844) FN: Recruitment Rate of \$66,324 (One Position)	Civil Engineer III PR 2IN (\$58,462 - \$81,844) FN: Recruitment Rate of \$66,324 and up to \$74,620 with the approval of DER and the Chair of Finance and Personnel (One Position)
Traffic Control Engineer II PR 2GN (\$51,469 - \$72,063) FN: Recruitment Rate of \$58,373 (Two Positions + One Auxiliary Position)	Civil Engineer II PR 2GN (\$51,469 - \$72,063) FN: Recruitment Rate of \$58,373 (Two Positions + One Auxiliary Position)
Traffic Control Engineer I PR 2EN (\$45,306 - \$63,426) FN: Recruitment Rate of \$51,358 and up to \$58,373 with the approval of DER (Underfill Classification)	Civil Engineer I PR 2EN (\$45,306 - \$63,426) FN: Recruitment Rate of \$51,358 and up to \$58,373 with the approval of DER (Underfill Classification)

Note: Residents receive rates that are 3% higher

The Department of Employee Relations has received a request from the Department of Public Works – Infrastructure Services Division to change the titles of the positions in the Traffic Control Engineer job series. Discussions were held with Lindsey O’Connor, Infrastructure Services Personnel Officer.

These positions are located in the Traffic Engineering Unit under the Transportation Operations Section. The department indicated that although these positions perform traffic engineering work, they also perform other civil engineering work and that the more general title of Civil Engineer would be more appropriate. Civil Engineers perform a variety of engineering work relating to design, planning, construction review and/or inspection in one or more of the following areas: sewer and environmental engineering; water engineering; street, highway and transportation engineering; traffic engineering; and structural engineering. The III level requires more experience and may serve as a project leader within the corresponding unit.

This request is for title changes only. The pay ranges would stay the same, however, there would be additional recruitment flexibility for the one position at the III level. Consistent with other Civil Engineer III positions in the city, recruitment could be up to \$74,620 with the approval of DER and the Chair of Finance and Personnel.

Based upon the above review we recommend:

- One position of Traffic Control Engineer III in Pay Range 2IN (\$58,462 - \$81,844) with a recruitment rate of \$66,324 be reclassified to Civil Engineer III in Pay Range 2IN (\$58,462 - \$81,844) with a recruitment rate of \$66,324 and up to \$74,620 with the approval of DER and the Chair of Finance and Personnel.
- Two regular positions plus one auxiliary position of Traffic Control Engineer II in Pay Range 2GN (\$51,469 - \$72,063) with a recruitment rate of \$58,373 be reclassified to Civil Engineer II Pay Range 2GN (\$51,469 - \$72,063) with a recruitment rate of \$58,373
- One underfill classification of Traffic Control Engineer I in Pay Range 2EN (\$45,306 - \$63,426) with a recruitment rate of \$51,358 and up to \$58,373 with the approval of DER be reclassified to Civil Engineer I in Pay Range 2EN (\$45,306 - \$63,426) with a recruitment rate of \$51,358 and up to \$58,373 with the approval of DER.

**Action Required – Effective Pay Period 22, 2020 (October 18, 2020)**

Salary Ordinance

- Under Pay Range 2EN, delete the title “Traffic Control Engineer I (1) (17)”
- Under Pay Range 2GN, delete the title “Traffic Control Engineer II (4) (16)”
- Under Pay Range 2IN, delete the title “Traffic Control Engineer III (1) (4)”

Positions Ordinance

Under the Department of Public Works-Infrastructure Services Division, Transportation Operations Decision Unit, Traffic Engineering Unit:

- Delete one position of “Traffic Control Engineer III”
- Add one position of “Civil Engineer III”
- Delete two positions of “Traffic Control Engineer II”
- Add two positions of “Civil Engineer II”

Under Auxiliary Positions:

- Delete one position of “Traffic Control Engineer II”
- Add one position of “Civil Engineer II”

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo  
Maria Monteagudo, Employee Relations Director

**Job Evaluation Report**

City Service Commission Meeting: September 15, 2020

**Department of Public Works-Water Works**

Current	Recommended
New Position (One Position)	GIS Developer - Senior PR 2IX (\$58,462 - \$81,844) (One Position)

Note: Residents receive rates that are 3% higher

**Background**

The Department of Employee Relations has received a request from the Department of Public Works (DPW) – Water Works for classification of a new position in the 2020 Budget. A job description was provided and discussions were held with Amy Hefter, Water Works Personnel Officer.

**Duties and Responsibilities**

This position works within the Technical Services Team to provide mapping and data services to all Milwaukee Water Works (MWW) departments and is the main resource for MWW GIS development and support. Duties and responsibilities include the following:

- 25% Work closely with customers, follow up on issues and concerns, and keep customers informed; troubleshoot user issues; fully inform managers about time, activities and status, and provide reports and presentations; and provide training to MWW employees.
- 25% Develop applications and services for ArcGIS Online, a geographic information systems software, using mapping applications such as GeoCortex and ESRI (Environmental Systems Research Institute) App Builder.
- 20% Assist MWW Sections with implementation of ArcGIS Online and ArcGIS Server Applications and projects.
- 15% Coordinate with the Department of Administration – Information and Technology Management Division (ITMD) staff to administer and maintain the MWW portion of the Enterprise ArcGIS Server environment.
- 15% Write scripts or develop models to automate tasks such as building datasets or publishing data.

Minimum qualifications include a bachelor’s degree in computer science or a closely related field, including coursework in programming, geography, land engineering, automated mapping and/or GIS; and two years of professional-level experience working in a GIS developer role, including the use of ESRI, Oracle software, SQL Server and PYTHON scripting. Python is an easily readable programming language.

**Analysis and Recommendation**

This new position was created in the 2020 budget to help the MWW in developing the ESRI ArcGIS platform to utilize this software. This position will report to the Water Information Technology Manager and duties will include developing applications; and doing special analysis, database management and web mapping. An individual in this position will need to have a knowledge of ESRI GIS Mapping and ArcGIS Online software, automated mapping/geographic information system (GIS) principles and practices, GIS theory and application, and computer programming and development. They will also need to be able to troubleshoot hardware and software issues, write

complex algorithms related to GIS, produce accurate, detailed maps and diagrams with GIS software, and clearly communicate technical information to both technical and non-technical staff.

The City currently has one position of GIS Developer-Senior position in Pay Range 2IX (\$58,462 - \$81,844) located in the Department of Administration – Information and Technology Management Division (ITMD). The duties, responsibilities and requirements are similar to this new position in the MWW. Under the direction of the GIS Developer-Project Leader, the position in ITMD works within the GIS team to provide maintenance of an enterprise ArcGIS environment and data services to all City departments; and is the main resource for Map Milwaukee development and support. Duties and responsibilities include writing scripts or developing models to automate tasks and bring data into the GIS system using PYTHON scripting; developing applications and services for the ArcGIS Server environment, applications and projects; and providing training and user support to City employees and citizens on Map Milwaukee.

With these similarities, we recommend that this new position in the MWW be classified as GIS Developer-Senior in Pay Range 2IX (\$58,462 - \$81,844).

**Action Required – Effective Pay Period 1, 2020 (December 29, 2019)**

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo  
Maria Monteagudo, Employee Relations Director

**Job Evaluation Report**

City Service Commission Meeting: September 15, 2020

**Port Milwaukee**

Current	Recommended
Port Finance Officer PR 2JX (\$62,338 - \$87,270) (One Position)	Port Finance and Administration Officer PR 2LX (\$70,827 - \$99,154) FN: Recruitment Rate of \$76,428 (One Position)

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

The Department of Employee Relations received a request from Port Milwaukee to study the position of Port Finance Officer in Pay Rate 2JX (\$62,338 - \$87,270) for proper classification. A new job description was provided and conversations were held with the incumbent and the position's direct supervisor, Adam Tindall-Schlicht, Municipal Port Director.

**Duties and Responsibilities**

This position serves as a member of the Port's management leadership team and provides a wide range of finance services for the of Port Milwaukee, including preparing capital and operating budgets, and coordinating and administering grants and required reports; coordinates personnel and procurement activities; leads the department's strategic planning efforts by analyzing data and information to make policy recommendations to management; and facilitates the implementation of necessary changes. The position acts as the Municipal Port Director in the absence of the Municipal Port Director. Duties and responsibilities include the following:

- 40% Budget and Finance – Provides management and oversight of the Port's financial operations, including O&M and capital budgets, purchasing, accounts payable/receivable, invoices and inventory controls, various grants and adherence to city and departmental policies; develops and implements departmental policies that guide collection activities and reporting; develops the annual budget and coordinates with Port management staff to plan for fiscal needs of all sections; prepares budget reports; establishes and implements departmental fiscal policies; monitors expenditures and revenue, requesting budget transfers and changes as needed; provides regular updates to Port management team, Board of Harbor Commissioners (BHC), and the Mayor's Office via the AIM (Accountability in Management) process; develops revenue and capital budget forecasts; acts as a liaison on capital projects, including evaluation of proposals, monitoring progress, and reporting expenditures to necessary entities; manages federal and state grant program awards by identifying and coordinating application needs from all divisions and ensuring proper allocation, payment, and reporting; and works with the Comptroller's Office and Budget Office on year-end activity.
- 25% Strategic Planning and Administration – Conducts and prepares financial analysis of existing and proposed Port projects and leases; develops and tracks departmental performance measures for reporting purposes such as the AIM process, BHC meetings, and annual reports; completes special projects and reports, including recommendations, based on analysis; represents the Port before various committees, drafting resolutions and fiscal notes as needed to comply with city legislative policies; serves as staff supervisor in the absence of the Port Director; and completes special projects of analysis and planning for future Port investments.
- 15% Human Resources – Serves as the department's personnel officer; supports all Port sections with the hiring process; facilitates filling of vacancies by working with section managers, the Budget Office and the Department of Employee Relations to identify and interview qualified candidates; coordinates/facilitates department trainings; updates and maintains Port work rules to reflect any changes of city policies and

ordinances; and ensures departmental compliance with FMLA (Family Medical Leave Act), ADA (Americans with Disabilities Act), anti-harassment and other citywide policies.

- 10% Coordination of Port Funding Sources - Coordinates all Port funding sources (city, state, federal, and grants) and prepares/submits all necessary compliance requirements; assists in development and preparation of grant applications; coordinates the implementation, administration, and compliance reporting requirements of the grants; and manages inventory reporting for Port vehicles and equipment, including year-end reporting and cost benefit analysis.
- 10% Purchasing – Serves as the purchasing agent for Port Milwaukee procurement activity; coordinates RFP (Requests for Proposals) and BID activity for Port projects and services; completes and submits quarterly reports to the Department of Administration - Purchasing Division; and other duties as assigned.

Minimum requirements include a bachelor's degree in business administration, accounting, finance, or related field, and five years of professional experience in budgeting and financial management. Equivalent combinations of education and experience may also be considered.

### Changes in the Position

This position was last reviewed in 1986 as part of the Management Pay Plan Study. At that time, it was reallocated from Pay Range 115 to Salary Grade 09 which is equivalent to the current Pay Range 2JX (\$62,338 - \$87,270). Based on a report from 1984 the duties and responsibilities of the position were focused on financial matters affecting Port operations, economic development and capitalization. The position supervised one Accountant and two Account Clerks.

In the more recent past, this position has taken on a number of new duties and responsibilities including the following.

- Payroll, personnel and human resources
- Greater role in vendor relations and communications with tenants
- Greater role in the Port's annual budget creation, execution, and revenue generation
- Greater role in the oversight, and financial and administrative responsibility for grant management
- Coordination with other City Departments, the Common Council, and external customers and stakeholders
- Provision of policy, general oversight and administration-related guidance to the Municipal Port Director regarding the Port's commercial, recreational, and cruise ship operations portfolio.

One of the reasons for these changes in duties and responsibilities is the retirement in April of 2020 of a long-term employee who served as the Port's Chief Engineer in the position of Management Civil Engineer-Senior. Over the years, he took on many additional duties and responsibilities beyond the role of a Management Civil Engineer-Senior. In anticipation of his retirement, some of these duties and responsibilities have been reassigned to other Port senior staff. The administration-related duties and responsibilities, including coordination with other city departments, the Common Council, and external customers and stakeholders, have been assumed by the Port Finance Officer. For example, this position has taken on a greater role with vendor relations and communications with tenants including pay policies and developing a holistic approach to customer service.

Another reason for these changes is that historically, the Port's Management Civil Engineer-Senior had financial and administrative responsibility for Port grant management. These responsibilities have been increasingly assumed by the Port Finance Officer, while the Port's Management Civil Engineer-Senior continues to provide technical expertise and oversight of the grants. Within the past two years, the Port has been offered over \$20 million in grant funding from the state and federal government. These grants include the following:



- State Freight Railroad Preservation Program
- State Harbor Assistance Program
- State Coastal Management Program
- State Multimodal Local Supplement Program
- Federal Port Infrastructure Development Program

Further, the Port Finance Officer supervises one position that was recently reclassified from Accounting Program Assistant III in Pay Range 5GN (\$41,610 - \$49,946) to the higher professional level position of Finance Specialist in Pay Range 2FX (\$48,670 - \$67,616). This change has allowed the Port Finance Officer to delegate some of the routine financial, accounting, human resources, and purchasing duties to the Finance Specialist and to take on higher-level leadership responsibilities including strategic planning and administration, human resources, coordination of funding sources, and purchasing.

This position has also developed a dedicated process for tracking the current status, improvements and financial investment in capital assets; created new tracking mechanisms for delinquent revenues; taken on a greater role in maintaining customer relations and responding to any complaints; has worked to improve the process and increase revenues from billable equipment, billable labor and crane rental; and has been proactive and responsive to the Board of Harbor Commissioners in providing information, reports and updates.

**Analysis and Recommendation**

In determining the proper classification for this position, comparisons were made to other City of Milwaukee positions including the following:

Title: Pay Range: Department:	ERS Chief Financial Officer 11X (\$75,478 - \$105,669) Employee's Retirement System	Supervise the staff and operations of the accounting and finance department; develop and manage the annual budget and financial statements for a multi-billion dollar investment fund; and ensure standard accounting principles are followed.
Title: Pay Range: Department:	Finance and Administration Manager 11X (\$75,478 - \$105,669) City Development	Manage the DCD Finance and Administration Division that is responsible for the budgeting, accounting, financial administration, procurement, personnel and payroll for DCD, the Redevelopment Authority, and the Neighborhood Improvement Development Corporation.
Title: Pay Range: Department:	Policy and Administration Manager 2LX (\$70,827 - \$99,154) Administration – ITMD	Overall responsibility for budget planning and management of the Information and Technology Division Management Division; supervises division projects and ensures that technology investments are fiscally responsible; develops and implements ITMD policies city-wide in partnership with the Chief Information Officer; and provides support on personnel, purchasing, benefits and other administration-related matters.
Title: Pay Range: Department:	Health Budget and Administration Manager 1HX (\$70,827 - \$99,154) Health	Chief advisor to the Commissioner of Health and leadership team on strategic financial planning and budgeting, grant funding allocation, and general business operations.
Title: Pay Range: Department:	Assistant Grants Fiscal Manager 1GX (\$66,435 - \$93,010) Comptroller's Office	Assist in the supervision and managerial direction of 14 employees in the Revenue and Cost Division; ensure that the City is complying with accounting and financial reporting provisions of the Community Development Block Grant Program; and work closely with the Community Development Grants Administration and sub-grantees to ensure

		accounting and financial reporting procedures are compliant with federal guidelines and City requirements.
Title: Pay Range: Department:	Water Business Operations Manager 1GX (\$66,435 - \$93,010) DPW – Water Works	Provide operational direction to the Water Business Section and ensure alignment with the goals and objectives of the Milwaukee Water Works; manage the contracts system, the procurement process, and damage claims; and work with Section managers to hire employees, conduct reviews and coordinate documentation for personnel changes.

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

With all the additional duties and responsibilities, we recommend that this position under study be increased to a higher level. There is no direct match to another position but the classifications of ERS Chief Financial Officer and Finance and Administration Manager in Pay Range 1IX (\$75,478 - \$105,669) are both stronger as one is working with a multi-billion-dollar investment fund and the other oversees several entities and a \$50-million-dollar capital budget.

A more similar position is the Policy and Administration Manager in Pay Range 2LX (\$70,827 - \$99,154). It is located in the Department of Administration – Information Technology Management Division and has responsibility for budget planning and management for the division and for technology projects citywide. It also has broad responsibilities for personnel, purchasing, benefits and other administration – related matters.

This report recommends the position be reclassified to a title in Pay Range 2LX (\$70,827 - \$99,154). Although there are other positions at this level or in lower pay ranges that work in larger departments or with larger budgets, the position under study works with a rather unique budget at the Port that includes capital and operating budgets. This position has also taken on additional leadership and administration duties including coordination with other city departments, the Common Council, and external customers and stakeholders; payroll, personnel and human resources; a greater role with vendor relations and tenant communications; a greater role in the Port’s annual budget creation, execution, and revenue generation and in the oversight and financial and administrative responsibility for grants; and the provision of policy and administration-related guidance to the Municipal Port Director regarding the Port’s commercial, recreational, and cruise ship operations portfolio. This position also serves as the Municipal Port Director in the absence of the Municipal Port Director. To reflect the expansion of duties and responsibilities we recommend the title be changed to Port Finance and Administration Officer.

Market data from the Economic Research Institute (ERI), a salary survey service to which the Department of Employee Relations subscribes, the MRA employer association, and the Bureau of Labor Statistics was reviewed. Although there was no exact match, rates for positions with some similar duties and responsibilities are shown below.

The following table provides wage information from ERI for Levels 1, 2 and 3 of *Financial Analyst Accountant* for southeastern Wisconsin as of July 1, 2020.

Levels	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
1	\$59,274	\$64,565	\$71,526	\$78,362	\$85,241
2	\$70,164	\$76,428	\$84,623	\$92,760	\$100,904
3	\$83,987	\$91,486	\$101,245	\$111,035	\$120,783

*ERI defines a Financial Analyst Accountant as a position that analyzes statistics and utilizes principles of accounting to analyze past and present financial operations and estimates future revenues and expenditures; studies records of present and past operations, trends and costs, estimated realized revenues, administrative commitments and obligations incurred; advises management regarding matters, such as effective use of resources and return on investments scenarios; and excludes paraprofessionals.*

The following table provides wage information from the MRA Employer Association 2020 Benchmark Survey for *Financial/Business/Budget Analyst III (Advanced)* Region 2 – Milwaukee and Waukesha Counties.

25th Percentile	Median	75th Percentile
\$80,000	\$91,437	\$99,646

*MRA defines a Financial/Business/Budget Analyst III (Advanced) as a position that performs an advanced level of professional analyst work and requires a bachelor’s degree in business with 5+ years of experience or a master’s of business administration and 2+ years of experience, or equivalent. Incumbents work in one or more areas of financial, business or budget analysis under the direction of management. Duties include research, selection, and compilation of financial data from multiple sources such as sales, production, accounting, public sources or vendors and subsequent analysis of that data to produce business information used to support decisions. Data is often difficult to obtain and may be diluted with unnecessary data points. Identifies questionable data and may then direct others in verifying the accuracy of data. Work assignments are of the greatest difficulty and largest financial impact. Provides work leadership and direction to other professional and clerical staff with respect to project approach and identification of project tasks.*

The following table provides wage information from the Bureau of Labor Statistics (BLS) for *Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists - Milwaukee-Waukesha-West Allis* area as of May 2019.

10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
\$48,030	\$60,240	\$75,120	\$94,560	\$123,800

*BLS defines Financial and Investment Analysts, Financial Risk Specialists, and Financial Specialists as positions that recommend individual investments and collections of investments, which are known as portfolios; evaluate current and historical financial data; study economic and business trends; examine a company’s financial statements to determine its value; meet with company officials to gain better insight into the company’s prospects; assess the strength of the management team; and prepare written reports.*

In considering the market data above, we recommend a higher minimum rate of \$76,428 for recruitment and retention. This rate is equal to the 25<sup>th</sup> percentile rate for Level 2 of the ERI position of Financial Analyst Accountant and is a little higher than the median rate (\$75,120) for the BLS position of Financial and Investment Analysts, Financial Risk Specialists and Financial Specialists.

Based upon the changes to the duties and responsibilities of the position we therefore recommend one position of Port Finance Officer in Pay Range 2JX (\$62,338 - \$87,270) be reclassified to Port Finance and Administration Officer in Pay Range 2LX (\$70,827 - \$99,154) with a minimum recruitment rate of \$76,428.

**Action Required – Effective Pay Period 14 (June 28, 2020)**

In the Salary Ordinance

Under Pay Range 2JX, delete the title “Port Finance Officer”

Under Pay Range 2LX, add the title “Port Finance and Administration Officer (3) (6)”

Add footnote “(3) Recruitment rate of \$2,939.54 (\$76,428.04)”

Add footnote “(6) Recruitment rate of \$3,027.73 (\$78,720.98)”

In the Positions Ordinance

Under Port Milwaukee, General Office, Finance and Personnel Section,

Delete one position of “Port Finance Officer (Y)”

Add one position of “Port Finance and Administration Officer (Y)”

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Maria Monteagudo  
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 9/11/2020 **File Number** 200468  **Original**  **Substitute**  
**Subject** Communication From the Department of Employee Relations relating to the classification studies scheduled for the September 15, 2020 City Service Commission Meeting.

**B** **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / Employee Relations / x2398

**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
<b>E</b>	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
	<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

F

Assumptions used in arriving at fiscal estimate. Please see 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 September 15, 2020  
Finance and Personnel Committee Meeting of September 16, 2020

**NEW COSTS FOR 2020**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Infrastructure	Traffic Engineer III	2IN	Civil Engineer III	2IN	N/A	N/A	N/A	Title and Recruitment Change Only	
2	DPW-Infrastructure	Traffic Engineer II	2GN	Civil Engineer II	2GN	N/A	N/A	N/A	Title Change Only	
1	DPW-Infrastructure	Traffic Engineer II (Aux)	2GN	Civil Engineer II	2GN	N/A	N/A	N/A	Title Change Only	
1	DPW-Infrastructure	Traffic Engineer I	2EN	Civil Engineer I	2EN	N/A	N/A	N/A	Title Change Only	
1	DPW-Water Works	New Position	N/A	GIS Developer - Senior*	2IX	N/A	N/A	N/A	Included in 2020 Budget	
1	Port	Port Finance Officer	2JX	Port Finance and Administration Officer**	2LX	\$67,786	\$78,721	\$5,468	\$765	\$6,233
7								\$5,468	\$765	\$6,233

Assume effective date is Pay Period 22, 2020 (October 18, 2020) unless indicated otherwise.

\*Assume effective date is Pay Period 1, 2020 (December 29, 2020).

\*\*Assume effective date is Pay Period 14, 2020 (June 28, 2020).

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Infrastructure	Traffic Engineer III	2IN	Civil Engineer III	2IN	N/A	N/A	N/A	Title and Recruitment Change Only	
2	DPW-Infrastructure	Traffic Engineer II	2GN	Civil Engineer II	2GN	N/A	N/A	N/A	Title Change Only	
1	DPW-Infrastructure	Traffic Engineer II (Aux)	2GN	Civil Engineer II	2GN	N/A	N/A	N/A	Title Change Only	
1	DPW-Infrastructure	Traffic Engineer I	2EN	Civil Engineer I	2EN	N/A	N/A	N/A	Title Change Only	
1	DPW-Water Works	New Position	N/A	GIS Developer - Senior*	2IX	N/A	N/A	N/A	Included in 2020 Budget	
1	Port	Port Finance Officer	2JX	Port Finance and Administration Officer**	2LX	\$67,786	\$78,721	\$10,935	\$1,531	\$12,466
7								\$10,935	\$1,531	\$12,466

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