



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychev
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: September 10, 2024

Background

The Department of Employee Relations (DER), in conjunction with the Mayor’s Office, Common Council – City Clerk’s Office, select divisions in the Department of Administration, and one position in the Comptroller’s office, has conducted a market and classification study to evaluate rates of pay for the department’s positions. This job study report evaluates and makes recommendations for titles in the Department of Administration. The analysis and recommendation process 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. DER staff requested that incumbents complete a job analysis questionnaire which was reviewed against the current job description and provided additional information and context to evaluate the decision-making authority, independent thinking, problem solving, and consequence of error impacting the position.

For market rate evaluation, this process also compared a classification’s rate of pay to the cost of labor in Southeastern Wisconsin. Market data was sourced from ERI, a salary survey to which Employee Relations subscribes.

Supplementary pay data sourced from the City of Madison and City of Minneapolis has been included to offer contextual insight into the competitiveness of the job market. For internal comparators, positions were compared to titles in the City recently studied for market rates of pay in Marketing and Communications, Library, Policy and Administration, Research and Compliance, Human Resources and Business Operations, as well as Administrative Support and Paraprofessional titles.

Market Data – ERI

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Government Affairs Representative	Milwaukee, Wisconsin	Level 1	\$80,454	\$89,490	\$98,472
Government Affairs Representative	Milwaukee, Wisconsin	Level 2	\$98,783	\$109,661	\$120,538
Government Affairs Representative	Milwaukee, Wisconsin	Level 3	\$121,448	\$134,565	\$147,727

ERI as of January 1st, 2024

ERI defines a Government Affairs Representative as a position that Advocates for the organization's interests, building government relationships and shaping public policy. Develops and nurtures relationships with government officials, agencies, and stakeholders. Represents the organization's interests by communicating its stance on legislative and regulatory matters. Monitors, assesses, and analyzes proposed and existing legislation, regulations, and policies. Provides insightful analysis and recommendations on policy positions. Develops and implements advocacy strategies to influence government decision-making. Coordinates lobbying efforts, including preparing briefing materials and testimony for legislative hearings. Engages in

outreach to legislators and their staff to educate them about the organization's priorities and positions. Organizes and participates in meetings, conferences, and advocacy events. Assists in the development of government affairs strategies, goals, and objectives. Collaborates with cross-functional teams to align government relations efforts with organizational objectives. Ensures compliance with lobbying and campaign finance regulations. Prepares and submits required reports to government authorities in accordance with the law. Identifies and anticipates emerging legislative and regulatory issues that may affect the organization. Works with the public relations and communications team to manage public messaging and media relations related to government affairs. Recommends proactive responses and mitigation strategies.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Executive Assistant	Milwaukee, Wisconsin	Level 1	\$62,442	\$70,131	\$77,764
Executive Assistant	Milwaukee, Wisconsin	Level 2	\$73,515	\$82,408	\$91,274
Executive Assistant	Milwaukee, Wisconsin	Level 3	\$87,568	\$97,958	\$108,367

ERI as of January 1st, 2024

ERI defines an Executive Assistant as a position that Supports executive in staff capacity by handling a wide variety of situations involving the administrative functions of the office that cannot be brought to the attention of the executive. Advises individuals inside and outside the organization on the executive views on major policies or current issues facing the organization. Contacts or replies to contacts from high ranking individuals who may be from large national or international firms and may involve unique situations, and each contact must be handled differently, using judgment and discretion. Organizes and arranges for staff members to represent organization at meetings and conferences, using own initiative. Notes commitments made by executives during meetings and arranges for staff implementation. Reads outgoing correspondence for executive approval and alerts writers to any conflicts or departure from policies or executive's viewpoints. In executive's absence, ensures that requests for action or information are relayed to the appropriate staff member. Interprets requests, helps implement action, and decides whether executive should be notified of important or emergency matters as needed. Analyzes unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Prepares reports including conclusions and recommendations for solution of operational and administrative problems. Issues and interprets operating policies. Coordinates collection and preparation of operating reports, such as budget expenditures, and statistical records of performance data. May compose and sign correspondence for executive. May serve as the executive's representative at meetings and express the executive's viewpoints at such meetings.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Research Analyst	Milwaukee, Wisconsin	Level 1	\$61,797	\$68,418	\$74,824
Research Analyst	Milwaukee, Wisconsin	Level 2	\$72,405	\$80,090	\$87,590
Research Analyst	Milwaukee, Wisconsin	Level 3	\$85,555	\$94,551	\$103,399

ERI as of January 1st, 2024

ERI defines a Research Analyst as a position that Runs research and analytics using necessary data. Documents and analyzes findings from research. Aids with creation of presentation materials. Presents research findings. Critiques strategies and helps improve upon them. Develops research methodologies and procedures. Provides leadership with gaps and emerging needs discovered in research. Maintains database

of research and updates as necessary. May attend meetings and maintain communication with research study related individuals.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Grant Analyst	Milwaukee, Wisconsin	Level 1	\$47,746	\$52,975	\$58,022
Grant Analyst	Milwaukee, Wisconsin	Level 2	\$58,232	\$64,702	\$70,972
Grant Analyst	Milwaukee, Wisconsin	Level 3	\$70,794	\$78,708	\$86,406

ERI as of January 1st, 2024

ERI defines a Grant Analyst as a position that Collects, reviews and audits grant documents such as applications, documents, letters, invoices, verifications and other related forms timely and accurately. Coordinates new, existing and previous grants from application to award and post-award. Assures that grant proceedings and dealings are executed in compliance with grant requirements, organizational policies and procedures, and other regulatory laws. Establishes working relationships with existing and past donors and identifies new potential donors. Enters grant data into relevant database, system or software. Ensures that information entered into database, system or software is accurate. Enhances the grant processes and procedures by continuously identifying areas of improvement and recommending systemic improvements to supervisors. Researches past and current compliance issues and implements processes to reduce risk for violating compliance regulations. Assists in the monitoring of billing and collection of receipts from donors. Stores and analyzes data to support grant reporting, accounting and other reporting and analysis functions. May communicate directly with grant applicants or an organization's grant application representatives.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Sustainability Program Manager	Milwaukee, Wisconsin	Level 1	\$71,021	\$78,879	\$86,531
Sustainability Program Manager	Milwaukee, Wisconsin	Level 2	\$81,175	\$90,044	\$98,710
Sustainability Program Manager	Milwaukee, Wisconsin	Level 3	\$94,967	\$105,164	\$115,145

ERI as of January 1st, 2024

ERI defines a Sustainability Program Manager as a position that Plans, manages, and coordinates sustainability programs in relation to green initiatives such as energy efficiency, water reduction, waste disposal management and alternative transportation resolutions. Develops and enhances recycling programs based on Key Performance Indicators and ensures all local, state and federal regulations are adhered to. Manages sustainability team. Monitors and tracks waste generation in an effort to improve recycling efficiency and reduce waste generation. Works and communicates with Marketing and Communications personnel to promote green initiatives and recycling program involvement. Ensures company sustainability budgets are met. Researches and reports on sustainability programs and collaborates with stake holders to drive green initiatives and reach sustainability goals.

Madison (population 269,840 [2020 Census])

Sustainability & Resilience Manager	\$106,964.26 - \$128,903.32
Sustainability Program Coordinator	\$81,047.46 - \$97,404.58
Disability Rights and Services Program Coordinator	\$81,047.46 - \$97,404.58

Minneapolis (population 429,954 [2020 Census])

Senior Government Relations Representative	\$123,038.24 - \$145,855.84
Government Relations Representative	\$115,577.28 - \$137,009.60
Manager Sustainability	\$110,269.12 - \$129,001.60
Sustainability Program Manager	\$84,793.00 - \$116,702.00
Sustainability Program Coordinator	\$79,264.64 - \$108,761.12
Principal Business Analyst	\$84,793.28 - \$116,702.56
Senior Business Analyst	\$79,397.76 - \$109,260.32

Market Recommendations

**Department of Administration
Office of the Director**

Current	Recommended
Community Analytics Analyst PR 2HX (\$58,223 - \$81,507) (One Position)	Community Analytics Analyst PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)

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

Office of Equity and Inclusion

Current	Recommended
Equal Rights Specialist PR 2EX (\$51,649 - \$67,309) (One Position)	Equal Rights Specialist PR 2GX (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 (One Position)
ADA Coordinator PR 2IX (\$62,041 - \$86,854) (One Position)	ADA Coordinator PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Position)

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

Environmental Collaboration Office

Current	Recommended
Environmental Sustainability Program Manager PR 2LX (\$75,162 - \$105,223) FN: Recruit any rate/range with DER and Finance Chair approval. (Three Positions)	Environmental Sustainability Program Manager PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$92,478 (Three Positions)
Environmental Sustainability Program Coordinator PR 2IX (\$62,041 - \$86,854) (Four Positions)	Environmental Sustainability Program Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$80,774 (Four Positions)

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

Community Development Grants Administration Division

Current	Recommended
Continuum of Care Specialist PR 2EX (\$51,649 - \$67,309) (One Position)	Continuum of Care Specialist PR 2GX (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 (One Position)
Early Childhood Program Director PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$77,550 (One Position)	Early Childhood Program Director PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$97,066 (One Position)

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

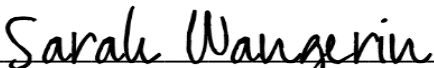
Intergovernmental Relations Division

Current	Recommended
Legislative Fiscal Manager – Senior PR 2MX (\$80,098 - \$112,137) FN: Recruit any rate/range with DER and Finance Chair approval (One Position)	Government Relations Manager-Senior PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$116,493 (One Position)
Legislative Fiscal Manager PR 2LX (\$75,162 - \$105,223) FN: Recruit any rate/range with DER and Finance Chair approval (One Position)	Government Relations Manager PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$92,478 (One Position)

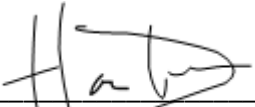
Note: Residents receive a rate that is 3% higher. Titles that are in bold have been retitled to better reflect duties.

Action Required – Effective Pay Period 22, 2024 (October 13, 2024)

* Please see submitted addendum to 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