



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

June 16, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 250317 – Communication from the Department of Employee Relations relating to classification studies approved and scheduled at the June 3, 2025 and June 17, 2025 City Service Commission meetings.

Dear Committee Members:

The following classifications were either approved at the June 3, 2025 City Service Commission meeting or are scheduled for the Civil Service Commission meeting on June 17, 2025.

Department of Administration – Office of the Director

| Current | Recommended |
|---|---|
| Administrative Specialist – Senior PR 2GX (\$58,656 – \$76,474) FN Recruitment is at \$66,992 (One Position) | Training and Development Coordinator PR 2KX (\$70,501 – \$98,704) FN Recruitment is at \$77,551 (One Position) |

Note: Residents receive a 3% Resident Incentive Allowance.

Election Commission

| Current | Recommendation |
|--|--|
| Voter Outreach and Education Coordinator PR 2FX (\$58,656 - \$71,754) FN: Minimum Rate: \$66,304 (One Position) | Voter Engagement Coordinator PR 2FX (\$58,656 - \$71,754) FN: Minimum Rate: \$66,304 (One Position) |

Note: Residents receive a 3% Resident Incentive Allowance.

Election Commission

| Current | Recommendation |
|--|---|
| Election Operations and Training Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$74,375 (One Position) | Election Operations Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$74,375 (One Position) |

Note: Residents receive a 3% Resident Incentive Allowance.

Employees' Retirement System

| Current | Recommendation |
|--|---|
| Employees' Retirement System Operations Director PR 1MX (\$103,384 - \$144,744) (One Vacant Position) | ERS Human Resources Administrator PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Vacant Position) |


Note: Residents receive a 3% Resident Incentive Allowance.

Municipal Court

| Current | Recommendation |
|---|---|
| Court Accounting Assistant-Senior PR 5HN (\$55,728 - \$69,660) FN: Recruitment is at \$56,842 (One Position) | Accounting Coordinator II PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$62,529 (One Position) |

Note: Residents receive a 3% Resident Incentive Allowance.

Respectfully Submitted,



Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement



Department of Employee Relations

Cavalier Johnson

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Molly King

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Job Evaluation Report

City Service Commission Meeting: June 17, 2025

Department of Administration – Office of the Director

| Current | Recommended |
|---|---|
| Administrative Specialist – Senior PR 2GX (\$58,656 – \$76,474) FN Recruitment is at \$66,992 (One Position) | Training and Development Coordinator PR 2KX (\$70,501 – \$98,704) FN Recruitment is at \$77,551 (One Position) |

Note: Residents receive a 3% Resident Incentive Allowance.

Background

The Department of Administration (DOA) has requested to repurpose one vacant position of Administrative Specialist – Senior, within the Office of the Director, to a new position of Training and Development Coordinator. A job description was provided and discussions were held with Steven Mahan, Administration Deputy Director, Carl Chopp, Administrative Services Manager, Andrea Knickerbocker, Human Resources Manager, and Amy Hefter, Human Resources Representative.

Duties and Responsibilities

Under the direction of the Administrative Deputy Director, this position will develop, coordinate, implement and evaluate comprehensive DOA and citywide training programs that are designed to enhance employee performance, leadership capacity, and support organizational strategic objectives. This position will also play a key role in city workforce development, DOA onboarding and city leadership training initiatives, ensuring alignment with organizational goals and operational changes; promoting a city culture of continuous learning and service excellence. Duties and responsibilities include:

- 25% Coordinate and collaborate with universities, educational institutions, and vendors to deliver high-quality training programs, including managing contracts and agreements, and ensuring services meet the City's needs.
- 15% Collaborate with management and department/division heads to assess training needs related to business objectives, workforce trends, and production changes.
- 15% Analyze training needs to develop new training programs or modify and improve existing programs. Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- 15% Plan, develop, and provide meaningful training and staff development programs for staff at all levels, utilizing effective methods such as classroom training, demonstrations, on-the-job training, meetings,

conferences, and workshops. Develop and organize educational materials for executive leadership trainings.

- 10% Prepare and manage annual budget for employee training, ensuring efficient use of resources.
- 10% Conduct and develop onboarding for new hires in DOA, with outreach to other city departments.
- 5% Supervise and direct designated city and contractual training staff
- 5% Performing other duties as assigned.


Minimum qualifications include a bachelor's degree in education, human resources, business administration, public administration, or a related field from an accredited college or university. Three years of professional experience developing training plans and educational materials and/or conducting/coordinating classroom or professional training. Equivalent combination of education and experience will be considered. Valid Driver's License will be required at the time of appointment and throughout employment.


Analysis and Recommendation

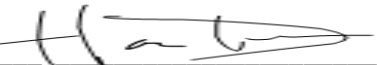
These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified Human Resources Representative positions throughout the city. Based on this comparison, the recommendation is to classify this repurposed position as a Training and Development Coordinator in Pay Range 2KX (\$70,501 – \$98,704), with a recruitment rate at \$77,551.

Action Required – Effective Pay Period 15, 2025 (July 6, 2025)

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

Prepared by: 
Amy E. Hefter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

Job Evaluation Report

City Service Commission Meeting: June 17, 2025

Cavalier Johnson
Mayor

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Labor Negotiator

Election Commission

| Current | Recommendation |
|--|--|
| Voter Outreach and Education Coordinator PR 2FX (\$58,656 - \$71,754) FN: Minimum Rate: \$66,304 (One Position) | Voter Engagement Coordinator PR 2FX (\$58,656 - \$71,754) FN: Minimum Rate: \$66,304 (One Position) |

Note: Residents receive a 3% Resident Incentive Allowance.

The Election Commission has requested that the Voter Outreach and Education Coordinator be retitled to Voter Engagement Coordinator to better reflect the duties and responsibilities of the position. Conversations were held Paulina Gutierrez, Election Commission – Executive Director.

The Voter Engagement Coordinator oversees all aspects of voter registration and voter engagement programs and initiatives for the Election Commission. This includes maintaining the City's voter registration data which is stored in the Wisconsin Election Commission's WisVote system. The position is responsible for tracking and complying with state law requirements surrounding voter registration maintenance and clean up, including felon audits, confidential voters, and mover's lists. They are also responsible for planning, coordinating and managing all of the processing of Election Day Registrations (EDRs) within state deadlines for all elections. This position serves as the expert on voter registration policies, procedures, and state requirements for the department, advising the department on voter registration inquiries, concerns, or issues. Working with the post-election team, the position is the central liaison to the state in relation to complex voter registration issues and/or reconciliation issues.

Under the direction of the executive and management team, this position also coordinates the department's civic engagement and voter outreach initiatives for the purposes of engaging prospective voters to register to vote. This includes representing the department at community events, liaising with other departments to enhance outreach impact and resources, and coordinating with community organizations interested in the election process. The position will also lead any required planning and execution of social media strategies, flyers and other publicly available information regarding elections for voters and community organizations. The position is responsible for managing the voterinfo@milwaukee.gov email account that serves as the central point of contact for all voters in the City of Milwaukee. They are responsible for problem-solving issues related to voter registration, and for flagging the appropriate staff to emails that cannot be solved without their input. They are also responsible for confirming receipt of email and ensuring a response from the department in a timely manner.

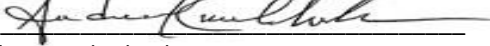
Analysis and Recommendation


The Election Commission has made no changes to the responsibilities of this position. The request for a new title is a strategic decision to create a title that is more global in scope. This new title encompasses all of the position's responsibilities.

This report therefore recommends the current title of Voter Outreach and Education Coordinator in pay range 2FX be changed to Voter Engagement Coordinator in pay range 2FX with no change in pay rate.

Action Required - Effective Pay Period 15, 2025 (July 6, 2025)

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

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: June 3, 2025

Election Commission

| Current | Recommendation |
|--|---|
| Election Operations and Training Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$74,375 (One Position) | Election Operations Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$74,375 (One Position) |

Note: Residents receive a 3% Resident Incentive Allowance.

The Election Commission has requested that the Election Operations and Training Manager be retitled to Election Operations Manager to better reflect the duties and responsibilities of the position. Conversations were held Paulina Gutierrez, Election Commission – Executive Director.

The basic function of the Election Operations Manager is to plan, direct and project manage all election field operations that include but are not limited to: equipment and supply logistics and transportation, polling place location management, ADA accessibility, supply inventory, public testing preparations, and serve as a central point of contact for election operation vendors. This position must maintain control of all equipment, including election machines at all times. This position is also responsible for managing and securing the chain of custody for all polling place ballots, materials, and equipment.

Along with field operations, this position also serves as a people manager for specially trained full-time and temporary staff, ensuring that the Milwaukee Election Commission is in compliance with state minimum staffing requirements (including bilingual workers) at all polling locations. Working with the Training Manager's team, this position leads the planning and assignments to all polling locations, the election day triage center, election day field operations (including pre- and post-election operations), and post-election recombobulation, and pollbook scanning and reconciliation. This position is responsible for tracking performance and handling any human resource related issue with temporary staff assigned to work at a polling location.

This position is responsible for tracking the election day polling place and Operations Center budget, inventory and supply management, and tracking and maintaining polling place voter trends and results. They will also keep the Election Commission-Deputy Director apprised of any escalating or highly sensitive issues and/or concerns.

As the lead manager, most work will occur at the Operations Center, in a warehouse setting. This includes but is not limited to, ensuring building security, appropriate staffing, inventory control,

transportation logistics, safe storage of supplies, and the safe operation of warehouse equipment and machines. They will manage public testing preparations and post-election recombobulation, and work with the Voter Registration & Outreach Coordinator and Absentee Services Coordinator to complete all post-election duties and reconciliation.

Analysis and Recommendation

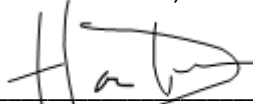
Moving the responsibility for training oversight away from the Election Operations Manager has allowed the operations manager to focus on logistics and management of the operations center.

Based upon this change in oversight responsibility, this recommendation is to retitle the Election Training and Operations Manager to Election Operations Manager and keeping in pay range of 1FX (\$66,154 - \$92,612) with a recruitment rate of \$74,375 so as to better reflect the duties and responsibilities of the position.

Action Required - Effective Pay Period 15, 2025 (July 6, 2025)

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

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

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City Service Commission Meeting: June 17, 2025

Employees' Retirement System

| | |
|---|---|
| Employees' Retirement System Operations Director PR 1MX (\$103,384 - \$144,744) (One Vacant Position) | ERS Human Resources Administrator PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Vacant Position) |
|---|---|

Note: Residents receive a 3% Resident Incentive Allowance.

ERS Deputy Director Melody Johnson has requested to repurpose one position of ERS Operations Director in Pay Range 1MX (\$103,384 - \$144,744) as an ERS Human Resources Administrator in Pay Range 1IX (\$80,098 - \$112,137). The department has provided a new job description. This report is to supersede the report that was approved at the May 20, 2025 CSC meeting. The position indicated in that report, ERS Business Operations Analyst, was not the position the department intended to repurpose.

Duties, Responsibilities, and Requirements

The ERS Human Resources Administrator oversees HR processes, encompassing employee relations, training, performance management, and development, while ensuring compliance with ERS rules and procedures. This role involves assisting section managers, Deputy Directors, and the Executive Director with job classifications, promotions, and filling vacant positions. Additionally, the HR Administrator collaborates with senior management to develop and implement HR strategies, and analyzes HR metrics to optimize the allocation of human resources in support of ERS's mission.

- Serve as point of contact for employee concerns, questions and conflicts; promoting a positive work environment. Assist staff with the proper DER filings required for fulfillment of employee benefits and reporting.
- Develop and maintain performance management systems, compliance measures, and reporting to senior staff. Ensures ERS staff compliance with ERS rules and procedures, as well as compliance with federal, state, and local employment laws.
- Oversee the administration of retiree benefits, including health, dental, and group life.
- Provide leadership and guidance for all Human Resources activities within the ERS including hiring, compliance, disciplinary action and medical leave.
- Collaborate with senior management in completing performance reviews and coaching of ERS staff.
- Identify training needs and develop processes to assist staff in accessing training and education.
- Monitor and evaluate effectiveness of various training programs.
- Responsible for facilitating ERS new employee orientations and onboarding.

Minimum requirements include a bachelor's degree in human resources, public administration, business management, communications or related field; extensive background and experience in a

human resources, communication, or benefits administration in a governmental environment; and a minimum of five years of applicable experience. Experience in preparing and managing communication and education programs. Experience assessing position qualifications, assessing candidates for open positions, conducting employee interviews, background investigations, and assessment exercises.

Analysis and Recommendation

This new Human Resources Administrator in ERS is comparable in level of responsibility and competency to other Human Resources Administrators throughout City government. Current positions in city government with these responsibilities include:

| Department/Division | Title |
|--|--|
| Department of Administration | Administrative Services Manager |
| City Attorney | City Attorney Human Resources Administrator |
| Department of City Development | DCD Human Resources Administrator |
| Department of Neighborhood Services | DNS Human Resources Administrator |
| Department of Emergency Communications | Emergency Communications Human Resources Administrator |
| Fire | Fire Human Resources Administrator |
| Health | Health Human Resources Administrator |
| DPW-Infrastructure Services | Infrastructure Human Resources Administrator |
| Milwaukee Public Library | Library Human Resources Administrator |
| DPW-Operations | Operations Human Resources Administrator |
| Police | Police Human Resources Administrator |
| Port Milwaukee | Port Finance and Administration Officer |
| DPW-Water Works | Water Works Human Resources Administrator |

Based upon these comparisons, this job study recommends reclassifying this position as ERS Human Resources Administrator in Pay Range 1IX (\$80,098 - \$112,137) with a recruitment rate of \$98,272.

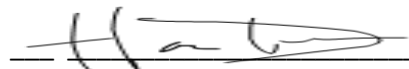
Action Required - Effective Pay Period 15, 2025 (July 6, 2025)

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

Prepared By:


Andrea Knickerbocker, Human Resources Manager

Approved By:


Harper Donahue, IV, Employee Relations Director



Department of Employee Relations

Cavalier Johnson
Mayor

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Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

Job Evaluation Report

City Services Commission Meeting: June 3, 2025

Municipal Court

| Current | Recommendation |
|---|---|
| Court Accounting Assistant-Senior PR 5HN (\$55,728 - \$69,660) FN: Recruitment is at \$56,842 (One Position) | Accounting Coordinator II PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$62,529 (One Position) |

Note: Residents receive a 3% Resident Incentive Allowance.

Background

Chief Court Administrator Tea Norfolk has requested a job study of the Court Accounting Assistant-Senior title due to changes in level of responsibility. A new job description was submitted and staff met with Deputy Court Administrator Charles Hughes.

Duties and Responsibilities

The Accounting Coordinator II works at the direction of the Court Business Manager, and serves as the section leader for the Court Cash Control and Accounting Section. The position performs simple to complex clerical and accounting functions in accordance with the generally accepted accounting principles (GAAP). As the section lead the position supports the review and approval of all receipts and disbursement of monies received by the Court.

30% Administrative Accounting and Cash Handling

- Perform simple to complex accounting related functions including supporting daily and monthly closeout operations for the Cash Control and Accounting Section.
- Support the cash control operations for Court accounts by reviewing and providing first line approval of payables/receivables.
- Perform high level Court administrative financial processes including processing appeals, refunds, and witness/interpreter fee payments.
- Support the daily handling of payments either over-the-phone or in-person (cash, checks, and credit cards).
- Process accounts receivables/payables and other financial transactions in the City's Financial Management Information System (FMIS) in the absence of Court Accounting Assistants.
- Perform routine cash audits and quality checking of the work being submitted by staff.
- Field escalated defendant questions in regards to accounting related issues and process incoming funds.

- Enter case payment information into the case automated management system when needed.
- Perform monthly reconciliation of simple to complex related accounts such as, but not limited to collection vendor accounts/CMS accounts, financial reporting (statement of cash flows, etc.), and cash adjustment accounts.
- Serve as the secondary bookkeeper of the Court's financial statements in conjunction with the Court Business Manager.

30% Cash Control and Accounting Section Lead

- Assign and monitor work assignments for the Court Accounting Assistants.
- Verify time entry for all Court Accounting Assistants in collaboration with the Court Business Manager.
- Review time-off requests and ensure adequate coverage for the section.
- Support the training of new Accounting Section staff.
- Maintain accounting manuals for specific details related to accounting policies and procedures.
- Work with the Court Business Manager on personnel related matters such as, but not limited to performance reviews, productivity, etc.
- Review the accounts payable entries for the Court Accounting Assistants in the financial management information system (FMIS).
- Enter case payment information into the case management system and review the work of the Court Accounting Assistants.
- Provide guidance/direction to the Chief Court Administrator/Deputy Court Administration in decision making and/or responses to inquiries from various community members or stakeholders.
- Serve as the first escalated point of contact for internal and external stakeholders to the Municipal Court related to financial matters.
- Support the Court Business Manager on month and year end reporting and bookkeeping.
- Assist the Court Business Manager with addressing internal and external audits.

30% Court Financial and General Customer Service

- Provide customer service to internal and external stakeholders where needed.
- Ensure proper coverage of the payment window during normal business hours.
- Maintain professional and courteous working relationships with members of the department, other departments, jurisdictions, and the general public.
- Provide backup customer service support to the Court Services Assistant-Lead when needed.
- Relay accurate information to the general public regarding court policies and procedures.
- Support the Court Business Manager in the efficient operations of the Cash Control and Accounting Section.
- Ensure accurate information is relayed to defendants by the Court Accounting Assistants and provide guidance and direction where needed.

10% Peripheral Duties

- Serve as the primary back-up for departmental payroll clerk responsibilities.
- Review standard reports and enter/correct information in CATS, as needed.
- Participate in the various departmental meetings as needed.
- Participate in any section lead meetings and trainings as recommended.

Minimum requirements include a bachelor's degree in accounting, finance, business administration, or a similar field plus 1 year of experience performing work similar to the essential functions of this job. Experience in a legal setting is preferred. These requirements have not yet been assessed by DER Staffing Services for recruitment and hiring purposes.

Changes to the Position

Changes to responsibilities include the following responsibilities, which were previously completed by the Court Business Manager.

- Serves as the first review and inspection of all payables/receivables for the Court's multi-million-dollar budget. This includes processing the Court accounts payable via the City financial system and preparing them for submission to the Comptroller.
- Works in tandem with the manager on many of the complex end of the month reporting, monthly payments. This includes performing monthly reconciliation of simple to complex related accounts such as, but not limited to collection vendor accounts/CMS accounts, financial reporting (statement of cash flows, etc.), and cash adjustment accounts.
- Serves as the secondary bookkeeper of the Court's financial statements in conjunction with the Court Business Manager.
- Provides support to the section manager in the oversight of staff. This include scheduling and vacation review as well as coordinating remote scheduling to ensure coverage. Also supports the manager with performance reviews and assigning day-to-day tasks.
- Serves as the initial point of contact for escalated calls from defendants/constituents related to financial matters.


Analysis and Recommendation

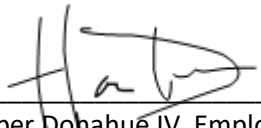
Accounting Coordinators at this level of responsibility process incoming and outgoing payments and perform quarterly and annual financial audits. The positions generate and prepare accounting reports and record journal entries that outline the integrity of financial data. They assist in general accounting work such as calculating time worked and entering timesheets, reviewing and maintaining cash receipts and analysis and reconciliation of accounts. They enter transactions into appropriate accounting systems/databases.

With recent changes, the Court Accounting Assistant-Senior in the Municipal Court is now comparable in level of responsibility to already classified Accounting Coordinator II positions within the Department of City Development, Comptroller, and Health Department. Based upon these changes the recommendation is to reclassify the Court Accounting Assistant-Senior in pay range 5HN (\$55,728 - \$69,660) with a recruitment rate of \$56,842 to an Accounting Coordinator II in pay range 2FN (\$51,250 - \$71,754) with a recruitment rate of \$62,529.

Action Required - Effective Pay Period 15, 2025 (July 6, 2025)

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

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

| | | | | | | |
|----------|----------------|---|--------------------|--------|---|--|
| A | Date | 6/18/2025 | File Number | 250317 | <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Substitute |
| | Subject | Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on June 17, 2025. | | | | |

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

| | | |
|----------|------------------|---|
| C | This File | <input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures. |
| | | <input type="checkbox"/> Suspends expenditure authority. |
| | | <input type="checkbox"/> Increases or decreases city services. |
| | | <input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability. |
| | | <input type="checkbox"/> Increases or decreases revenue. |
| | | <input type="checkbox"/> Requests an amendment to the salary or positions ordinance. |
| | | <input type="checkbox"/> Authorizes borrowing and related debt service. |
| | | <input type="checkbox"/> Authorizes contingent borrowing (authority only). |
| | | <input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget. |

| | | | |
|----------|------------------|--|---|
| D | Charge To | <input checked="" type="checkbox"/> Department Account | <input type="checkbox"/> Contingent Fund |
| | | <input type="checkbox"/> Capital Projects Fund | <input type="checkbox"/> Special Purpose Accounts |
| | | <input type="checkbox"/> Debt Service | <input type="checkbox"/> Grant & Aid Accounts |
| | | <input type="checkbox"/> Other (Specify) | |
| | | | |

| E | Purpose | Specify Type/Use | Expenditure | Revenue |
|----------|--------------------|------------------|-------------|---------|
| | Salaries/Wages | | | \$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 2025 is \$6,027. Total cost for full year is \$12,037.
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 June 17, 2025
Finance and Personnel Committee Meeting of June 18, 2025

| NEW COSTS FOR 2025 | | | | | | | | | | | | |
|--------------------|------|------|---|-----|--------------------------------------|-----|-----------|----------|-------|-----------------------|----------|-------------|
| | Pos. | Dept | From | PR | To | PR | Annual | Annual | EffPP | Costs | Rollup | Rollup+ Sal |
| Vacant | 1 | DOA | Administrative Specialist – Senior | 2GX | Training and Development Coordinator | 2KX | \$66,992 | \$77,551 | 15 | \$4,873 | \$682 | \$5,555 |
| Vacant | 1 | ERS | Employes’ Retirement System Operations Director | 2GX | ERS Human Resources Administrator | 1IX | \$103,384 | \$98,272 | 15 | (\$2,359) | (\$330) | (\$2,689) |
| | 1 | MC | Court Accounting Assistant-Senior | 5HN | Accounting Coordinator II | 2FN | \$56,842 | \$62,529 | 15 | \$2,625 | \$537 | \$3,162 |
| | 1 | EC | Election Operations and Training Manager | 1FX | Election Operations Manager | 1FX | \$75,638 | \$75,638 | 15 | N/A Title change only | | |
| | 1 | EC | Voter Outreach and Education Coordinator | 2FX | Voter Engagement Coordinator | 2FX | \$66,304 | \$66,304 | 15 | N/A Title change only | | |
| | 5 | | | | | | | | | \$5,138.76 | \$888.72 | \$6,027 |

Assume effective date is Pay Period 15, 2025 (July 6, 2025) 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 | DOA | Administrative Specialist – Senior | 2GX | Training and Development Coordinator | 2KX | \$66,992 | \$77,551 | 1 | \$10,559 | \$1,478 | \$12,037 |
| | 1 | ERS | Employes’ Retirement System Operations Director | 2GX | ERS Human Resources Administrator | 1IX | \$103,384 | \$98,272 | 1 | (\$5,112) | (\$716) | (\$5,827) |
| | 1 | MC | Court Accounting Assistant-Senior | 5HN | Accounting Coordinator II | 2FN | \$56,842 | \$62,529 | 1 | \$5,687 | \$1,163 | \$6,850 |
| | 1 | EC | Election Operations and Training Manager | 1FX | Election Operations Manager | 1FX | \$75,638 | \$75,638 | 1 | N/A Title change only | | |
| | 1 | EC | Voter Outreach and Education Coordinator | 2FX | Voter Engagement Coordinator | 2FX | \$66,304 | \$66,304 | 1 | N/A Title change only | | |
| | 1 | | | | | | | | | \$10,559 | \$1,478 | \$12,037 |

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