



Department of Employee Relations

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REVISED 10/3/2022

To: Chris Lee
Staff Assistant
Finance and Personnel
Committee Common Council
City of Milwaukee

From: Andrea Knickerbocker
Human Resources Manager
Department of Employee Relations
City of Milwaukee

Date: October 3, 2022

Re: Common Council File No. 220784

Please make the following corrections to the 2022 Salary Ordinance:

- 1. Under Part I, Pay Range 2JX:
 - Add the title ‘Human Resources Analyst – Senior’ and apply footnotes (4) (5) (13) (14)
- 2. Under Part I, Pay Range 5IN:
 - Add the title ‘Emergency Communications Human Resources Assistant’ and apply footnotes (2) (6) (8) and (12).
- 3. Under Part I, Pay Range 6KN:
 - Correct footnote (6) to read:

(6) Recruitment is at:

Biweekly	1,709.16
Annual	44,438.16

- 4. Under Part I, Pay Range 7QN:
 - Create footnotes (5) and (10), apply to the title ‘Municipal Services Electrician Apprentice’ and renumber accordingly:
 - (5) An employee appointed as a Municipal Services Electrician Apprentice with a biweekly rate of pay higher than the minimum rate for an apprentice shall retain the higher rate of pay or the maximum of the pay range, whichever is lower. The employee shall retain this rate of pay until such time as the increment of the apprentice pay range to which the employee is entitled by virtue of the requirements of the apprentice training program equals or exceeds this rate of pay. Then, the employee shall be compensated at the applicable increment that equals or exceeds the employee’s former rate of pay.
 - (10) An employee appointed as a Municipal Services Electrician Apprentice with a biweekly rate of pay higher than the minimum rate for an apprentice shall retain the higher rate of pay or the maximum of the pay range, whichever is lower. The employee shall retain this rate of pay until

such time as the increment of the apprentice pay range to which the employee is entitled by virtue of the requirements of the apprentice training program equals or exceeds this rate of pay. Then, the employee shall be compensated at the applicable increment that equals or exceeds the employee's former rate of pay.

5. Under Part I, Pay Range 8KN:

- Delete contents of footnotes (5) and (10) and replace with the following:

- (5) Employees in a title with a pay range lower than the pay range for ODW, who are assigned to drive during a GIC, shall receive a promotion to the title of ODW with a 3% increase or the pay range minimum whichever is higher and receive the 1% GIC assignment pay.

Employees in a title with a pay range that is the same as the pay range for ODW, who are assigned to drive during a GIC, shall be paid at the minimum of the ODW pay range or their current base rate (plus any additional pay related to certifications attained and approved by DER) whichever is higher and receive the 1% GIC assignment pay.

Employees in a title with a pay range that is higher than the pay range for ODW, who are assigned to drive during a GIC shall receive their current base rate, plus any additional pay related to certifications attained and approved by DER, and receive the 1% GIC assignment pay.

Titles assigned to drive during a GIC include: Cement Finisher, Cement Finisher Helper, City Laborer, Infrastructure Repair Crew Leader, Electrical Worker, Infrastructure Repair Worker, Laborer (Electrical Services), Operations Driver/Worker, Sewer Crew Leader, Sewer Examiner, Sewer Field Investigator, Sewer Laborer I, Sewer Laborer II, Sewer Mason, Sewer Repair Crew Leader, Special Equipment Operator I, Special Equipment Operator II, Special Equipment Operator III, Special Laborer (Electrical Services), Traffic Sign Worker II, Urban Forestry Arborist Apprentice, Urban Forestry Crew Leader, Urban Forestry Laborer, Urban Forestry Specialist, and Urban Forestry Technician.

- (10) Employees in a title with a pay range lower than the pay range for ODW, who are assigned to drive during a GIC, shall receive a promotion to the title of ODW with a 3% increase or the pay range minimum whichever is higher and receive the 1% GIC assignment pay.

Employees in a title with a pay range that is the same as the pay range for ODW, who are assigned to drive during a GIC, shall be paid at the minimum of the ODW pay range or their current base rate (plus any additional pay related to certifications attained and approved by DER) whichever is higher and receive the 1% GIC assignment pay.

Employees in a title with a pay range that is higher than the pay range for ODW, who are assigned to drive during a GIC shall receive their current base rate, plus any additional pay related to certifications attained and approved by DER, and receive the 1% GIC assignment pay.

Titles assigned to drive during a GIC include: Cement Finisher, Cement Finisher Helper, City Laborer, Infrastructure Repair Crew Leader, Electrical Worker, Infrastructure Repair Worker, Laborer (Electrical Services), Operations Driver/Worker, Sewer Crew Leader, Sewer Examiner, Sewer Field Investigator, Sewer Laborer I, Sewer Laborer II, Sewer Mason, Sewer Repair Crew Leader, Special Equipment Operator I, Special Equipment Operator II, Special Equipment Operator III, Special Laborer (Electrical Services), Traffic Sign Worker II, Urban Forestry Arborist Apprentice, Urban Forestry Crew Leader, Urban Forestry Laborer, Urban Forestry Specialist, and Urban Forestry Technician.

6. Under Part II, Section 3:

- Replace Subsection B. with the following language:

B. Recruitment of Officials and Administrators (Section 1) and Professionals (Section 2): In the event it

becomes necessary to recruit at a rate above the minimum, unless otherwise noted in Part I, positions classified as Officials and Administrators or Professionals in pay ranges 1AX-1KX, 2AX-2OX, and 2AN-2JN may be authorized at any rate in the pay range with the approval of the Department of Employee Relations. Positions classified as Officials and Administrator or Professionals in pay ranges 1LX-1PX and 2QX-2OX may be authorized at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.

A department head who disagrees with a decision of the Department of Employee Relations and/or the Chair of the Finance and Personnel Committee made under this section may file with the City Clerk a request for review by the Finance and Personnel Committee. The decision of the Finance and Personnel Committee shall be final.

A listing of appointments made pursuant to this provision shall be maintained by the Department of Employee Relations and communicated to the Committee on Finance and Personnel as requested. Recruitment for purposes of this provision includes appointments after promotion.

7. Under Part II, Section 5:

- Replace Subsection E. with the following language:

E. Transfers: City Departments may request a 3% salary adjustment for employees voluntarily transferring to positions allocated to Officials and Administrators (Section 1), Professionals (Section 2), Technicians (Section 3), Paraprofessionals (Section 5), Administrative Support (Section 6), Skilled Craft (Section 7), Service and Maintenance (Section 8) subject to approval of the Department of Employee Relations. Transfers under this section are defined as the appointment to a position within the same pay range or to a pay range with the same rates of pay. Employees receiving a 3% salary adjustment under this provision shall receive a new salary anniversary date. The salary of an employee who voluntarily transfers back to the position originally held will be decreased by 3%. This provision shall only apply to voluntary transfers within a department to a different classification or the same classification with significantly different responsibilities or voluntary transfers between departments into the same or different classification as defined above.

Please make the following corrections to the 2022 Positions Ordinance

1. Under Department of Employee Relations, Employee Benefits Division, Worker's Compensation Section:
 - Delete one position of 'Worker's Compensation Legal and Administrative Specialist'
 - Add one position of 'Paralegal'
2. Under Health Department, Environmental Health Division, Home Environmental Health:
 - Delete two positions of 'Home Environmental Health Coordinator (RG)'
 - Add two positions of 'Home Environmental Health Coordinator (X) (RG)'

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