



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicholas DeSiato
Labor Negotiator

March 14, 2025

The Honorable
Finance and Personnel
Committee Common Council
City of Milwaukee

Common Council File No. 241650 – Communication from the Department of Employee Relations relating to classification studies approved at the February 25, 2025 and March 11, 2025 City Service Commission meetings.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meetings on *February 25, 2025 and March 11, 2025*.

Department of Administration – Community Wellness and Safety

Current	Recommended
Community Wellness and Safety Director PR 1JX (\$85,366 - \$119,521) (One Position)	Community Wellness and Safety Director PR 1NX (\$110,197 - \$154,280) (One Position)

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

Department of Public Works - Operations

Current	Recommended
Fleet Operations and Training Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)	Fleet Demolition Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)
Garage Custodian PR 7AN (\$45,893 - \$60,173) FN: Recruitment is at \$51,816 FN: Additional 5% for lead work. FN: Additional 3% for special assignments. (Three Positions)	Garage Coordinator PR 8FN (\$58,215 - \$68,330) FN: Additional 3% for special assignments. (Three Positions)

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

Milwaukee Health Department – Office of the Commissioner & Health Administration

Current	Recommended
New Position	Inventory Control Assistant 3 PR 8EN (\$54,407 - \$65,076) (One Position [0.5 FTE])

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

Milwaukee Health Department – Clinical Services

Current	Recommended
New Position	Scales Neighborhood Nursing Program Manager PR 1GX (\$70,501 - \$98,703) Recruitment is at \$85,086 (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



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: February 25, 2025

Department of Administration – Community Wellness and Safety

Current	Recommended
Community Wellness and Safety Director PR 1JX (\$85,366 - \$119,521) (One Position)	Community Wellness and Safety Director PR 1NX (\$110,197 - \$154,280) (One Position)

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

Background

The Department of Administration has requested a job study for the Community Wellness and Safety Director currently in pay range 1JX. A current job description was provided and discussions were held with Steve Mahan, Department of Administration Deputy Director.

Responsibilities and Requirements

The Community Wellness and Safety Director leads the Office of Community Wellness and Safety (OCWS), providing strategic direction and oversight for the city's efforts to reduce the risk of violence and supporting initiatives that promote mental health and wellness. Through partnerships with community-focused agencies and organizations, the OCWS staff develops, implements, and evaluates effective and sustainable approaches to combating community violence, including sexual assault, domestic violence, human trafficking, and gun violence.

50% Program Leadership

- Lead the development, implementation, and management of city-wide youth safety policies, programs, and strategies. Lead and manage OCWS staff in city-wide initiatives.
- Oversee and support the activities of the Milwaukee Commission on Domestic Violence and Sexual Assault (MCDVSA), including programming, education, policy development, data collection, and analysis.
- Develop Key Performance Indicators (KPIs) to measure the success of programs and evaluate their impact through defined metrics.
- Plan and establish standards for measuring OCWS program outcomes, utilizing existing and new resources and methodologies.
- Ensure the provision of safety education workshops and professional development training for community organizations and leaders.
- Lead research initiatives, including analyzing the impact of services on target populations, data collection, comparative analysis of interventions, and monitoring community health indicators such as domestic violence and youth violence.

- Represent the City of Milwaukee in internal and external community meetings, councils, and other collaborations related to safety efforts.
- Strengthen systems by working with national, state, city, and community groups to apply violence reduction strategies to OCWS initiatives.
- Manage the drafting and submission of grant applications to support city and community plans, and lead efforts to raise public, private, and foundation funds for OCWS programs.
- Provide oversight for OCWS programs, ensuring alignment with strategic goals.
- Oversee OCWS operations during de-escalation situations at schools, community events, and throughout the city.

40% Community Leadership

- Develop and maintain collaborative relationships with city departments, state and federal organizations, funding agencies, medical providers, community-based organizations, advocacy groups, and academic institutions to coordinate and consult on city-wide efforts to reduce sexual assault, domestic violence, and youth violence.
- Represent the City and provide leadership relative to community violence reduction and sexual assault groups, offering guidance on policies and initiatives that impact affected communities.
- Prepare talking points, presentations, and ad-hoc reports for the Department of Administration, the Mayor, and the Common Council.
- Participate in community planning efforts for mental health, wellness, and social welfare.
- Serve as a spokesperson for all OCWS programs to the media.
- Represent the Department of Administration and OCWS at Common Council meetings, speaking on behalf of OCWS programs.
- Support the Mayor in community meetings and events by providing information and follow-up on community concerns.
- Provide resources and support to victims of crime, sexual assault, and domestic violence.

10% Special projects and Administration

- Analyze data for special projects of interest, and lead the development of policies and programs related to the data outcomes.
- Develop and participate in related training for appropriate City of Milwaukee staff.

Minimum requirements include a Bachelor's degree in public health, social science, criminal justice, sociology, psychology or a related field from an accredited college or university and five years of progressively responsible experience working with multi-disciplinary partners on issues related to high-risk youth, injury or violence prevention, including one year in a leadership and/or supervisory capacity.

Analysis and Recommendation

After discussions with DOA leadership, the determination is that the level of duties/responsibilities and minimum requirements for the position are comparable to higher-level classifications both within DOA and city-wide. Based upon a review of the position's impact, accountability, competencies, and relationship responsibility, this position is more comparable to the Environmental Sustainability Director and Innovation Director in DOA as well as the Election Commission-Executive Director and the Deputy Court Administrator. The chart that follows includes classifications and pay ranges considered in this assessment.

Job Title	Department	PR	PR Minimum	Title Minimum	PR Maximum
ITMD Policy and Administration Manager	DOA-ITMD	1PX	125,201	125,201	175,275
Budget & Fiscal Policy Operations Manager	DOA-Budget	1NX	110,197	110,197	154,280
Associate Director	DOA-CBGA	1NX	110,197	110,197	154,280
Election Commission-Executive Director	Election Commission	1NX	110,197	110,197	154,280
Deputy Court Administrator	Municipal Court	1NX	110,197	110,197	154,280
Environmental Sustainability Director	DOA-Environmental Collaboration	1MX	103,384	103,384	144,744
Innovation Director	DOA-Office of the Director	1MX	103,384	103,384	144,744
Deputy City Clerk	CCCC	1LX	96,998	96,998	135,794
Election Commission-Deputy Director	Election Commission	1LX	96,998	96,998	135,794
Public Information Manager	CCCC	1K	91,006	109,221	127,413
Human Resource Compliance Officer	DER	1K	91,006	116,493	127,413
Communications and Community Engagement Director	Library	1K	91,006	109,221	127,413
Community Wellness and Safety Director	DOA-Community Wellness and Safety	1JX	85,366	85,366	119,521
Chief Equity Officer	DOA-Office of the Director	1JX	85,366	85,366	119,521
Director of African American Affairs	DOA-Office of the Director	1JX	85,366	85,366	119,521

Reallocating the Community Wellness and Safety Director to Pay Range 1NX (\$110,197 - \$154,280) will allow the department to recruit and retain a highly qualified candidate for this position.

Action Required – Effective Pay Period 6, 2025

In the Salary Ordinance:

Under Pay Range 1JX:

- Delete the title 'Community Wellness and Safety Director'

Under Pay Range 1NX:

- Add the title 'Community Wellness and Safety Director'

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: March 11, 2025

Department of Public Works - Operations

Current	Recommended
Fleet Operations and Training Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)	Fleet Demolition Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)
Garage Custodian PR 7AN (\$45,893 - \$60,173) FN: Recruitment is at \$51,816 FN: Additional 5% for lead work. FN: Additional 3% for special assignments. (Three Positions)	Garage Coordinator PR 8FN (\$58,215 - \$68,330) FN: Additional 3% for special assignments. (Three Positions)

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

Background and Recommendation

The Department of Public Works (DPW) – Operations has requested a retitle for the classification of Fleet Operations and Training Manager to Fleet Demolition Manager and a reclassification of their Garage Custodians noting a change in duties and responsibilities. Conversations were held with Makisha Porter, Operations Human Resources Administrator and Danielle Rodriguez, Operations Division Director.

Current	Fleet Operations and Training Manager	PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086	One Position
Recommended	Fleet Demolition Manager	PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086	One Position

Under the direction of the Fleet Operations Manager, this position administers and supervises the One Milwaukee Demolition Program, which removes blighted city – owned properties as part of the Mayor's Raze and Revive initiative. Duties and responsibilities include:

- Coordinates with Department of Neighborhood Services to establish a list of properties that have been prepared for demolition.
- Prepares demolition files for each property, including site photos, specifications, raze and erosion control permits, plumbing and sewer abandonment and seal permits, electric and gas disconnection permits, asbestos abatement summaries and reports.
- Coordinates with Water Works to disconnect water service several weeks prior to demolition date.
- Coordinates with Diggers Hotline to mark utilities on each property no more than 30 days prior to demolition.

- Schedules demolition and advises DNS and DNR to execute raze order, requiring demolition to be completed within 10 days.
- Coordinates with Parking Enforcement to post “No Parking” signs 48 hours prior to demolition, and further coordinates to remove illegally parked vehicles on the day of demolition.
- Coordinates with DPW Forestry operations to remove any large trees that obstruct access to the property.
- Assigns, schedules, supervises and directs the demolition work crew to maintain site safety and operational efficiency.
- Performs asbestos-related supervision and inspection of demolition process and maintains appropriate training and licensure as required.
- Coordinates with DPW Sanitation and establishes contracts for the proper transportation and disposal of demolition materials, including material that may contain friable and non-friable asbestos and lead paint.
- Establishes and maintains business relationship with licensed plumbing contractors, schedules site visits and permit applications, and DNS inspections as necessary to complete the sewer lateral abandonment process.
- Coordinates with other city departments and local contractors to recycle spoils and fill as available to minimize the expenses related to backfilling the demolition site.
- Records data related to disposal volume for each property and creates periodic reports.
- Schedules maintenance and repair for demolition equipment as needed.
- Participates in Snow and Ice Control Operations as part of a rotating fulfilling the responsibilities of Dispatch Manager.

Minimum requirements include a high school diploma or equivalent. Five years of experience operating equipment used by the City of Milwaukee, including one year of experience training others on the use of related equipment and three years of experience in construction, demolition, project, or operations management.

The duties of the position of Fleet Operations and Training Manager have shifted from training-focused work to construction, demolition and debris removal. The new responsibilities require a different set of certifications and new administrative duties in order to coordinate with DNS and other City departments regarding properties affected by demolition plans. Although the focus of the position has shifted, the level of responsibility and knowledge remains the same. Therefore, the recommendation is to retitle this position to Fleet Demolition Manager in Pay Range 1GX (\$70,501 - \$98,703) with a minimum recruitment rate of \$85,086.

Current	Garage Custodian	PR 7AN (\$45,893 - \$60,173) FN: Recruitment is at \$51,816	Three Positions
Recommended	Garage Coordinator	PR 8FN (\$58,215 - \$68,330)	Three Positions

Under the direction of the Fleet Operations Manager, this position performs duties related to the daily operation of the municipal garages. Duties and responsibilities include:

- Responsible for the safe, secure, and orderly operation of the garage and care of the fleet equipment at their assigned locations.
- Serves as a supervisor for transitional duty employees.
- Serves as a lead worker to wash crew in winter to ensure equipment maintenance assignments are completed.
- Enforce equipment deployment schedules as required by the Dispatch Office.
- Provide assistance to users, drivers, and operators of fleet equipment and Milwaukee pool vehicles.
- Maintain all areas of the garage in a neat, clean, and orderly condition.

- Monitor the physical condition of the facility and report all needed repairs.
- Assist employees in the use of garage facilities.
- Monitor garage security during the shift.
- Secure facility on completion of assignments when necessary.
- Complete or direct the movement, parking, and preparation of cars, trucks and special equipment as required.
- Know and use proper operating procedures required for the proper operation of all equipment.
- Maintain the fleet of pool vehicles assigned to their location in a ready to use condition.
- Assist in the preparation and setup of equipment for daily use.
- Align improperly parked equipment and implements.
- Report needed repairs to the Repair Division personnel.
- Report discovered equipment damage to Dispatch Office personnel.
- Keep unused equipment clean, functional, and ready for use.
- Maintain equipment and supplies related to vehicle washing and preparation.
- Ensure that facilities are used only for approved purposes.
- Responsible for snow and ice removal on the garage grounds.
- Apply salt or other deicers as required.
- Plow and salt parking and sidewalk areas as needed.
- Fill salt hoppers on cleaning equipment.
- Assist in the maintenance of fuel sites and related equipment including resetting pumps, replacing receipt tape, and resetting compressors.
- Verify fuel balances by sticking tanks and entering balances.
- Monitor and maintain leak detection equipment.
- Maintain vapor recovery equipment and report the equipment's status as required.
- Assist with and account for deliveries of gas, oil, anti-freeze and other fluids.
- Assist employees with requests for access to fuel and fluids.
- Work cooperatively with other Garage Coordinators city wide so as to fill in when needed.

Minimum requirements include a minimum of three years of experience operating related equipment including the participation in three DPW snow seasons.

The department has indicated that this classification has taken on higher level duties, emphasizing their role in providing lead oversight to temporary positions as well as direction to Equipment Operators to ensure smooth operations within the municipal garages.

In conducting a market cost of labor analysis for this title, rates of pay from the Economic Research Institute (ERI), a salary service to which Employee Relations subscribes was considered.

The following table reflects a hybrid job created from weighted comparable jobs based off of duties and responsibilities. The information below from ERI shows rates within the greater Milwaukee Metropolitan Area:

Garage Coordinator

Area Name	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Wauwatosa, Wisconsin	\$44,769	\$48,192	\$52,935	\$57,287	\$61,875

West Allis, Wisconsin	\$44,936	\$48,378	\$53,140	\$57,503	\$62,100
Kenosha, Wisconsin	\$46,096	\$49,712	\$54,738	\$59,345	\$64,185
Madison, Wisconsin	\$44,478	\$47,729	\$52,172	\$56,208	\$60,442
Milwaukee, Wisconsin	\$45,017	\$48,453	\$53,218	\$57,589	\$62,196
Racine, Wisconsin	\$44,100	\$47,466	\$52,125	\$56,397	\$60,902
Waukesha, Wisconsin	\$44,789	\$48,217	\$52,969	\$57,329	\$61,928

Source: ERI as of February 21, 2025

ERI defines a Garage Coordinator as a position that coordinates the dispatching of a fleet of vehicles such as maintenance trucks, emergency services, and delivery units. Arranges schedule for repairs and lubrication of motor vehicles and keeps track of date of last lubrication and mileage traveled or urgency of repairs. Liaises between the Dispatch Manager and dispatch staff and drivers to communicate the status of service requests. Maintains garage and notifies necessary personnel for repairs.

This report recommends reclassifying three positions of Garage Custodian in Pay Range 7AN (\$45,893 - \$60,173; recruitment rate of \$51,816) as Garage Coordinator and placing it in Pay Range 8FN (\$58,215 - \$68,330).

Action Required – Effective Pay Period 9, 2025 (April 13, 2025)

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

Prepared by: Alana Sitek
Alana Sitek, Human Resources Analyst - Senior

Prepared by: Sarah Sinsky
Sarah Sinsky, Compensation Supervisor

Reviewed by: _____
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

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Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: March 11, 2025

Milwaukee Health Department – Office of the Commissioner & Health Administration

Current	Recommended
New Position	Inventory Control Assistant 3 PR 8EN (\$54,407 - \$65,076) (One Position [0.5 FTE])

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

Milwaukee Health Department – Clinical Services

Current	Recommended
New Position	Scales Neighborhood Nursing Program Manager PR 1GX (\$70,501 - \$98,703) Recruitment is at \$85,086 (One Position)

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

The Milwaukee Health Department has requested the classification of two new positions budgeted in the 2025 city budget. Job descriptions were provided and discussions were held with Sarah Wallisch, Human Resources Representative and Lindsey O'Connor, Health Human Resources Administrator.

Current	Recommended
New Position	Inventory Control Assistant 3 Milwaukee Health Department PR 8EN (\$54,407 - \$65,076) One (0.5 FTE) Position

The position is responsible for daily work of picking up and delivering specimens and clinical supplies between the Health Department's clinics and laboratories, as well as routine functions to manage and account for MHD clinical supply, medication, and program supply inventories. The Inventory Control Assistant 3 will handle maintenance, fueling, and upkeep of MHD equipment and assigned vehicles. This position will also carry out the logistical needs for MHD's clinical and community programs. Duties and responsibilities include:

- Perform daily run of deliveries and pick-ups from MHD's 4 locations: Northwest Health Center, Keenan Health Center, Zeidler Municipal Building, and South Side Health Center.
- Make other deliveries as required to locations in and around the city of Milwaukee and Milwaukee County, with occasional trips outside of Milwaukee County.
- Assure clinical samples and specimens, vaccines, medications, and other sensitive items delivered are kept intact and viable based on time, containment, and temperature requirements.

- Move physical stock, including crates, cases, and items large and small, to rotate, restock, and assess MHD's inventory of supplies, equipment, and materials.
- Accept and inventory deliveries of MHD supplies and materials, including medications, vaccines, clinical or lab supplies, equipment, and program materials and supplies.
- Perform or assist in regular inventory control and inventory count activities, and inventory status reporting and documentation.
- Provide in-person or phone customer service for MHD programs needing to deliver, receive, track, or update supply and material inventories.
- Document inventory transactions as they are performed, including appropriate filing of receipts, bills of lading, purchase orders, or inventory transfer/use documentation.
- Assure MHD vehicles not assigned to individuals are oiled, serviced, and fueled as needed.
- Assure MHD staff are leaving vehicles in clean and operable condition after use.
- Support scheduling, sign out, and department wide access to MHD shared vehicles, including moving them between MHD sites as needed.
- Deliver MHD assigned vehicles to DPW Fleet services for required repairs or unscheduled maintenance.
- Assist as needed within scheduled working hours with set-up and take down of MHD public and community events.
- Deliver materials or supplies to and from MHD events when required or when staff capacity to do so is not available.
- Deliver MHD materials, supplies, or items to community partners as needed and within working hours.

Minimum qualifications include one year of experience in inventory control, handling supplies, forms, equipment, and medical equipment supplies.

The addition of this position in the 2025 Budget enables the department to centralize inventory functions and enable a more global view of inventory needs Finance and Administration; and remove the need for temporary employees to perform the work.

Analysis and Recommendation

These duties, responsibilities, and requirements are currently comparable to the work performed by already classified Inventory Control Assistant 3s throughout the city. Based upon this comparison, the recommendation is to classify this new position as an Inventory Control Assistant 3 in Pay Range 8EN (\$54,507 - \$65,076).

Current	Recommended
New Position	Scales Neighborhood Nursing Program Manager PR 1GX (\$70,501 - \$98,703) Recruitment is at \$85,086 One Position

This role oversees a multidisciplinary team, including Public Health Nurses, Public Health Educators, and a Program Assistant, focusing on strategic planning, coordination, and evaluation of activities that prioritize health equity, social determinants of health, and community engagement. Key responsibilities include managing outreach and prevention initiatives, ensuring data integrity, participating in strategic and grant-related planning, and collaborating with governmental and community organizations to advance departmental goals. This position acts as a representative for the MHD on committees, task forces, and workgroups as assigned by the Division Director. Duties and responsibilities include:

Program Supervision and Management

- Ensure that all program activities align with organizational goals, public health standards, and community needs.
- Monitor and evaluate program progress, making data-driven decisions to adapt strategies and services as necessary.
- Foster collaboration and communication within the team, across departments, and with external partners to maximize the program's impact.
- Supervise staff within the Scales Neighborhood Nursing program.
- Manage program resources, including staffing, budget, and materials, to ensure efficient and sustainable operations.
- Oversee staff performance, providing mentorship, training, and feedback to support professional growth and enhance service quality.
- Ensure compliance with regulatory requirements and maintain accurate documentation for program evaluation and reporting.
- Review and analyze national, regional, state, and local data to identify trends in public health, mental health, and social determinants of health, and recommend suitable prevention and intervention strategies.

Community Partnership, Collaboration, and Leadership

- Develop and maintain professional relationships with healthcare provider organizations, businesses, other government agencies, and community-based organizations (CBOs).
- Prepare reports, briefings, and updates as necessary regarding interactions with outside agencies.
- Facilitate clinical learning experiences and site visits for program partners and grantors.
- Provide professional expertise to research project proposals and undertakings.
- Collaborate with a variety of MHD programs to integrate communicable disease and immunization services in the Milwaukee community.
- Participate and provide leadership on assigned workgroups, committees, or task forces including those related to, but not limited to public health emergency preparedness and response.

Information and Data Management

- Ensure accurate, timely, and secure management of data related to the Neighborhood Nursing Program.
- Oversee the collection, organization, analysis, and reporting of client data to support service delivery and program evaluation.
- Ensure that all data is compliant with local, state, and federal regulations, particularly concerning patient confidentiality (HIPAA).
- Implement and maintain data systems that track program outcomes and key performance indicators to support informed decision-making and continuous quality improvement.
- Ensure data entry integrity within assigned program areas;
- Provide performance and outcome data related to the SNN program activities

Compliance & Safety

- Ensure that all program operations align with public health standards.
- Maintain current knowledge of professional licensing and scope of practice requirements for clinical staff, ensuring that staff maintain required licenses and credentials.
- Ensure the Neighborhood Nursing Program adheres to all applicable health and safety regulations, workplace safety protocols, and legal compliance standards.

- Provide leadership and follow-up related to incidents, errors, and other patient service issues as needed. Oversee appropriate actions related to safety and emergency preparedness.
- In collaboration with the medical director or physician consultant, support the implementation of SNN policies, protocols, and process documentation.

Additional duties may include, and are not limited to:

- Other duties as assigned.
- Support Public Health Emergency responses of MHD

Minimum requirements include a bachelor's degree in Public Administration, Public Policy, Human Services, Nursing, Public Health, or a related field from an accredited college or university; Four years of progressively responsible experience in public health care program planning, policy development, community health assessment, or health administration, including two years supervising staff and providing program management. The Staffing Division has not yet assessed these requirements.

This position leads and supervises the delivery of public health services to improve community health outcomes in designated neighborhoods. Reporting to the Public Health Nursing Administrator, the Program Manager provides support, training, and consultation to Public Health Nurses and Educators.

Analysis and Recommendation

The responsibilities, functions, and minimum qualifications of this position align with the existing Healthcare Access Program Manager, Well Women Program Manager, and Strong Baby Program Manager in the Health Department. Based upon these comparisons, we recommend classifying this new position as Scales Neighborhood Nursing Program Manager pay range 1GX (\$70,501 - \$98,704) with recruitment at \$85,086.

Action Required – Effective Pay Period 9, 2025 (April 13, 2025)

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

Prepared by: Alana Sitek
Alana Sitek, Human Resources Analyst - Senior

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>3/19/2025</u>	File Number	<u>241650</u>	<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 February 25, 2025 and March 11, 2025.				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u>
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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	\$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 \$30,280. Total cost for full year is \$39,020.
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 February 25, 2025
Finance and Personnel Committee Meeting of March 19, 2025

NEW COSTS FOR 2025												
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	
Vacant 1	DOA	Community Wellness and Safety Director	1JX	Community Wellness and Safety Director	1NX	\$85,366	\$110,197	6	\$20,056	\$2,808	\$22,864	29.09%
1									\$20,056	\$2,808	\$22,864	

Assume effective date is Pay Period 6, 2025 (March 2, 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	Community Wellness and Safety Director	1JX	Community Wellness and Safety Director	1NX	\$85,366	\$110,197	1	\$24,831	\$3,476	\$28,307	
1									\$24,831	\$3,476	\$28,307	

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

City Service Commission Meeting of March 11, 2025
Finance and Personnel Committee Meeting of March 19, 2025

NEW COSTS FOR 2025												
Pos.	Dept	From	PR	To	PR	Current Annual	New Annual	EffPP	Costs	Rollup	Rollup+ Sal	
Vacant 1	MHD	New Position	N/A	Inventory Control Assistant 3	8EN	N/A	\$54,407	9	N/A Included in 2025 budget			
Vacant 1	MHD	New Position	N/A	Scales Neighborhood Nursing Program Manager	1GX	N/A	\$85,086	9	N/A Included in 2025 budget			
Retitle 1	DPW - OPS	Fleet Operations and Training Manager	1GX	Fleet Demolition Manager	1GX	\$97,367	\$85,086	9	N/A Title change only			
Reclass 3	DPW - OPS	Garage Custodian	7AN	Garage Coordinator	8FN	\$59,295	\$62,260	9	\$6,158	\$1,259	\$7,417	
6									\$6,158	\$1,259	\$7,417	

Assume effective date is Pay Period 9, 2025 (April 13, 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	MHD	New Position	N/A	Inventory Control Assistant 3	8EN	N/A	\$54,407	1	N/A Included in 2025 budget			
1	MHD	New Position	N/A	Scales Neighborhood Nursing Program Manager	1GX	N/A	\$85,086	1	N/A Included in 2025 budget			
1	DPW - OPS	Fleet Operations and Training Manager	1GX	Fleet Demolition Manager	1GX	\$97,367	\$85,086	1	N/A Title change only			
3	DPW - OPS	Garage Custodian	7AN	Garage Coordinator	8FN	\$59,295	\$62,260	1	\$8,894	\$1,819	\$10,713	
6									\$8,894	\$1,819	\$10,713	

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