



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

### JOB EVALUATION REPORT

Fire and Police Commission Meeting: June 5, 2025

#### Police Department

Current	Recommended
City Laborer PR 8AN (\$44,862 - \$60,601) FN: Eff PP 16, 2017, an additional \$.60/hour when assigned to perform crosswalk and special purpose line painting. FN: Additional 3% biweekly for attaining a CDL. This pay shall be treated as base-building for purposes of promotion. (Three Positions)	Police Facilities Laborer PR 8EN (\$54,406 - \$72,076) (Three Positions)

The Milwaukee Police Department (MPD) has requested that three positions of City Laborer, located in the Facilities Services Section, be studied for reclassification due to a change in duties and responsibilities. A new job description was provided, and discussions were held with Pamela Roberts, Human Resources Administrator, and Mario Pipia, Police Facilities Manager.

#### Duties and Responsibilities

The basic function of these positions is to perform work related to a wide range of responsibilities. The work will vary and has seasonal components in relation to the exterior of MPD facilities. These positions will oversee rectifying deficiencies in MPD's Central Booking and District Station Booking facilities and will contribute to maintaining MPD's WILEAG (Wisconsin Law Enforcement Accreditation Group) Certification; use and operate various equipment and tools needed to perform their duties including shovels, brooms, rakes, air hammers, compressors, and pneumatic tools; work with a variety of materials including asphalt, concrete, topsoil, and plants; and be expected to perform duties in sometimes unpleasant working conditions including environmental and inclement weather conditions. Duties and responsibilities include:

- Accurately complete daily documentation of activities.
- Perform seasonal duties including plowing and shoveling snow and spreading sand or salt on icy streets and/or sidewalks.
- Spread mulch, use mower on turf, and use pressure washer on buildings, walkways, etc.
- Plant trees, grass, shrubs, and flowers; lay sod; and assist in general maintenance of green areas.

- Dig trenches and post holes; and clean coagulation basins, sidewalks, sallyports, and exterior of MPD buildings.
- Maintain vehicle, equipment, and tools; and ensure adequate supplies and materials for a variety of job tasks.
- Maintain and troubleshoot electrical control devices and locks within the jail and office areas.
- Ensure daily maintenance reports are submitted to facilities management staff and jail command staff as needed.
- Perform periodic maintenance inspections of the facilities.
- Contribute to the task of creating and maintaining preventative maintenance schedules for all MPD buildings.
- Assist in maintaining MPD's WILEAG Certification by rectifying facilities related deficiencies in MPD's Central Booking and District Station Booking facilities.
- Perform minor tuckpointing, concrete patching/repair, and complete ground and asphalt jobs to exterior of buildings, parking lots, and parking structures.
- Use a variety of hand tools such as axes, clippers, files, hammers, hand saws, pliers, post hole diggers, and pruners in construction and maintenance work.
- Operate air compressors, pumps, concrete mixer, concrete cutting saw, snowblowers, forklift truck, and skid loader as required; operate a variety of hand operated power equipment such as air hammers, concrete saws, power mowers, pumps, and tampers in construction and maintenance work.
- Clean construction site of materials, equipment, and debris; and perform custodial work such as sweeping and cleaning that is not limited to the exterior of the building.
- Sort, move, and stack materials.
- Assist with and perform supplementary duties for MPD Trades Workers, Custodial Workers, and other workers in the department.
- Respond to emergencies such as building flooding and other work of various kinds. This may require working outside of regular scheduled hours.
- Place traffic control devices, such as cones, barricades, trench plates, and excavation protection, as required for worker and public safety.
- Escort, assist and advise private contract personnel.
- Read blueprints, manuals, and schematics to ensure proper repair and/or maintenance of equipment.
- Perform other duties as assigned including shuttle vehicles, ground and asphalt jobs, open manholes, and cleaning shop and yard.

Minimum requirements include knowledge, skills, and abilities in related areas including a basic knowledge of general construction and building techniques, building systems, and building envelopes; an ability to make minor repairs; and general knowledge of security procedures when working with power tools and other equipment in and around a jail facility. Past facilities maintenance/handy-person work is desired. These requirements have not yet been assessed by the Staffing Division.

### **Analysis and Recommendation**

These three vacant positions were originally created in the department's budget in 2023 and were classified as City Laborer in Pay Range 8DN (\$35,225 - \$42,084) with a recruitment rate of \$38,331. A footnote provided an additional \$.60 per hour when assigned to perform crosswalk and special purpose

line painting. Later that year these three positions were reallocated to Pay Range 8AN (\$43,982 - \$52,550), with an additional 3% for a CDL, as part of a labor market study that completely restructured the pay ranges for Section 8: Service and Maintenance of the Salary Ordinance. In Pay Period 2, 2024 (January 17, 2024) the rates for Pay Range 8AN went up to (\$44,862 - \$53,601) as part of a 2% across the board increase. Then, effective Pay Period 6 of this year (March 2, 2025) the maximum rates for all pay ranges in Section 8 of the Salary Ordinance were increased by \$7,000 to expand the pay ranges so they are closer to the industry standard of a 30% – 40% range spread and provide more advantageous promotional opportunities for employees. As a result, the rates for Pay Range 8AN changed to the current rates of (\$44,862 - \$60,601).

When the positions were classified in 2023, the basic function was to perform light to heavy manual labor for MPD and use various equipment and tools including shovels, brooms, rakes, air hammers, compressors, and pneumatic tools; and work with various materials including asphalt, concrete, topsoil, and plants. It was noted that the positions may be required to work under unpleasant conditions including inclement weather. Since then, the Department decided that they needed these positions to be at a higher classification level and to perform additional duties and responsibilities. As such, they did not fill these positions and instead made a request to have them reclassified.

The need for these changes in duties and responsibilities came about because of deficiencies identified in an inspection by the Wisconsin Law Enforcement Accreditation Group (WILEAG). Their mission statement includes “WILEAG promotes excellence in law enforcement through participation in a voluntary law enforcement agency accreditation program. Accredited agencies demonstrate compliance with applicable standards covering all aspects of law enforcement administration and operations.” To maintain the department’s WILEAG certification the department wishes to have these positions perform higher level functions that can be of help in proactively identifying and rectifying facilities related deficiencies. These additional duties and responsibilities include the following.

- Maintain and troubleshoot electrical control devices and locks within the jail and office areas.
- Ensure daily maintenance reports are submitted to Facilities Management staff and Jail Command staff.
- Perform periodic maintenance inspections of the facilities.
- Contribute to the task of creating and maintaining preventative maintenance schedules for all MPD buildings.
- Assist in maintaining MPD’s WILEAG Certification by rectifying facilities related deficiencies in MPD’s Central Booking and District Station Booking facilities.
- Perform minor tuckpointing, concrete patching/repair, and complete ground and asphalt jobs to exterior of buildings, parking lots, and parking structures.
- Operate a variety of hand operated power equipment such as air hammers, concrete saws, power mowers, pumps, and tampers in construction and maintenance work.
- Escort, assist and advise private contract personnel.
- Read blueprints, manuals, and schematics to ensure proper repair and/or maintenance of equipment.
- Perform other duties as assigned including shuttle vehicles, ground and asphalt jobs, open manholes, and cleaning shop and yard.

With these additional duties and responsibilities, the level of work has changed. Based on comparisons to other positions in the City positions the requested level of Pay Range 8EN (\$54,406 - \$72,076) is

appropriate. Other titles in this pay range include Electrical Services Laborer 2, Infrastructure Repair Worker 2, Locator Technician, and Urban Forestry Laborer. These positions focus on different areas, but the level of work is higher than that of a City Laborer and is more comparable to the level of work for these positions under study. We recommend the title of Police Facilities Laborer to help distinguish these positions from other laborer type positions.

We therefore recommend these three positions of City Laborer in Pay Range 8AN (\$44,862 - \$60,601) be reclassified to Police Facilities Laborer in Pay Range 8EN (\$54,406 - \$72,076).

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

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

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Manager, Part-Time

Reviewed by: Sarah Sinsky  
Sarah Sinsky, Compensation Services Supervisor

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV  
Harper Donahue IV, Employee Relations Director

---

200 East Wells Street, Room 706, Milwaukee, WI 53202 • Phone (414) 286-3751, TDD 286-2960, Fax 286-0203  
Employee Benefits, Room 701 • Medical Benefits Phone (414) 286-3184 • Worker's Compensation Phone (414) 286-2020, Fax 286-2106  
Labor Relations, Room 701 • Phone (414) 286-3398, Fax 286-0900  
[www.milwaukee.gov/der](http://www.milwaukee.gov/der)