



Department of Employee Relations

Cavalier Johnson
Mayor
Harper Donahue, IV
Director
Molly King
Employee Benefits Director
Nicole Fleck
Labor Negotiator

June 5, 2025

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 at the June 5, 2025 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Fire and Police Commission meeting on June 5, 2025.

Fire Department

Current	Recommended
Fire Captain PR 4JN (857) FN: Appointed at the 4th step (One Position)	Fire Contract Administrator PR 4JN (857) FN: Appointed at the 4 th step (One Position)

Fire Department

Current	Recommended
New Positions (Two Positions)	Milwaukee Overdose Response Initiative Practitioner PR 4DN (\$68,035 - \$95,658) (Two Positions)

Note: the rates for the Fire positions in this report are for those who are hired on or after October 3, 2011. For positions in Pay Range 4DN, there is a higher rate for those who hold a current EMT-11 certification and are available for assignment to paramedic duties.

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)

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

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Fire and Police Commission Meeting: June 5, 2025

Fire Department

Fire Captain PR 4JN (857) FN: Appointed at the 4th step (One Position)	Fire Contract Administrator PR 4JN (857) FN: Appointed at the 4 th step (One Position)
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Labor Negotiator Nicole Fleck has requested the creation of a 'Fire Contract Administrator' in the Milwaukee Fire Department. The request is consistent with the provisions of the latest agreement between the City of Milwaukee and the Milwaukee Professional Fire Fighters' Association Local #215, IAFF, AFL-CIO.

Article 46 of the agreement specifies that the Union may designate one member of the bargaining unit to perform contract administrator duties. As the incumbent of this position is to be chosen by Local #215, this job study recommends that this title be exempt from competitive process.

Further, the contract specifies that effective Pay Period 1, 2023, the designated member, if holding a rank lower than that of Captain, shall be compensated at the fourth (4) step of Pay Range 4JN (857). If the designated member is promoted to the rank of Captain, the employee's base salary shall follow the provisions of Article 10 of the agreement.

Action Required: Effective December 25, 2022, Pay Period 1, 2023

In the Salary Ordinance

Under PR 4JN-857

Add footnote (4)

(4) Effective Pay Period 01, 2023 (December 25, 2022) the employee to be appointed at the fourth step of Pay Range 4JN.

In the Positions Ordinance

In the Fire Department-Support Services Bureau-Administration Division

Delete one position of Fire Captain and add one position of Fire Contract Administrator

Sincerely,

Harper Donahue, IV
Employee Relations Director



Department of Employee Relations

Cavalier Johnson
Mayor

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Job Evaluation Report

Fire and Police Commission Meeting: June 5, 2025

Fire Department

Current	Recommended
New Positions (Two Positions)	Milwaukee Overdose Response Initiative Practitioner PR 4DN (\$68,035 - \$95,658) (Two Positions)

Note: the rates for the Fire positions in this report are for those who are hired on or after October 3, 2011. For positions in Pay Range 4DN, there is a higher rate for those who hold a current EMT-11 certification and are available for assignment to paramedic duties.

The Milwaukee Fire Department has submitted a request to classify two new sworn positions added through the 2025 city budget. A job description was provided and conversations were held with Juliet Battle, Fire Human Resources Administrator.

In support of the Milwaukee Overdose Response Initiative (MORI), and in conjunction with the Mobile Integrated Healthcare Program (MIH), primary duties include conducting in-home client visits and guiding clients through medical care, which consists of reviewing client visit reports, determining care plans, and presenting those plans to clients. The MORI Practitioner will also connect with client case managers to coordinate care when appropriate, which includes compiling a list of the most recent overdose victims in Milwaukee County, and then scheduling MFD community paramedics, in conjunction with community partner substance use disorder (SUD) peer support specialists, to form a multi-disciplinary team to rapidly engage SUD patients. This position will engage, navigate, and facilitate the addressing of patient needs ranging from harm reduction initiatives, family support, and naloxone delivery, to transporting to local SUD facilities/centers, and reporting to the MORI Supervisor. Duties and responsibilities include:

- 60% Leads a team by conducting in-home visits to include treatment and navigating multiple approaches to address client medical, behavioral, SUD, and social needs.
- 15% Documents interaction with MORI clients, families, and community partners by completing reports in electronic patient care records (ePCRs).
- 10% Prepares care plans for MORI clients, including researching appropriate services to recommend to clients.
- 10% Provides client visit updates to the MORI team and community partner SUD peer support specialists. Briefs the MORI Supervisor on program engagement and affiliated topics.
- 5% Compiles daily pre-deployment data analysis from multiple databases, and documents outcome measures for statistical analysis.

Minimum qualifications include leadership experience at rank of Firefighter (similar leadership and MORI or MIH Program experience may be considered) and remain current with all qualifications established by

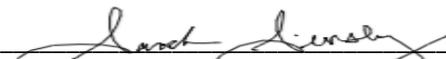
the department and approved by the City of Milwaukee Fire and Police Commission. Must have Wisconsin Paramedic License, and be recognized as a full practice paramedic by the Medical Director – Milwaukee County EMS or have a Wisconsin EMT-Basic License and MIH Technician status with the MFD MIH Program.

This position will allow the Milwaukee Fire Department to expand their capacity to reach more clients and potentially save more lives by engaging, navigating, and facilitating the addressing of patient needs. This ranges from harm reduction initiatives, family support, and naloxone delivery, to transporting to local substance used disorder facilities/centers. This position requires a very specialized skill set and knowledge base, much beyond the average Firefighter position in the field. Furthermore, the duties and responsibilities do closely align with Public Health Social Workers within the Milwaukee Health Department.

Based off the duties and responsibilities, this report recommends these two new positions be classified as Milwaukee Overdose Response Initiative Practitioner and placed in Pay Range 4DN (\$68,035 - \$95,658).

Action Required - Effective Pay Period 13, 2025 (June 8, 2025)

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

Prepared by: 
Sarah Sinsky, Compensation Supervisor

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Cavalier Johnson
Mayor

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Director

Molly King
Employee Benefits Director

Nicole Fleck
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Department of Employee Relations

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

F

Assumptions used in arriving at fiscal estimate.

The total cost for 2025 is \$27,858. Total cost for full year is \$34,490. 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

Fire and Police Commission Meeting of June 5, 2025
Finance and Personnel Committee Meeting of June 18, 2025

NEW COSTS FOR 2025

Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
1	MFD	Fire Captain	4JN	Fire Contract Administrator*	4JN	\$107,529	\$107,529	1	N/A	Title change only		
3	MPD	City Laborer	8AN	Police Facilities Laborer	8EN	\$44,862	\$54,407	6	\$23,128	\$4,730	\$27,858	21.28%
2	MFD	New Position	N/A	Milwaukee Overdose Response Initiative Practitioner	4DN		\$68,527	6	N/A	Included in 2025 budget		
6									\$23,128	\$4,730	\$27,858	21.28%

Assume effective date is Pay Period 6, 2025 (March 2, 2025) unless otherwise indicated.

*Effective Pay Period 1, 2023 (Dec 25, 2022)

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	MFD	Fire Captain	4JN	Fire Contract Administrator	4JN	\$107,529	\$107,529	1	N/A	Title change only	
3	MPD	City Laborer	8AN	Police Facilities Laborer	8EN	\$44,862	\$54,407	1	\$28,635	\$5,856	\$34,490
2	MFD	New Position	N/A	Milwaukee Overdose Response Initiative Practitioner	4DN		\$68,527	1	N/A	Included in 2025 budget	
6									\$28,635	\$5,856	\$34,490

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