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Mayor

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Michael Brady
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Labor Negotiator

City of Milwaukee

Department of Employee Relations

July 14, 2015

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number **150449**

Subject: Recruitment flexibility for IT positions within the Police Department

--Summary--

A preliminary assessment of labor market rates in Southeastern Wisconsin for several information technology positions in the Police Department indicates that the City's recruitment rates are not competitive. In order to enhance recruitment this report recommends that recruitment be allowed at any point in the pay range for the classifications of Programmer Analyst in Pay Range 2GN ($51,469 - $72,063) and Network Coordinator-Senior in Pay Range 2GX ($51,469 - $72,063), and that the minimum recruitment rate for the underfill title of Helpdesk Specialist I in Pay Range 3FN ($39,648-$44,653) be at the same rate as for general City departments.

Action Required

In the Salary Ordinance, under Pay Range 2GN, "Programmer Analyst" delete footnote "3/" in its entirety and replace as follows: "3/ Recruitment may be at any rate in the pay range with the approval of DER and the Chair of the Finance and Personnel Committee."

In the Salary Ordinance, under Pay Range 2GX, following the title of "Network Coordinator-Senior", add footnote "5/" to read as follows: "5/ Recruitment may be at any rate in the pay range with the approval of DER and the Chair of the Finance and Personnel Committee."

In the Salary Ordinance, under Pay Range 3FN, under footnote "4/", delete "effective Pay Period 14, 2014" and the rate of "$1,524.94" and substitute in lieu thereof the rate of "$1,595.65".

Analysis

Earlier this year, a request was received from the Police Department to study two vacant information technology positions. Later, a request to review the appointment/recruitment rates for both Helpdesk Specialist I and II was received. The Director of Information Technology, Charles Burki, requested that a position of Systems Analyst-Senior be reclassified to a "Senior Programmer Analyst" and a Network Coordinator-Senior be reclassified to a "Server Administrator" to better respond to changing work demands. In studying this request, revised

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job descriptions created by the Department were reviewed and several discussions were held with Mr. Burki and the Police Department's human resources staff.

A preliminary assessment of labor market rates in southeastern Wisconsin using data from the Economic Research Institute (ERI) and Bureau of Labor Statistics (BLS) indicated that the City's recruitment/appointment rates were not competitive for these jobs.

Discussions regarding pay levels for information technology positions and these specific positions yielded the conclusion that a comprehensive review of information technology job classifications and pay levels across city department is needed, which will include positions in the Police Department. In order to assist the Police Department in recruiting well qualified individuals for these positions during the time the study is being planned and executed, it is recommended that the Department have more flexibility in recruitment/appointment rates.

In addition, since the Department wishes to use the position of Systems Analyst-Senior in Pay Range 2IX ($58,462 - $81,844) to recruit a candidate to perform Programmer Analyst duties, and has drafted a job description indicating that the work performed will be that of a Programmer Analyst, we recommend that the department underfill the position and appoint a new employee using the title of Programmer Analyst in Pay Range 2GN ($51,467 - $72,063).

Finally, there has also been a request to consider the recruitment rates for the classifications of Helpdesk Specialists I and II in the Police Department. Based upon market data from ERI we recommend that the minimum recruitment rate for Helpdesk Specialists I in the Police Department, which is currently $39,648, be the same as the minimum recruitment rate for Helpdesk Specialist I in other general City departments, which is $41,487.

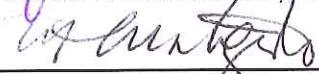The pay levels for the titles under consideration in this report are listed below.

	Pay Range	Minimum	Maximum
Programmer Analyst	2GN	$51,469	$72,063
Network Coordinator-Senior	2GX	$51,469	$72,063
Helpdesk Specialist I	3FN	$39,648	$44,653

Recommendations

In order to effectively recruit well-qualified individuals for these information technology positions it is therefore recommended that recruitment be allowed at any point in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel for the classifications of Programmer Analyst and Network Coordinator-Senior and that the minimum recruitment rate for Helpdesk Specialist I in the Police Department be made equal to that of Helpdesk Specialist I in general City departments.

Prepared by: _____
Laura Sutherland, Human Resources Representative

Reviewed by: _____
Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
Maria Monteagudo, Employee Relations Director

Department of Employee Relations
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of July 17, 2015

NEW COSTS FOR 2015

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Police	Programmer Analyst*	2GN	Recruitment Anywhere in the Range	2GN	$51,469	$61,766	$3,564	$729	$4,293
1	Police	Network Coordinator - Senior*	2GX	Recruitment Anywhere in the Range	2GX	$51,469	$61,766	$3,564	$606	$4,170
2	Police	Helpdesk Specialist I**	3FN	New Recruitment Rate	3FN	$39,648	$41,487	$1,273	$260	$1,534
4								$8,402	$1,595	$9,997

Assume effective date is Pay Period 18, 2015 (August 16, 2015)
*Assume a new incumbent is placed at the middle of the range instead of the minimum.
**Assume two vacant positions of Helpdesk Specialist II in PR 3GN are filled at the underfill title of Helpdesk Specialist I.
Note: there may be some additional costs with the filling of future vacant positions but rates would be subject to approval by DER and Chair of Finance and Personnel.

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Police	Programmer Analyst*	2GN	Recruitment Anywhere in the Range	2GN	$51,469	$61,766	$10,297	$2,106	$12,403
1	Police	Network Coordinator - Senior	2GX	Recruitment Anywhere in the Range	2GX	$51,469	$61,766	$10,297	$1,750	$12,047
2	Police	Helpdesk Specialist I	3FN	New Recruitment Rate	3FN	$39,648	$41,487	$3,678	$752	$4,430
4								$24,272	$4,608	$28,880

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

Sarah Trotter

July 14, 2015