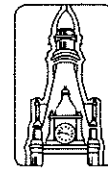


**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**



Maria Monteagudo  
 Department of Employee Relations  
 City of Milwaukee  
 200 E Wells St, Room 706

February 21, 2020

The Honorable  
 Finance and Personnel Committee  
 Common Council  
 City of Milwaukee

*Common Council File No. 191707 – Communication from the Department of Employee Relations relating to classification studies approved at the February 11, 2020 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on February 11, 2020.

**Assessor's Office**

Current	Requested
Senior Property Appraiser PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$63,232 - \$75,899 FN: Recruitment at any increment with DER approval based upon experience and credentials FN: Additional 5% for 'Project Leader' Assignment FN: Additional increments for 'Lead Property Appraiser Assignment' \$79,694 - \$83,679 (26 Positions, 1 Auxiliary Position)	Senior Property Appraiser 4 PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$75,899 - \$80,544 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$79,694 - \$83,679 (26 Positions, 1 Auxiliary Position)
	Senior Property Appraiser 3 PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$71,417 - \$75,273 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$79,694 - \$83,679 (Underfill Title)
	Senior Property Appraiser 2 PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$67,200 - \$71,313 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$79,694 - \$83,679 (Underfill Title)
	Senior Property Appraiser 1 PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$63,232 - \$67,102 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$79,694 - \$83,679 (Underfill Title)

**CONT'D**

Property Appraiser PR 2DN (\$42,500 - \$59,498) FN: Actual range of \$49,568 - \$59,498 FN: Recruitment at any increment with approval based upon experience and credentials FN: Additional 5% for 'Project Leader' assignment (Underfill Title)	Property Appraiser 4 PR 2DN (\$42,500 - \$59,498) FN: Actual range of \$59,497.88 - \$63,139.63 FN: Additional 5% for 'Project Lead' Assignments (Underfill Title)
	Property Appraiser 3 PR 2DN (\$42,500.12 - \$59,497.88) FN: Actual range of \$55,985 - \$59,411 FN: Additional 5% for 'Project Lead' Assignments (Underfill Title)
	Property Appraiser 2 PR 2DN (\$42,500 - \$59,498) FN: Actual range of \$52,679 - \$55,903 FN: Additional 5% for 'Project Lead' Assignments (Underfill Title)
	Property Appraiser 1 PR 2DN (\$42,500 - \$59,498) FN: Actual range of \$49,568 - \$52,602 FN: Additional 5% for 'Project Assignments (Underfill Title)

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

**Department of Public Works- Milwaukee Water Works**

Current	Recommended
New Position One Auxiliary Position	Youth Apprentice PR 9MN (\$11.27) One Auxiliary Position

Note: Residents receive rates that are 3% higher

**Election Commission**

Current	Requested
Chief Inspector PR 9DN (\$160.00 Daily) FN: Receive an additional \$40.00 for initial five hour instruction class and an additional \$25.00 for each instruction class attended prior to each election. (220 Positions Estimated)	Chief Inspector PR 9DN (\$225 Daily) FN: Receive an additional \$40.00 for initial five hour instruction class and an additional \$25.00 for each instruction class attended prior to each election. (220 Positions Estimated)

Note: There are only resident rates, as listed above, as being a Milwaukee resident is required for the position.

**Election Commission**

Current	Requested
New Position One Auxiliary Position	Business Systems Administrator PR 2JX (\$62,338 - \$87,270) FN: Recruitment at any rate with approval of DER and Chair of Finance and Personnel Committee One Auxiliary Position

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

**Health Department**

Current	Requested
Health Communication Officer PR 1EX (\$58,462 - \$81,844) FN: Recruitment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)	Marketing and Communications Officer PR 2JX (\$62,338 - \$87,270) FN: Recruitment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

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

Respectfully submitted,



Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement

**JOB EVALUATION REPORT**

City Service Commission Meeting: February 11, 2020

**Assessor's Office**

Current	Requested
<p>Senior Property Appraiser PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$63,232 - \$75,899 FN: Recruitment at any increment with DER approval based upon experience and credentials FN: Additional 5% for 'Project Leader' Assignment FN: Additional increments for 'Lead Property Appraiser Assignment' \$79,694 - \$83,679 (26 Positions, 1 Auxiliary Position)</p>	<p>Senior Property Appraiser 4 PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$75,899 - \$80,544 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$79,694 - \$83,679 (26 Positions, 1 Auxiliary Position)</p> <p>Senior Property Appraiser 3 PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$71,417 - \$75,275 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$79,694 - \$83,679 (Underfill Title)</p> <p>Senior Property Appraiser 2 PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$67,200 - \$71,313 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$79,694 - \$83,679 (Underfill Title)</p> <p>Senior Property Appraiser 1 PR 2HN (\$54,865 - \$76,806) FN: Actual range of \$63,232 - \$67,102 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$79,694 - \$83,679 (Underfill Title)</p>
<p>Property Appraiser PR 2DN (\$42,500 - \$59,498) FN: Actual range of \$49,568 - \$59,498 FN: Recruitment at any increment with approval based upon experience and credentials FN: Additional 5% for 'Project Leader' assignment (Underfill Title)</p>	<p>Property Appraiser 4 PR 2DN (\$42,500 - \$59,498) FN: Actual range of \$59,498 - \$63,140 FN: Additional 5% for 'Project Lead' Assignments (Underfill Title)</p> <p>Property Appraiser 3 PR 2DN (\$42,500.12 - \$59,497.88) FN: Actual range of \$55,985 - \$59,411 FN: Additional 5% for 'Project Lead' Assignments (Underfill Title)</p> <p>Property Appraiser 2 PR 2DN (\$42,500 - \$59,498) FN: Actual range of \$52,679 - \$55,903 FN: Additional 5% for 'Project Lead' Assignments (Underfill Title)</p> <p>Property Appraiser 1 PR 2DN (\$42,500 - \$59,498) FN: Actual range of \$49,568 - \$52,602 FN: Additional 5% for 'Project Assignments (Underfill Title)</p>

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

**Background**

Steve Miner, Commissioner of Assessments, has requested a study of the Property Appraiser and Senior Property Appraiser titles in the Assessor's Office. In studying these positions, job descriptions were analyzed and discussions were held with Steven Schwoerer, Assessment Operations Director; Nicholas Sinram, Budget & Management Special Assistant; Emmeline Maldonado, Administrative Services Supervisor; and Senior Property Appraiser and Property Appraiser work teams.

To assist the department with recruitment and retention efforts, as well as ensuring that property appraisers have incentive to take on higher level responsibilities and related knowledge; this report recommends placement within titles based on education/credentials, experience, and knowledge, skills and abilities. Placement within the proposed titles will align with the *Assessor's Office Appraiser Salary Scale Proposal* that was approved and implemented in 2014.

**Duties and Responsibilities**

The Senior Property Appraiser and Property Appraiser titles are responsible for the estimating the market value of locally assessable property in the City of Milwaukee. The essential functions for these positions are as follows.

- Analyze a list all properties within the City of Milwaukee.
- Estimate equitable market values for the production of an annual assessment roll.
- Appraise real and personal property for assessment purposes using the cost, market, and income approaches.
- Review estimated market values provided by the Assessor.
- Inspect property (residences and buildings), new construction and major improvements to existing structure to establish value. Prepare documentation of completed inspections.
- Analyze trends and sale prices, construction costs and rents in order to assess property values and determine accuracy of assessments.
- Explained assessed values to property owners, leasing agents, managers and legal representatives.
- Perform assessment reviews and investigate assessment appeals. Make recommendations to the Board of Assessors. Present testimony before the Board and Review and Circuit Court.
- Classify property by its use, according to the Assessor's Office standards.
- Gather information about property by communicating with buyers and sellers, fielding sales, conducting rental surveys, examining leases, noting building occupancy and obtaining other economic information necessary to estimate market values of a real property.
- Provide prompt, courteous and customer focused service, information and assistance to departmental employees, the public, other city departments and other agencies; handle inquiries from property owners over the phone and by e-mail.
- Maintain all office forms, reports and records.

This report recommends the implementation of a series of appraisal titles. Within the ascending property appraiser titles, there is an increased level of appraisal responsibility, additional and more complicated duties, and increased experience, education and credential requirements. The following chart outlines these components by title. Many of the required continuing education courses are through the International Association of Assessing Officers (IAAO).

<b>Property Appraiser 1: Residential</b>
<p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none"> <li>▪ Measure, inspect and list a new residential property or assist in such, and fill out a blank data card</li> <li>▪ Understand the difference and importance of grade, CDU, Cost &amp; Design, and effective age</li> <li>▪ Learn office procedures such as calendar maintenance, scheduling appointments, sending letters and completing mileage and time cards</li> <li>▪ Complete general safety training (safety training to be provided annually)</li> <li>▪ Read and comprehend the software manual</li> <li>▪ Learn residential style types, descriptions and property record card (PRC) input fields</li> </ul>

- Read and comprehend the land manual and land tables to value vacant as well as improved land
- Learn Milwaukee neighborhoods and Assessor Office Neighborhood Maps
- Complete residential sale reviews to determine validity
- Undergo training to complete permits for residential properties
- Receive a residential neighborhood assignment
- Plan and organize assignments
- Attain familiarity and fundamental understanding of various data sources such as MLS, CoStar, LoopNet, SDS, Craig's List, etc.
- Learn and comprehend the Residential Grading Manual
- Integrate personal property discovery into commercial activities - document new tenants for PP using occupancy permit or PP Field Info form
- Learn Personal Property system, basic processing for personal property accounts, Initial Record Doomages (IRDs), occupancy verifications and open and close new account as needed
- Answer progressively complex PP questions and understand where to get answers
- Complete basic PP processing

#### Experience/Education Minimum Requirements

- Bachelor's degree from an accredited college or university with a major in real estate, business administration, finance, economics, communications, graphic information systems (GIS) or a closely related field, including at least one successfully completed course in real estate; OR Property Assessment Certification or an associate's degree in real estate from an accredited college and two years professional level experience in property assessment or property appraisal; OR four years of professional level experience in property assessment or property appraisal

#### Required Credentials

- Certification by the State of Wisconsin at the Property Appraiser level or higher, Assessor I, or Assessor II level under the State Assessor's Certification Program within 6 months of appointment
- Possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job

### **Property Appraiser 2: Residential and Condominiums**

#### Duties and Responsibilities

- Learn how to value condominiums
- Understand residential and condominium CDU (Condition, Desirability and Utility) for residential and condominiums
- Learn and apply ratings for kitchen, bath and recreation rooms for residential and condominiums
- Comprehend residential and condominium construction plans & demonstrate capability of digital software sketching techniques
- List real estate improvements, or loss thereof, through discovery process (i.e. inventory changes without corresponding permits)
- Inspect residential properties and complete sales reviews with owners. Demonstrate proficiency regarding proper listing of residential property, sale validation entry as well as sale record inventory listing
- Complete a residential or condominium Board of Review case
- Determine values for assigned residential neighborhood by checking model values to sales and prior year values for one revaluation cycle
- Process Personal Property (PP) corrections- understand when they close what years are affected
- Complete Personal Property objections, leased equipment and corrections
- Understand combination and divisions of parcels with the proper data input and workflow
- Receive two exemption requests, and with the guidance of the Chief Assessor, the appraiser will collect and review the information and submit their determination of exempt status to the Chief Assessor

#### Experience/Education Minimum Requirements

- At least **one** year of appraisal experience

**Required Credentials**

- Certification by the State of Wisconsin at the Property Appraiser level or higher under the State Assessor's Certification Program.
- IAAO Workshop 150 - Mathematics for Assessors OR Online IAAO course 808 - Mathematics for Assessors OR College Level Math
- DER/EAP 1-0007 Conflict Resolution Course or equivalent
- Assessors Open Book Public Relations Training OR Dealing with Difficult Customers DER/EAP course
- Satisfactory completion of IAAO Course 101 OR WCTC Introduction to Property Assessment Course
- IAAO Workshop 171 - Standards of Professional Practice and Ethic Course & Examination
- Possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job.

**Property Appraiser 3: Residential, Condominiums and Small Apartments****Duties and Responsibilities**

- Oversee a residential, small apartment neighborhood (4-11 units) fielding related sales and permits, and have one appraisal cycle experience in determining and defending these values
- Learn and receive training on commercial valuation
- Inspect and assist in review of commercial properties for sales and permits
- Learn how to apply commercial building and use types for commercial properties
- Add and delete commercial records for razzings or combinations and divisions
- Learn and complete local mercantile sales reviews including but not limited to the proper completing of the sales activity screen/fields
- Enter annual local mercantile income and expense data into software system
- Complete and process all Personal Property activities
- Process corrections and gain understanding of proper method of process PP objection according to WI Statutes 70.43 and 74.05
- Complete a second residential or condominium Board of Review case
- List, or assist in the listing of a new commercial parcel

**Experience/Education Minimum Requirements**

- At least **two** years of appraisal experience, with at least one year of appraisal experience with the City of Milwaukee Assessor's Office; OR an active Certified Residential Appraiser license and WI State Assessor Certification at the level of Property Appraiser or higher

**Required Credentials**

- Certification by the State of Wisconsin at the Property Appraiser level or higher under the State Assessor's Certification Program.
- IAAO Workshop 158 Highest and Best Use OR Appraisal Institute Course - Advanced Market Analysis AND Highest and Best Use or Hondros online course
- 15-Hour National USPAP course passing the exam
- WCTC Wisconsin Assessment Law Online Course OR Assessor's Office "in-house" training pertaining to Markarian hierarchy and applicable laws for defending residential assessments as well as other critical Wisconsin case law
- Possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job

**Property Appraiser 4: Residential, Condominiums, Small Apartments and Commercial Properties**Duties and Responsibilities

- Complete, or assist in completion of an apartment Board of Review case. This includes the completion of written report and presentation
- Receive and value properties in a commercial neighborhood for one (1) assessment cycle
- Extract and analyze commercial market Gross Income Multipliers
- Collect data, update income tables, review GIM data, complete Ratio Study and apply values to a local commercial neighborhood and provide copies of material to supervisor for review
- Be able to read and comprehend complex commercial constructions plans
- Mentor and train new appraisers as needed

Experience/Education Minimum Requirements

- At least **three** years of appraisal experience, with at least one year of appraisal experience with the City of Milwaukee Assessor's Office

Required Credentials

- Certification by the State of Wisconsin at the Assessor II level under the State Assessor's Certification Program.
- IAAO Course 102 Income Approach to Valuation OR WCTC Assessment of Commercial Properties (online course)
- IAAO Workshop 157 - Appraisal Use of Excel Software OR full day excel class with certificate of completion or equivalent Excel coursework
- Possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job

**Senior Property Appraiser 1: Residential, Condominiums, Small Apartments, Commercial Properties and Local Mercantile Commercial**Duties and Responsibilities

- Complete, or assist in completion of a second MER or 4-19 apartment Board of Review case. This includes the completion of written report and presentation. If no case available, mock BOR will fulfill requirement. Review or assist in review of (if none are assigned) sales and permits of Special Mercantile properties or large apartments
- Begin training on Special Mercantile commercial properties
- Mentor and train new appraisers as needed

Experience/Education Minimum Requirements

- At least **four** years of appraisal experience, with at least two years of appraisal experience with the City of Milwaukee Assessor's Office; OR an active Certified General Appraiser license and WI State Assessor Certification at Assessor 2 or higher

Required Credentials

- Certification by the State of Wisconsin at the Assessor II level under the State Assessor's Certification Program.
- IAAO course 300 Fundamentals of Mass Appraisal or WCTC Introduction to Mass Appraisal
- IAAO Forum 917 How to Critique an Appraisal or Appraisal Review or McKissock 15-hour Commercial Appraisal Review
- Completion of a 30-hour Appraiser Qualification Board approved Commercial Narrative Report writing course (AKA General Report Writing and Case Studies), or equivalent. Two on-line sources for the course are the Appraisal Institute or McKissock.
- Demonstrate knowledge of appraisal application to commercial leases or take IAAO Forum 931 Reading and Understanding Leases
- Obtain the Marshall & Swift Certificate of Completion by passing the online "Cost Approach to Commercial Appraisal" course
- Possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job



**Senior Property Appraiser 2: Residential, Condominiums, Small Apartments, Commercial Properties, Local Mercantile Commercial and Special Mercantile Commercial**

Duties and Responsibilities

- Receive and value Special Mercantile Commercial properties
- For commercial properties, collect income data, expense data and capitalization rates to support table changes and valuations
- Research and analyze the market for income, expense and capitalization rates
- Mentor and train new appraisers as needed

Experience/Education Minimum Requirements

- At least **five** years of appraisal experience with at least three years of appraisal experience with the City of Milwaukee Assessor's Office

Required Credentials

- IAAO Course 311 Real Property Modeling Concepts
- IAAO Workshop 452 - Fundamentals of Assessment Ratio Studies
- Certification by the State of Wisconsin at the Assessor II level under the State Assessor's Certification Program.
- Possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job

**Senior Property Appraiser 3: Residential, Condominiums, Small Apartments, Commercial Properties, Local Mercantile Commercial, Special Mercantile Commercial and Complex Commercial**

Duties and Responsibilities

- Attain knowledge and experience valuing and defending complex commercial properties
- Defend SME and complex commercial properties at the Board of Review
- Prepare a single property narrative report for a SME property you currently value for a court case or a demonstration appraisal report for a commercial property you currently value showing all three approaches to value. Report will be reviewed by all Division Managers who in turn will determine competency in report writing.
- Mentor and train new appraisers as needed

Experience/Education Minimum Requirements

- At least **six** years of appraisal experience, with at least four years of appraisal experience with the City of Milwaukee Assessor's Office

Required Credentials

- Certification by the State of Wisconsin at the Assessor II level under the State Assessor's Certification Program.
- IAAO course 112 Advanced Income Approach
- IAAO Forum 932 - Restructuring Income and Expense Statements or equivalent
- Possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job

**Senior Property Appraiser 4: Residential, Condominiums, Small Apartments, Commercial Properties, Local Mercantile Commercial, Special Mercantile Commercial and Complex Commercial**

Duties and Responsibilities

- Responsible for appraising the most difficult, generally the most expensive, and most challenging properties
- Must demonstrate the most advanced appraisal skills, advanced interpersonal and communication skills
- Must have competency dealing with all types of property owners
- Able to value and defend all property types

- Possess multiple years of experience at Board of Review hearings, depositions and court proceedings

Experience/Education Minimum Requirements

- At least **six** years of appraisal experience, with at least four years of appraisal experience with the City of Milwaukee Assessor's Office
- Experience in valuing all property types

Required Credentials

- IAAO Course 400 - Assessment Administration
- Certification by the State of Wisconsin at the Assessor II level under the State Assessor's Certification Program.
- Possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job

**Analysis and Recommendation**

There is an increasing need in the Assessor's Office for more experienced property appraisers due their increasingly complex business needs. For example, as of 2018 the Assessor's Office was defending 38 appealed cases at court with claims exceeding \$20 million. Those employees at the Senior Property Appraiser level are typically assigned to handle these types of advanced assignments. However, within the Assessor's Office few appraisers have achieved this Senior level of expertise.

Compounding this situation, a number of the current employees in the 'Senior Property Appraiser' title are eligible for retirement and a number of employees in 'Property Appraiser' level title have not received compensation for achieving higher levels of competency, education, and credentials associated with the previous career ladder paradigm. To address this situation, this report recommends reclassifying both the Senior Property Appraiser title and Property Appraiser title into a series of four titles. Employees will be placed into the title that corresponds with their current rate of pay.

This redesign will provide incentive for appraisers to obtain additional competency, education and credentials with the expectation that this will qualify them for a promotional opportunity. Furthermore, this proposed plan has been developed to increase retention and ensure that the department has sufficient and qualified staff to perform higher level duties such as providing testimony as to market value before the Board of Review and Circuit Court, and providing training and mentorship to entry-level staff.

These new titles are designed to acknowledge an individual employees' performance competency, continuing education coursework, credentials, and level of responsibility as detailed previously in this report. This approach will enhance the department's ability to recruit and retain employees while also encouraging employees to take on higher level and more complex appraisal responsibilities.

Recommended			
Title	Pay Range	Actual Rates	Positions
Senior Property Appraiser 4	2HN (\$54,865 - \$76,806)	\$75,899 - \$80,544	26 Positions, 1 Auxiliary
Senior Property Appraiser 3	2HN (\$54,865 - \$76,806)	\$71,417 - \$75,275	Underfill Title
Senior Property Appraiser 2	2HN (\$54,865 - \$76,806)	\$67,200 - \$71,313	Underfill Title
Senior Property Appraiser 1	2HN (\$54,865 - \$76,806)	\$63,232 - \$67,102	Underfill Title
Property Appraiser 4	2DN (\$42,500 - \$59,498)	\$59,498 - \$63,140	Underfill Title
Property Appraiser 3	2DN (\$42,500 - \$59,498)	\$55,985 - \$59,411	Underfill Title
Property Appraiser 2	2DN (\$42,500 - \$59,498)	\$52,679 - \$55,903	Underfill Title
Property Appraiser 1	2DN (\$42,500 - \$59,498)	\$49,568 - \$52,602	Underfill Title

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

**Action Required – Effective Pay Period 1, 2020 (December 29, 2019)**

In the Salary Ordinance

Under Pay Range 2DN:

Delete the Title of 'Property Appraiser' and footnotes (10) (11) (24) (25)

Add the Title of 'Property Appraiser 1' (10) (14) (28) (32) and create footnotes:

(10) To be paid in the following range: \$1,906.46 - \$2,023.15 biweekly (\$49,567.96 – \$52,601.92 annually).

(14) An employee assigned as a 'Project Lead' or assigned to perform the duties of a higher level title to be paid an additional 5% while performing those duties.

(28) To be paid in the following range: \$1,963.65 - \$2,083.84 biweekly (\$51,054.90 – \$54,179.84 annually).

(32) An employee assigned as a 'Project Lead' or assigned to perform the duties of a higher level title to be paid an additional 5% while performing those duties.

Add the Title of 'Property Appraiser 2' (11) (14) (29) (32) and create footnotes:

(11) To be paid in the following range: \$2,026.10 - \$2,150.11 biweekly (\$52,678.60 – \$55,902.86 annually).

(29) To be paid in the following range: \$2,086.88 - \$2,214.61 biweekly (\$54,258.88 – \$57,579.86 annually).

Add the Title of 'Property Appraiser 3' (12) (14) (30) (32) and create footnotes:

(12) To be paid in the following range: \$2,153.25 - \$2,285.05 biweekly (\$55,984.50 – \$59,411.30 annually).

(30) To be paid in the following range: \$2,217.85 - \$2,353.60 biweekly (\$57,664.10 – \$61,193.60 annually).

Add the Title of 'Property Appraiser 4' (13) (14) (31) (32) and create footnotes:

(13) To be paid in the following range: \$2,288.38 - \$2,428.45 biweekly (\$59,497.88 – \$63,139.70 annually).

(31) To be paid in the following range: \$2,357.03 - \$2,501.30 biweekly (\$61,282.78 – \$65,033.80 annually).

Under Pay Range 2HN

Delete the Title of 'Senior Property Appraiser' and footnotes (2) (6) (7) (12) (16) (17)

Add the Title of 'Senior Property Appraiser 1' (2) (6) (7) (15) (19) (20) and create footnotes:

(2) To be paid in the following range: \$2,431.99 to \$2,580.85 biweekly (\$63,231.74 – 67,102.03 annually).

(6) An employee assigned as a 'Project Lead' or assigned to perform the duties of a higher level title to be paid an additional 5% while performing those duties.

(7) An employee, when assigned as a 'Lead Property Appraiser' to be paid in the following rates upon certification by the Commissioner of Assessments of having attained and maintained the required credentials and job performance:

Biweekly	3,065.15	3,218.41
Annual	79,693.90	83,678.66

(15) To be paid in the following range: \$2,504.95 - \$2,658.28 biweekly (\$65,128.70 - \$69,115.28 annually).

(19) An employee assigned as a 'Project Lead' or assigned to perform the duties of a higher level title to be paid an additional 5% while performing those duties.

(20) An employee, when assigned as a 'Lead Property Appraiser' to be paid in the following rates upon certification by the Commissioner of Assessments of having attained and maintained the required credentials and job performance:

Biweekly	3,157.10	3,314.96
Annual	82,084.60	86,188.96

- Add the Title of 'Senior Property Appraiser 2' (3) (6) (7) (16) (19) (20) and create footnotes:
  - (3) To be paid in the following range: \$2,584.61 - \$2,742.81 biweekly (\$67,199.86 - \$71,313.03 annually).
  - (16) To be paid in the following range: \$2,662.15 - \$2,825.09 biweekly (\$69,215.90 - \$73,452.34 annually)
- Add the Title of 'Senior Property Appraiser 3' (4) (6) (7) (17) (19) (20) and create footnotes:
  - (4) To be paid in the following range: \$2,746.81 - \$2,895.19 biweekly (\$71,417.06 - \$75,274.94 annually).
  - (17) To be paid in the following range: \$2,829.21- \$2,982.05 biweekly (\$73,559.46 - \$77,533.30 annually).
- Add the Title of 'Senior Property Appraiser 4' (5) (6) (7) (18) (19) (20) and create footnotes:
  - (5) To be paid in the following range: \$2,919.18 - \$3,097.86 biweekly (\$75,898.68 - \$80,544.36 annually).
  - (18) To be paid in the following range: \$3,006.76 - \$3,190.80 biweekly (\$78,175.76 - \$82,960.80 annually).

In the Positions Ordinance

Under the Assessor's Office, Real Property

Delete 26 positions of 'Senior Property Appraiser (A)' and add 26 positions of 'Senior Property Appraiser 4 (A)'

Under the Assessor's Office, Auxiliary Positions

Delete one position of 'Senior Property Appraiser' and add one position of 'Senior Property Appraiser 4'

Prepared by: *Arielle Ewing*  
Arielle Ewing, Human Resources Analyst-Senior

Reviewed by: *Andrea Knickerbocker st*  
Andrea Knickerbocker, Human Resources Manager

Approved by: *Maria Monteagudo st*  
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION STUDY**

City Service Commission Meeting: February 11, 2020

**Department of Public Works- Milwaukee Water Works**

Current	Recommended
New Position One Auxiliary Position	Youth Apprentice PR 9MN (\$11.27) One Auxiliary Position

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

**Background**

The Department of Employee Relations has received a request for classification of a new Youth Apprentice within the Department of Public Works - Milwaukee Water Works. This report provides information prepared by Water Works staff on how this apprentice program will be initiated and classifies this new position. Discussions were held with Amy Hefter, Water Works Personnel Officer and Pat Pauly, Water Works Administration Manager, and a new job description was provided.

Over the last year, staff of the Milwaukee Water Works has been coordinating this effort with a number of groups; DPW Divisions and the Department of Employee Relations; Terri Salzer, Milwaukee Public Schools Youth Apprenticeship & Work-based Learning Leader; David Polk, MATC Associate Dean of Apprenticeship Trades and Industry; and Nicholas Abbott, DWD Apprentice Training Representative-Milwaukee North and Ozaukee County.

Water Works Youth Apprenticeship Program Goals

The goal of participating in the Youth Apprenticeship Program is to develop a talent pipeline to support the short and long term wellbeing of the Milwaukee Water Works. This pipeline will work to identify, hire, and develop youth through structured programming, with the hopes of transitioning qualified youth into the adult apprenticeship program. The focus for this program will be the areas of the utility that have high turnover; struggle to recruit qualified applicants; have critical workforce needs; and/or where the utility has strategic labor market disadvantages relative to their competitors. Further, the utility will leverage the apprenticeship program to support the utility's broader-based efforts to diversify their workforce, in regards to race, gender, age, etc., which will also support the health of the utility. In addition to the goals benefiting the utility, the apprenticeship program will focus on the career development of talented youth through a skills-based and mentoring format.

The Youth Apprenticeship program will be piloted in the Water Plants Maintenance Section. Water Plant Machine Repairpersons provide journey-level expertise for preventative maintenance, repair, removal, and installation of all mechanical equipment in the utility. Water Plants Maintenance personnel would like the opportunity to transfer this knowledge to a youth apprentice with the hope that youth apprentices will want pursue a career in the Machine Repairperson trade and seek regular employment with the Milwaukee Water Works. The Youth Apprentice will perform minor maintenance repairs to all water system equipment and assists skilled-craft titles as needed. One position of Youth Apprentice (0.50 FTE) has been approved in the 2020 Budget. If successful, additional positions of Youth Apprentice (0.50 FTE) will be included in future budget requests.

The Milwaukee Water Works will initially be working with students interested in the manufacturing career area of the Youth Apprenticeship Program administered by the Wisconsin Department of Workforce Development. The utility hopes that in the future this program can be expanded to include adult apprentices and other skilled trades.

**Duties and Responsibilities**

The Youth Apprentice performs minor maintenance repairs to all water system equipment and assists skilled-craft titles as needed. A Youth Apprentice will learn to do basic and major maintenance repairs to all Water Works plants systems

equipment. The title Youth Apprentice will become the first step for the Water Plants Machine Repairperson promotional series. Duties and responsibilities include:

- 75% Assist with repairs of all mechanical equipment system wide substations. Mechanical equipment serviced will be valves, compressors, chemical feed equipment, distribution system storage facilities, water filtration equipment, pumps, building appurtenances, and other system equipment.
- 15% Attend courses related to the mechanical field.
- 5% Welding, fabrication of guards, rails, and other items related to the needs of the plants.
- 5% Perform related duties, including custodial and snow removal, and assist other plant personnel, as assigned.

Minimum qualifications require the candidate to be a high school junior or senior who is enrolled in the State of Wisconsin Department of Workforce Development youth apprentice program. These requirements are subject to change based on a job analysis effort by the Staffing Division.

**Analysis and Recommendation**

This opportunity is similar to the City's Management Trainee program, the Code Enforcement Inspector Intern, Construction Laborer Intern, Library Associate (Intern), Library Circulation Aide, Engineering Intern, Graduate Intern, and the Urban Forestry Arborist and Electrical Apprentice programs.

In order to be eligible for the Youth Apprenticeship, candidates must be enrolled as a junior or senior year of High School or equivalent program. To determine a rate for this title, comparisons were made to other limited term City of Milwaukee positions, including the following:

TITLE	PR	MIN	MAX	REQUIREMENTS
Police Aide	6BN	\$11.27	\$15.57	<u>Posted September 8, 2017</u> : Must be 17 years old at time of application and not more than 20 years old at time of appointment; high school graduate by July 1, 2018; United States citizenship; and in possession of a valid State of Wisconsin driver's license at time of appointment to Police Officer.
Fire Cadet	6BN	\$11.27	\$15.57	<u>Posted September 8, 2017</u> : Must be between 17 and 19 years old when hired; high school graduate or obtainment of HSED or GED by July 1, 2018; United States citizenship; and in possession of a State of Wisconsin driver's license within six months of date of hire.
Construction Laborer Intern	9MN	\$11.27	X	<u>Posted October 25, 20019</u> : Must be eighteen years of age on or before May 1, 2020, and not older than 20 years of age at time of the application closing date. Valid driver's license at time of application, throughout the selection process, and throughout employment.

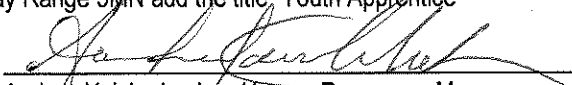
The Youth Apprentice has comparable requirements and follows a similar model to the Police Aides, Fire Cadets, and Construction Laborer Intern as they learn skills to establish themselves within a given field before becoming full-time employees. Because the Youth Apprentice will be a part-time position this report recommends the title be placed within Pay Range 9MN with a single rate of \$11.27.

This report therefore recommends the initial classification of Youth Apprentice in Pay Range 9MN (\$11.27). This new title will allow for the development of a Youth Apprenticeship within the Department of Public Works – Milwaukee Water Works – Plants Maintenance Section.

**Actions Required – Effective Pay Period 5, 2020 (February 23, 2020)**

In the Salary Ordinance

Under Pay Range 9MN add the title, "Youth Apprentice"

Prepared By:   
Andrea Knickerbocker, Human Resources Manager

Reviewed By:   
Maria Monteagudo, Employee Relations Director

**Job Evaluation Report**

City Service Commission Meeting: February 11, 2020

**Election Commission**

Current	Requested
Chief Inspector PR 9DN (\$160.00 Daily) FN: Receive an additional \$40.00 for initial five hour instruction class and an additional \$25.00 for each instruction class attended prior to each election. (220 Positions Estimated)	Chief Inspector PR 9DN (\$225 Daily) FN: Receive an additional \$40.00 for initial five hour instruction class and an additional \$25.00 for each instruction class attended prior to each election. (220 Positions Estimated)

Note: There are only resident rates, as listed above, since being a Milwaukee resident is required for the position.

The City of Milwaukee Election Commission has requested a change in compensation for the classification of Chief Inspector in Pay Range 9DN (\$160.00 Daily) to reflect a change in the duties and responsibilities and to assist with recruitment and retention. A job description was provided and discussions were held with Neil Albrecht, Election Commission - Executive Director and Theresa Gabriel, Election Services Manager.

**Duties and Responsibilities**

The positions of Chief Inspectors manage a voting site and supervise the Election Inspectors working there; are responsible for making sure all operating procedures are followed; complete all documents; reconcile voter numbers; and resolve voter complaints and concerns. Duties and responsibilities include the following:

- Provide oversight of Election Day activities.
- Supervise and assess election inspectors.
- Coordinate breaks, rotations, and designate duties to election workers.
- Open, monitor, and close the Optech Eagle Voting Machine.
- Start, monitor, and shut down the AutoMARK machine.
- Ensure accessibility at the voting site.
- Follow ballot and ballot control procedures to: issue ballots, reconstruct ballots, and issue provisional ballots.
- Provide oversight of Election Day registration and activities.
- Administer a challenge.
- Complete all necessary election forms.
- Maintain order at the voting site by managing observers, electioneering, and exit polling.
- Complete voter and ballot reconciliation.
- Resolve voter issues that may arise.
- Assist voters that request curbside voting.
- Address voter questions and concerns.
- Document all abnormal events on the Inspector's Statement (EB-104)
- Enforce and ensure compliance with all Election Day policies and procedures.
- Drop Election Day materials off at designated sites.

Minimum qualifications include a high school diploma or equivalent; and experience managing and working with diverse groups of people in a public environment.

**Analysis**

The classification of Chief Inspector was last studied in 2011 when the rate of pay was increased from \$150 per day to \$160 per day and compensation for the initial five-hour instruction class was increased from \$25 to \$40. The



department indicated that there have been a number of changes in the duties and responsibilities for the Chief Inspector since then that would justify a higher rate. In addition, they have experienced great difficulty in hiring Chief Inspectors. The department likes to recruit among the Election Inspectors but when they recently sent an email to over a 1,000 Election Inspectors indicating a need for more Chief Inspectors; they received a reply from just one person.

Changes in the duties and responsibilities include ensuring the correct implementation of new voting laws such as photo identification, phasing in new technology to the voting sites, and the onsite training and supervision of the Election Inspectors on these changes. Election Inspectors receive \$130 per day and the Chief Inspectors receive just \$30 more at \$160 per day even though the amount of overall responsibility they have is significantly higher. These responsibilities include overseeing the voting site, supervision, resolving problems and delivering Election Day materials to a designated site. Comparisons were made to other jurisdictions as shown in the chart below.

City	Election Worker	Chief Election Worker
West Allis, WI	\$110 per day (\$7.33 per hour if 15 hours)	\$150 per day (\$8.67 per hour if 15 hours) Note: there is also an Assistant Chief at \$130 per day (\$8.67 per hour if 15 hours)
Waukesha, WI	\$8.50 per hour (\$127.50 per day if 15 hours)	\$9.50 per hour (\$142.50 per day if 15 hours)
Milwaukee, WI	\$130 per day (\$8.67 per hour if 15 hours)	\$160 per day (\$10.67 per hour if 15 hours)
Green Bay, WI	\$140 per day (\$9.33 per hour if 15 hours)	\$175 per day (\$11.67 per hour if 15 hours)
Chicago, IL	\$200 per day (\$13.33 per hour if 15 hours)	No separate classification for Chief Inspector Note: there is a Polling Place Technician at \$365 per day (\$24.33 per hour if 15 hours)
Madison, WI	\$13.62 per hour (\$204.30 per day if 15 hours)	\$15.66 per hour ( \$234.90 per day if 15 hours)
Minneapolis, MN	\$17.15 per hour (\$257.25 per day if 15 hours)	No separate classification for Chief Inspector

The data indicates that the rates of pay for the Milwaukee positions of Election Inspector and Chief Inspector are currently in the middle compared to some other jurisdictions. Please note that some jurisdictions have an official daily rate while others have an official hourly rate. Therefore, the pay could vary depending on whether it is a large or small election and/or if there are any problems that require more time to resolve. Generally, the number of hours on an election day would be 14 – 16 hours and we took the average of 15 hours for our calculations.

Based on the changes for the Chief Inspector and in an effort to help with recruitment and retention we recommend the higher rate of \$225 per day. As the Chief Inspectors have significantly more responsibility than the Election Inspector, this rate will provide a significant differential in pay (\$95) and assist in recruitment and retention efforts.

**Action Required – Effective Pay Period 5, 2020 (February 23, 2020)**

In the Salary Ordinance

Under Pay Range 9DN:

Change daily wage rate to \$225.00

Prepared by: *Sarah Trotter*  
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo*  
Maria Monteagudo, Employee Relations Director

**Job Evaluation Report**

City Service Commission Meeting: February 11, 2020

**Election Commission**

Current	Requested
New Position One Auxiliary Position	Business Systems Administrator PR 2JX (\$62,338 - \$87,270) FN: Recruitment at any rate with approval of DER and Chair of Finance and Personnel Committee One Auxiliary Position

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

**Background**

Neil Albrecht, Executive Director for the Election Commission has requested the classification of a new auxiliary position created to assist the department with the preparation for an expanded early voting schedule for the Presidential Primary. A job description and discussions were held with Neil Albrecht, Executive Director of the Election Commission.

**Duties and Responsibilities**

The purpose of this Business Systems Administrator is to ensure the city's preparedness for elections with regard to voter registration and absentee voting data management, and to provide oversight of all staff positions (permanent and temporary) that access WisVote which is Wisconsin's statewide voter registration/absentee database. In this capacity, the position will directly supervise the Election Services Administrator (voter registration) and the Election Services Coordinator (absentee ballot) positions. Supervision includes providing training to ensure staff have a complete and functioning familiarity with WisVote and are maintaining quality control standards with regard to data accuracy and statutory compliance requirements. Beyond data management, this position will work with reporting staff to regularly analyze voter registration, absentee and voting data as it relates to the city's residents to help identify anomalies, disparities and other issues warranting investigation and response. This position will also assess and help shape the department's response to emerging issues that impact the status of registered voters and voting in the city. Duties and responsibilities include:

- 30% Supervise staff positions engaged with WisVote, the statewide voter registration and absentee ballot system, and MyVote, the statewide public portal for registering to vote or requesting an absentee ballot. Supervision includes developing the best practices (including cybersecurity) and quality control mechanisms to ensure the timeliness and accuracy of City of Milwaukee data in WisVote for each election and ensuring that procedures are cost efficient and comply with data entry, maintenance and reporting deadlines.
- 25% Train and routinely evaluate the Election Services Administrator and Election Services Coordinator positions.
- 20% Work collaboratively with the Election Office Administrator position in managing an expanded In-Person Absentee "Early" Voting program.
- 15% Serve as the department's liaison to the Wisconsin Election Commission's WISVOTE technical staff, particularly in discussions related to data cybersecurity and system compliance; and represent this department by networking and working collaboratively with voting and community groups engaged in the voter registration process.
- 10% Lead in establishing, maintaining and enhancing systems used to process absentee ballots at a Central Count location on Election Day, including training Central Count staff on policies and procedures; act as a member and contributor to the department's senior management team, which includes the Deputy Director and Executive Director positions; and all other duties and special projects as assigned.

Minimum qualifications include a bachelor's degree or equivalent professional experience; a minimum of five years project management or program coordination experience with a minimum of two years of election administration experience and professional staff management experience. A proven proficiency with data management software and systems is also required.

**Analysis and Recommendation**

This new position in the Election Commission will have responsibility for voter registration and absentee voting data management and will provide oversight of all staff positions that access WisVote. The level and scope of responsibility for this new position are comparable to those of the Business Systems Administrator in the City Assessor's Office. The duties of responsibilities of the Assessor's Office position include:

*Business Systems Administrator – Assessor's Office – PR 2JX (\$62,338 - \$87,270)*

*Assists the Business Systems Manager with implementing the department's long and short range policy plans and managing the flow of information within the office. This includes working closely with the Business Systems Manager when sending notices and creating tax bills and in all phases of business processes including training and database accuracy. Manages and researches all transactions which are related to the creation of real estate combinations and divisions and trains and supervises appraisal staff who assist with the combination/division process. Researches, analyzes, and recommends new assessment related technologies. Maintains and updates the content of the Assessor's Office website; and answer questions from property owners, title companies, banks, city departments and other institutions about property ownership and legal descriptions of property. Creates the preparation of statutory notices and reports both internally and externally to the Wisconsin Department of Revenue and other governmental agencies.*

Although this new position in the Election Commission has a different focus than the Business Systems Administrator in the Assessor's Office, they both have responsibility for ensuring compliance with government reporting requirements, for accuracy and efficiency in work processes; and both require an extensive understanding of information technology and business systems. Other related titles with the same rates of pay include Database Analyst and Systems Analyst – Lead in the Department of Administration – Information and Technology Management Division.

Based upon this comparison, this report recommends classification of this new position in the Election Commission as Business Systems Administrator in Pay Range 2JX (\$62,338 - \$87,270). In order to assist the department in recruiting the most qualified candidate for this position, this report also recommends recruitment flexibility at any point in the range with the approval of the Department of Employee Relations and the Chair of the Finance and Personnel Committee.

**Action Required – Effective Pay Period 5, 2020 (February 23, 2020)**

In the Salary Ordinance

Under Pay Range 2JX

Add footnote designations (2) (7) to the title of 'Business Systems Administrator'.

Prepared By: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed By: Maria Monteagudo  
Maria Monteagudo, Employee Relations Director

**JOB EVALUATION REPORT**

City Service Commission Meeting: February 11, 2020

**Health Department**

Current	Requested
Health Communication Officer PR 1EX (\$58,462 - \$81,844) FN: Recruitment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)	Marketing and Communications Officer PR 2JX (\$62,338 - \$87,270) FN: Recruitment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

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

The Commissioner of Health, Dr. Jeanette Kowalik, has requested a classification study of the position of Health Communication Officer in Pay Range 1EX (\$58,462 - \$81,844). An updated job description was provided and discussions were held with Nicole Mutzenbauer, Human Resources Officer, and Sonia Allana, Human Resources Representative.

This position promotes the City of Milwaukee Health Department (MHD) brand; manages staff and functions associated with marketing and communications, media and community relations, and graphics/website services for MHD; functions as the Public Information Officer which involves responding to all hazardous events including disease outbreaks, serving as a media liaison and representing the department at community events, committees or task forces; and is responsible for drafting and executing consistent, long-term public relations plans for the overall department and individual branches. Duties and responsibilities include the following:

- 30% Develop positive brand recognition and marketing campaigns; work with senior-level management and advertising agencies to effectively execute marketing strategies; develop and draft communication materials including: press releases, media advisories, opinion-editorial pieces, bylined articles, correspondence and reports (print and web-based content); coordinate the dissemination of information to the media, the general public, community organizations, other public health organizations and community partners (print and web-based content); write speeches, talking points, presentations, and campaigns regarding public health matters for the Commissioner of Health, Chief of Staff, Deputy Commissioners and others as assigned; identify and recommend opportunities to inform the general public, interest groups, administration, Common Council, state and federal agencies, and community partners of MHD's policies, activities, and accomplishments; develop, coordinate, and implement a strategic communications plan and policies for the department and employees on an annual basis; coordinate, edit, and oversee the production of the department's bi-monthly newsletter; and coordinate the preparation of annual reports including truncated reports to the community; and coordinate and monitor responses to requests made to the MHD under Open Records law, and maintain respective files.
  
- 30% Manage all media and public affairs communications, including crisis communications and reputation management; foster and maintain positive, cooperative working relationships with media representatives, community organizations, and public health organizations; serve as the primary contact for the media and act as a spokesperson for MHD; coordinate local, state and national media relations and serve as a media resource for all MHD divisions; arrange special events, news conferences, editorial board meetings, and media coverage, and coordinate staff participation as appropriate; serve as the MHD's liaison to the Mayor's Office, elected officials and other department heads for press releases, special announcements and other public relation matters; represent the MHD in public forums, at media events, and on committees and task force groups; and provide leadership and consultation to the Commissioner of Health on the media and public relations aspects of mission-critical initiatives and crucial departmental policy and public health practice proposals.

- 25% Oversee the department's website, submit and edit content, and oversee the webmaster in the ongoing development of the site, including all social media platforms; manage and work with senior-level management, community partners, and advertising/ promotional agencies to effectively execute marketing strategies; develop time and action plans and direct associated marketing campaigns throughout the department to promote awareness and education; and manage activities of outside advertising/promotional agency for the development and execution of programs.
- 10% Manage and direct graphic design activities and the MHD Administration reception desk and support staff.
- 5% Stay apprised of trends and development in the field by reading, analyzing, and performing social science research; and participate in training related to public relations, media, marketing and communications.

Minimum qualifications include a bachelor's degree in journalism, media relations, public relations or other communications-related field and five years of experience in journalism, communications, or public or media relations including marketing or media affairs experience in a professional setting such as a marketing or advertising agency, video production company, or broadcast/print news organization that involves managing social media content, producing videos, and managing media events. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by the Staffing Division.

This position was last studied in 2008 when it was reclassified from Health Communication Officer in Salary Grade 06 to Health Communication Officer in Salary Grade 08. In 2012, when the Salary Ordinance was redesigned, Salary Grade 08 became either Pay Range 1EX or 2IX, which had the same rates of pay. Positions in Salary Grade 08 that had supervisory responsibility for two or more employees were placed in Pay Range 1EX (Officials and Administrators) and those who did not were placed in Pay Range 2IX (Professionals). As this position had supervisory responsibility for two positions, it was placed in Pay Range 1EX. The changes noted at that time included overseeing the development and update of the MHD website, managing the department's marketing and outreach efforts to promote public health awareness and education in the community, and managing the graphics section staff and staffing for the reception desk.

The department indicated that for this position, there is now a greater emphasis on marketing various programs and promoting the MHD brand. It was noted that this position is the voice of the department and will play a key role during any hazardous events including a disease outbreak. Comparisons were made to other marketing and communications-related positions including the following.

<b>Title:</b> Public Relations Supervisor <b>PR:</b> 1CX (\$51,469 - \$72,063) <b>Dept:</b> Common Council-City Clerk's Office	<b>Function:</b> Write scripts; perform on-air television hosting; supervise two employees; maintain news contacts; arrange conferences; write speeches, newsletters, and reports; and assist in managing the Public Relations and Publication functions for the Common Council-City Clerk's Office.
<b>Title:</b> Marketing and Communications Officer <b>PR:</b> 2JX (\$62,338 - \$87,270) with recruitment anywhere in the range with approval by DER and the Chair of Finance and Personnel <b>Dept:</b> DPW - Administration Division	<b>Function:</b> Serve as primary media contact; oversee department website; manage social media ventures; act as spokesperson; and execute long-term public relations plans.
<b>Title:</b> Marketing and Communications Officer <b>PR:</b> 2JX (\$62,338 - \$87,270) with recruitment anywhere in the range with approval by DER and the Chair of Finance and Personnel <b>Dept:</b> Police	<b>Function:</b> Promote the Police Department brand; manage stories and messages; provide internal and external departmental outreach through a variety of platforms including websites, social media, live presentations, photographs, and video recordings; provide public relations support; and address crisis communications.
<b>Title:</b> Public Information Manager <b>PR:</b> 1FX (\$62,338 - \$87,270) <b>Dept:</b> Common Council-City Clerk	<b>Function:</b> Public relations counseling, writing, design, photography, graphics services, television production and broadcasts, and internet services; and oversee a staff of nine.

<b>Title:</b> Director of Communications and Public Engagement <b>PR:</b> 1JX (\$80,442 - \$112,627) <b>Dept:</b> Mayor's Office	<b>Function:</b> Write major policy speeches for the Mayor; direct relations with local, regional, and national media; create a strategy for public engagement activities; and supervise staff in the Mayor's Office.
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Note: Residents receive a rate that is 3% higher

With the changes noted above this position is most similar to the positions of Marketing and Communications Officer in Pay Range 2JX (\$62,338 - \$87,270) that are located in the Department of Public Works and the Police Department. Although the Health Department is a smaller department, it has a significant responsibility for communicating information that may be sensitive, high impact and complex. The Health Department receives a number of grants that are utilized for various programs that must be marketed to the community. It is important to get the correct information to the public so that those in need can access information and services. A variety of methods must be used to communicate the information so that the message successfully reaches a wide and diverse audience. Further, this position has much oversight responsibility but no direct reports so it is appropriate to put the position in the "Professional" Section of the Salary Ordinance.

The current classification of Health Communication Officer has a footnote that provides recruitment anywhere in the range with the approval of the Department of Employee Relations (DER) and the Chair of the Finance and Personnel Committee. The comparable classification of Marketing and Communications Officer in Pay Range 2JX (\$62,338 - \$87,270) also has this footnote and would provide the department continued flexibility in recruiting for this vacant position.

We therefore recommend one position of Health Communication Officer in Pay Range 1EX (\$58,462 - \$81,844) with a footnote that provides recruitment anywhere in the range with approval by DER and the Chair of Finance and Personnel be reclassified to Marketing and Communications Officer in Pay Range 2JX (\$62,338 - \$87,270) with a footnote that provides recruitment anywhere in the range with approval by DER and the Chair of Finance and Personnel.

#### Action Required – Effective Pay Period 5, 2020 (February 23, 2020)

##### In the Salary Ordinance:

Under Pay Range 1EX:

Delete the title of "Health Communication Officer (3) (17)".

##### In the Positions Ordinance:

Under Health Department - Policy, Innovation and Engagement Division, Communications:

Delete one position of "Health Communications Officer (X) (Y)"

Add one position of "Marketing and Communications Officer (X) (Y)"

Prepared by: *Sarah Trotter*  
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker st*  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo st*  
Maria Monteagudo, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 2/21/2020 **File Number** 191707  **Original**  **Substitute**  
**Subject** Communication From the Department of Employee Relations relating to the classification studies approved at the February 11, 2020 City Service Commission Meeting.

**B** **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / Employee Relations / x2398

**C** **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

**D** **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) \_\_\_\_\_
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
<b>E</b>	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
	<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**F**

Assumptions used in arriving at fiscal estimate. Please see 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 11, 2020  
Finance and Personnel Committee Meeting of February 26, 2020

**NEW COSTS FOR 2020**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
3	Assessor's Office	Senior Property Appraiser	2HN	Senior Property Appraiser 4	2HN	N/A	N/A	N/A	Title Change Only	
2	Assessor's Office	Senior Property Appraiser	2HN	Senior Property Appraiser 3	2HN	N/A	N/A	N/A	Title Change Only	
1	Assessor's Office	Senior Property Appraiser	2HN	Senior Property Appraiser 2	2HN	N/A	N/A	N/A	Title Change Only	
3	Assessor's Office	Senior Property Appraiser	2HN	Senior Property Appraiser 1	2HN	N/A	N/A	N/A	Title Change Only	
4	Assessor's Office	Property Appraiser	2DN	Property Appraiser 4	2DN	N/A	N/A	N/A	Title Change Only	
2	Assessor's Office	Property Appraiser	2DN	Property Appraiser 3	2DN	N/A	N/A	N/A	Title Change Only	
3	Assessor's Office	Property Appraiser	2DN	Property Appraiser 2	2DN	N/A	N/A	N/A	Title Change Only	
8	Assessor's Office	Property Appraiser	2DN	Property Appraiser 1	2DN	N/A	N/A	N/A	Title Change Only	
1	DPW-Water Works	New Auxiliary Position	N/A	Youth Apprentice*	9MN	N/A	N/A	N/A	Included in 2020 Budget	
220	Election Commission	Chief Inspector	9DN	Chief Inspector**	9DN	\$480	\$678	\$43,560		\$43,560
1	Election Commission	New Auxiliary Position	N/A	Business Systems Administrator*	2JX	\$0	\$62,338	\$52,748	\$7,385	\$60,132
1	Health	Health Communication Officer	1EX	Marketing and Communications Officer*	2JX	\$58,462	\$62,338	\$3,280	\$459	\$3,739
249								\$99,587	\$7,844	\$107,431

Assume effective date is Pay Period 1, 2020 (December 29, 2019) unless indicated otherwise.

\*Assume effective date is Pay Period 5, 2020 (February 23, 2020).

\*\*Assume effective date is Pay Period 5, 2020 (February 23, 2020) and that there are three elections during the rest of 2020 and three elections in 2021.

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
3	Assessor's Office	Senior Property Appraiser	2HN	Senior Property Appraiser 4	2HN	N/A	N/A	N/A	Title Change Only	
2	Assessor's Office	Senior Property Appraiser	2HN	Senior Property Appraiser 3	2HN	N/A	N/A	N/A	Title Change Only	
1	Assessor's Office	Senior Property Appraiser	2HN	Senior Property Appraiser 2	2HN	N/A	N/A	N/A	Title Change Only	
3	Assessor's Office	Senior Property Appraiser	2HN	Senior Property Appraiser 1	2HN	N/A	N/A	N/A	Title Change Only	
4	Assessor's Office	Property Appraiser	2DN	Property Appraiser 4	2DN	N/A	N/A	N/A	Title Change Only	
2	Assessor's Office	Property Appraiser	2DN	Property Appraiser 3	2DN	N/A	N/A	N/A	Title Change Only	
3	Assessor's Office	Property Appraiser	2DN	Property Appraiser 2	2DN	N/A	N/A	N/A	Title Change Only	
8	Assessor's Office	Property Appraiser	2DN	Property Appraiser 1	2DN	N/A	N/A	N/A	Title Change Only	
1	DPW-Water Works	New Auxiliary Position	N/A	Youth Apprentice*	9MN	N/A	N/A	N/A	Included in 2020 Budget	
220	Election Commission	Chief Inspector	9DN	Chief Inspector**	9DN	\$480	\$678	\$43,560		\$43,560
1	Election Commission	New Auxiliary Position	N/A	Business Systems Administrator*	2JX	\$0	\$62,338	\$62,338	\$8,727	\$71,065
1	Health	Health Communication Officer	1EX	Marketing and Communications Officer*	2JX	\$58,462	\$62,338	\$3,876	\$543	\$4,419
249								\$109,774	\$9,270	\$119,044