



Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

May 10, 2024

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 231964 – Communication from the Department of Employee Relations relating to classification studies approved at the May 7, 2024 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on May 7, 2024.

**Common Council-City Clerk**

Current	Recommended
<b>Staff Assistant - Common Council President</b> PR 2JX (\$62,041 - \$86,854) (One Vacant Position)	Policy and Administration Director PR 2NX (\$85,366 - \$119,521) FN: Minimum rate \$101,391 (One Vacant Position)

**Milwaukee Water Works**

Current	Recommended
<b>New Position</b>	GIS Analyst PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,763 (One Position)

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

**Health Department**

Current	Recommended
<b>Inventory Control Assistant 3</b> PR 8EN (\$54,407 - \$65,076) (One Vacant Position)	Health Inventory Control Specialist PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$61,544 (One Vacant Position)

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

**Department of Administration - ITMD**

Current	Recommended
<b>New Position</b>	Systems Analyst - Senior PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$97,064 (One Position)

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

**Department of Administration - Purchasing**

Current	Recommended
<b>New Position</b>	Business Analyst - Senior PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)
<b>New Position</b>	Purchasing Agent – Senior PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

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

**Department of Public Works - Operations**

Current	Recommended
<b>New Position</b>	Systems Integration – Project Leader PR 20X (\$91,006 - \$127,413) FN: Recruitment is at \$106,771 (One Position)

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

Respectfully Submitted,



Harper Donahue, IV  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

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Director

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Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: May 7, 2024

#### Common Council-City Clerk

Current	Recommended
Staff Assistant - Common Council President PR 2JX (\$62,041 - \$86,854) (One Vacant Position)	Policy and Administration Director PR 2NX (\$85,366 - \$119,521) FN: Minimum rate \$101,391 (One Vacant Position)

#### Background

City Clerk Jim Owczarski has requested to reclassify the position of Staff Assistant – Common Council President as a Policy and Administration Director. A new job description was provided and DER Compensation staff has discussed with Deputy City Clerk Dana Zelazny the changes to this position.

#### Responsibilities and Requirements

This Policy and Administration Director provides staff assistance to the Common Council President and manages the staff and office work flow. Duties and responsibilities include:

- 20% City Governance: Monitor, review and brief Council President on pending legislation and policy issues on committee agendas and Common Council. Represent Council Present before various committee, boards and commissions. Meet with citizens regarding permit, license and zoning applications.
- 20% Research and Policy Analysis: Provide, pursue research and policy analysis by monitoring community trends, issues that impact the district and city. Make recommendations and/or define policy alternatives on current issues and trends. Support the Council President on developing legislation.
- 15% Maintain a good relationship with legislative assistants, council members, elected officials and city departments as well as the City Clerk and Deputy City Clerk and staff members.
- 15% Community and Neighborhood Relations: Represent Council President at various civic, committee, and governmental functions, including neighborhood and community meetings. Staffing task forces on special issues, meeting with constituents and citizens from all sectors to implement task force goals; draft and edit task force proposals, articles and brochures.
- 15% Manage staff and office work flow.

- 10% Engage in media and communication initiatives for print, written, verbal and online interactions for press conferences and statements, talking points, newsletters and online social media.
- 5% Other related duties as assigned by the Council President.


Minimum requirements include a bachelor's or master's degree in business, public administration, communications, political science or related field and five years of related experience.

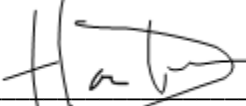
#### Analysis and Recommendation

With the revised responsibilities for this position detailed above, the level of responsibility and nature of work is now comparable to the classifications of Emergency Management Director in the Fire and Police Commission and the Policy and Administration Director in the Mayor's Office. The recommended classification is Policy and Administration Director in Pay Range 2NX (\$85,366 - \$119,521) with a minimum rate of \$101,391.

#### **Action Required – Effective Pay Period 12, 2024 (May 26, 2024)**

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

Prepared by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director



## Department of Employee Relations

### Job Evaluation Report

**Cavalier Johnson**

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**Nicole M. Fleck**

Labor Negotiator

City Service Commission Meeting: May 7, 2024

#### Milwaukee Water Works

Current	Recommended
New Position	GIS Analyst PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,763 (One Position)

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

#### Health Department

Current	Recommended
Inventory Control Assistant 3 PR 8EN (\$54,407 - \$65,076) (One Vacant Position)	Health Inventory Control Specialist PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$61,544 (One Vacant Position)

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

Positions evaluated in this report are vacant and either have been repurposed to perform new functions to meet the programmatic needs of the department or are newly budgeted positions. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and human resources personnel.

#### **GIS Analyst**

Current	Recommended
New Position	GIS Analyst PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,763 (One Position)

#### Background

The Milwaukee Water Works (MWW) has requested a new position in their Technical Services Division be classified as a GIS Analyst. The use of GIS (Geographic Information System) technology has expanded to different areas of the utility, and GIS is now used in Distribution and Meter Services, in addition to Engineering. This increase has created a need for additional support in the areas of GIS mapping, data services and cartographic design, and map production projects including design, development and analysis.

#### **Essential Functions:**

This position will provide support for Milwaukee Water Works' (MWW) GIS mapping and data services, including map and application design, development, testing and analysis using Esri products and tools. The position also assists with GIS software installation, data transfer and correction, database integration and management, GIS training and other activities related to the expansion of GIS use within MWW.

GIS Maintenance

- Assist with management of MWW's GIS data in an Esri Enterprise geodatabase environment including monitoring, troubleshooting, data problem resolution, documentation and training.
- Maintain DIME (Dual Independent Map Encoding) address files, and construction project areas and other administrative and political boundary files using both Esri ArcGIS Desktop and ArcGIS Pro.
- Maintain existing MWW web applications, mobile applications and map products.

GIS Development

- Assist with implementation of new GIS web applications and mobile workflows.
- Provide customer support for GIS users including software installations, upgrades and patches.
- Troubleshoot software technical problems with users and submit Esri products and tools support requests to resolve problems, as needed.
- Provide backup in monitoring, administration and troubleshooting MWW's ArcGIS Enterprise environment.

Mapping and Data Services

- Generate maps and provide data analysis for internal GIS customers.
- Assist in the creation of scripts and models to automate tasks, such as building datasets or publishing data and importing data into the GIS system.
- Work closely with engineers and technicians to troubleshoot issues, follow up on proposed fixes and keep staff informed of progress updates and changes.

Minimum qualifications include a bachelor's degree in computer science or a closely related field, including coursework in programming, geography, land engineering, automated mapping, and/or GIS, from an accredited college or university.

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this new position align with existing GIS Analyst positions in the City, we recommend classifying this position as GIS Analyst in Pay Range 2HN (\$58,223 - \$81,507) with recruitment at \$66,763.

***Health Inventory Control Specialist***

Current	Recommended
Inventory Control Assistant 3 PR 8EN (\$54,407 - \$65,076)  (One Vacant Position)	Health Inventory Control Specialist PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$61,544 (One Vacant Position)

Background

The Milwaukee Health Department (MHD) has requested to repurpose one vacant position of Inventory Control Assistant 3 in their Finance and Administration division. MHD is undertaking a consolidation of shared purchasing and inventory as a final step in reorganizing functions such as facility maintenance, IT, and inventory that MHD previously handled on its own. Facilities management and IT (Information Technology) have been shifted to the Department of Public Works (DPW) and the Information Technology Management Division (ITMD) of the Department of Administration, respectively. MHD is seeking to centralize and consolidate the department's inventory and physical stores function under the Finance and Administration Division, to serve the entire department more consistently. The department indicated the position needed a higher level of knowledge, skills, and abilities to manage the inventory activities that the department has retained.

This position will manage and administer the department's stores and accounting of physical supplies, materials, specimens, and regulated products, including medications. The department is requesting this change in an effort to reduce administrative and logistical overhead for MHD's dozens of public-serving programs by consolidating and making more consistent MHD's work, policies, and practices for purchasing, storing, distributing, and assuring compliance for supplies and materials.

As a result, the position requires an increased level of knowledge, skills, and abilities, and now has the authority to initiate, carry out, and authorize purchases by MHD programs. This position will also oversee the work of up to two full-time positions (Inventory Control Assistant 3/ Temp Delivery Driver).

#### **Description, Duties, and Responsibilities**

This position is responsible for overseeing purchasing, management, and control of all inventory stock in the MHD Central Supply area. They will manage the receipt, stocking, disbursement and delivery of supplies to various MHD and partner sites, including but not limited to biological, medical and maintenance supplies.

#### **Essential Functions:**

- Manage MHD vendor and supplier credit and purchasing accounts, including documentation of compliance for 340(b) discount purchases and State/Federal regulations on purchase and delivery of medications.
- Administer and manage inventory controls for MHD supplies and materials, including medications, across 4 physical sites and remote locations, as needed.
- Provide daily oversight and work assignments for up to two full-time positions handling inventory management and transactions, as well as deliveries and other logistical functions for MHD.
- Assure the security, quality, and efficient storage of MHD physical inventories, as well as timely rotation, appropriate surplus, and disposal of expired or spoiled inventory.
- Assure the security, timely delivery, and effective control and care for medications and specimens that require transport.

Minimum qualifications include five years of progressively responsible experience in inventory management and budgeting, including one year of program management and leadworker experience. Regulated/compliance-driven experience, including health care, laboratory, or other medical setting, construction, wholesale, or retail is preferred.

#### **Analysis and Recommendation**

As the responsibilities, functions, and minimum qualifications of this position align with positions in the same classification, we recommend repurposing one vacant position of Inventory Control Assistant 3 to the new classification of Health Inventory Control Specialist in Pay Range 2FN (\$51,250 - \$71,754) with recruitment at \$61,544.

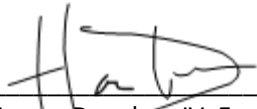
#### **Action Required – Effective Pay Period 12, 2024 (May 26, 2024)**

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

Prepared by: Sarah Wangerin  
Sarah Wangerin, Human Resources Representative

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by:

  
\_\_\_\_\_

Harper Donahue IV, Employee Relations Director





## Department of Employee Relations

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Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: May 7, 2024

#### Department of Administration - ITMD

Current	Recommended
<b>New Position</b>	<b>Systems Analyst - Senior</b> PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$97,064 (One Position)

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

#### Department of Administration - Purchasing

Current	Recommended
<b>New Position</b>	<b>Business Analyst - Senior</b> PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)
<b>New Position</b>	<b>Purchasing Agent – Senior</b> PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)

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

#### Department of Public Works - Operations

Current	Recommended
<b>New Position</b>	<b>Systems Integration – Project Leader</b> PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$106,771 (One Position)

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and HR personnel.

Current	New Position		One Position
Recommended	Systems Analyst - Senior	PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$97,064	One Position

This position serves as a senior level systems analyst and programmer for the City's enterprise IT department and has the responsibility of requirements gathering, systems design, development, testing, implementation,

and maintenance on applications that span the enterprise. Applications supported include vendor provided as well as in house developed JAVA based applications. Duties and responsibilities include:

- 50% Performs application programming, adhering to industry best practices; improves code when possible; executes unit and system testing prior to implementation; integrates components with in-house and third-party systems; troubleshoots and resolves problems that occur.
- 10% Leads all technical aspects of the software development lifecycle including planning, design, deployment, ongoing system maintenance and evaluation of user feedback.
- 10% Conducts system and business analysis; leads meetings and discussions with users and managers to define their needs and requirements; makes recommendations, establishes deliverables, and sets timelines; collaborates with all stakeholders in the software development process.
- 10% Develops functional and technical specification documents that describe a proposed system modification, define the programming changes required, and translates those changes to the specific additions and modifications to the application.
- 5% Stays current with industry best practices.
- 5% Mentors less experienced staff.
- 5% Communicates and works closely with customers, follows up on issues and concerns as assigned, and identified by analysis, and keeps customers informed. Fully informs manager about time, activities, and status, and provides feedback and presentations as required. Writes in a professional, clear manner for use by a variety of end users.
- 5% Other duties as assigned.

Minimum requirements include a bachelor's degree in information systems management, computer science, or a related field from an accredited college or university, and three years of progressively responsible systems analysis and/or computer programming experience. Equivalent combinations of education and experience may be considered.

As the responsibilities, functions, and minimum qualifications of this position align with existing System Analyst - Senior positions in the City, we recommend classifying this position as Systems Analyst - Senior in pay range 2MX (\$80,098 - \$112,137) with recruitment at \$97,064.

Current	New Position		One Position
Recommended	Business Analyst - Senior	PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768	One Position

This position plans, organizes, and leads the Procurement Card Program and all major procurement-related initiatives consistent with the Purchasing Division's mission; and assists in the supervision and prioritizing of the workflow of all incoming requisitions and overall office operations. This position will backfill the Procurement Manager for the next two years as the City of Milwaukee undergoes the Enterprise Resource Planning (ERP) implementation. Duties and responsibilities include:

- 40% Review various contract amendments, bids, and exceptions to bids for compliance with procurement procedures and state and local laws; serve as the department webmaster and ensure both internal and external websites are maintained and up to date; assist with the Citywide petty cash program; work with City departments on creating, modifying, or dissolving accounts and annual reconciliations; and perform duties of the Administrative Specialist Senior and Program Assistant II on a backup basis.

- 20% Assist with the management of the daily workflow of Purchasing Agents, which includes prioritizing, assigning, and approving requisitions through contract execution; update and maintain internal and external procurement procedures and keep the Purchasing Internal Procedures and Purchasing Liaison Manuals current; and manage all master contract data to include the coordination and statistical reporting of the City's various socio-economical bid incentive programs, such as Local Business Enterprise (LEB), Buy American, and Small Business Enterprise (SBE) and the ethical purchasing requirements.
- 20% Assist with the coordination and developing Citywide Financial Management Information System (FMIS) training and annual purchase order/budgetary rollover duties.
- 15% Assist with the management of the Citywide procurement card program; make recommendations on procurement card issues at all levels of City government; and conduct post audits of procurement-related documents for compliance with procedures for internal and external users.
- 5% Perform payroll and reporting functions, including involvement with confidential personnel matters for the Purchasing Division; process adjustments to CityTime; create job requisitions in JobApps and prepare related reports as needed.

Minimum requirements include a bachelor's degree in business administration, finance, or a related area and two years of experience related to the duties and responsibilities listed above. Equivalent combinations of education and experience may be considered.

As the level of responsibilities, functions, and minimum qualifications of this position align with existing Business Analyst - Senior positions in the City, we recommend classifying this position as Business Analyst - Senior in pay range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

Current	New Position		One Position
Recommended	Purchasing Agent – Senior	PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768	One Position

This position is independently responsible for the procurement of a large volume of a diverse group of complex commodities and services valued at approximately \$22 million on an annual basis. This position ensures that all purchases comply with specifications, City government by-laws, and policies and procedures. Duties and responsibilities include:

- 20% Develops and reviews bid specifications/requests for proposals for compliance with City procedures to maximize competition and cost savings.
- 20% Manages and facilitates the RFP purchasing process, provides guidance to the committee to ensure fair, transparent, and competitive processes; reviews committee award recommendations to the highest ranked proposer and leads the contract negotiation process.
- 15% Negotiates the best price for the City with vendors on exception to bid acquisitions.
- 10% Conducts industry and market research on best practices related to contract negotiations; cooperative purchasing; vendor sourcing and management consistent with city procurement procedures and regulations.
- 10% Analyzes data to identify most often used services and goods to standardize and set forth in citywide contracts.
- 10% Issues purchase orders and contracts. Inputs completed contracts in the City's Fiscal Management Information System (FMIS).

10% Analyzes data to identify most often used services and goods to standardize and set forth in citywide contracts.

5% Serve as technical advisor at pre-bid conferences to ensure compliance with City procurement procedures.

Minimum requirements include a bachelor's degree in business administration, public administration, legal studies, accounting or a closely related field and two years of experience in purchasing or a closely related field.

As the level of responsibilities, functions, and minimum qualifications of this position align with existing Purchasing Agent - Senior positions in the City, we recommend classifying this position as Purchasing Agent - Senior in pay range 2JX (\$66,154 - \$92,612) with recruitment at \$72,768.

Current	New Position		One Position
Recommended	Systems Analyst - Project Leader	PR 20X (\$91,006 - \$127,413) FN: Recruitment is at \$106,771	One Position

This position manages and guides teams of DPW employees who are subject matter experts in business processes that flow through the Enterprise Resource Program (ERP) to design and document workflows within the technical confines of the new ERP. Act as a liaison between DPW staff, Assetworks, ITMD, the ERP implementation vendor, and the ERP itself to ensure DPW field and administrative business processes take maximum advantage of the ERP. Track progress of the project by creating and maintaining project documentation, keeping DPW subject matter expert teams on task, working through technical problems with systems such as DPW apps, Assetworks, Acella and other systems that interface with the ERP. Leading communication efforts to DPW staff regarding progress of the project. Representing DPW in meetings and technical discovery and development sessions with ITMD, Assetworks, and the ERP vendor and implementation team. Directly report and communicate to DPW Leadership regarding progress of the project, potential problems for DPW and making recommendations to leadership on how to best utilize the system. Act as DPW's keeper of record for all project documentation, technical documentation, workflow design documentation, training materials and other documents, media, data and materials associated with the project. Duties and responsibilities include:

- 35% Project management – Build teams of SMEs to work with developers, the implementation team and trainers. Manage and guide SME teams in documenting work processes and fitting work processes into the framework of the new system. Manage time-lines of all aspects of DPW's design work, development of the system, implementation of the system and training responsibilities.
- 35% AssetWorks Integration – Act as liaison between Assetworks staff, DPW staff, the implementation team, the ERP vendor and ITMD to ensure successful integration of Assetworks with the new system. Work with inventory staff across DPW to create and document inventory related workflows in accordance with the ERP. Work with Fleet management to create and document repair activity workflows in accordance with the ERP. Work with DPW leadership and staff to implement AssetWorks in DPW departments that are not currently using it; this may include Water, Infrastructure, Sewers and Buildings and Bridges.
- 15% Project Documentation - Be the keeper of records for DPW as it pertains to design, implementation and training on the ERP. Use project management tools to create charts, reports and other documentation to keep track of tasks, deadlines, staff responsibilities and other related functions to ensure DPWs responsibilities are on task and communicated to staff and other stakeholders. Be the repository of

technical documentation, data, media and any other material associated with the ERP. Be the keeper of record for training material, media and other material associated with the ERP.

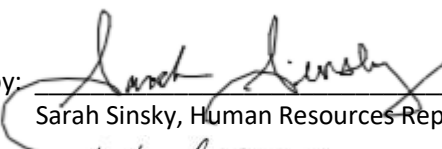
- 10% Communication – Act as liaison between DPW leadership, the implementation team, system developers, Assetworks staff, DPW staff, the project Executive Committee, ITMD and other City stakeholders. Keep DPW Leadership apprised of projects status and progress. Use various communication tools to keep DPW staff and employees apprised of project progress and implications. Represent DPW's interests in meetings with ITMD, developers, vendors and other city departments regarding the project.
- 5% Other duties as assigned.

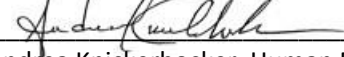
Minimum requirements include a bachelor's degree in information systems management, computer science, or a related field from an accredited college or university, and five years of experience with project management or implementation of an enterprise-wide application comparable to the same size and scope of the City of Milwaukee's ERP. Equivalent combinations of education and experience may be considered.

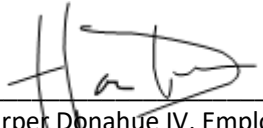
Based off the comparable levels of duties and skills needed in comparison with the classifications of Functional Applications Administrator and Systems Analyst – Project Leader, DER Compensation recommends classifying this new position as a Systems Integration - Project Leader in Pay Range 20X (\$91,006 - \$127,413) with a recruitment rate of \$106,771.

**Action Required – Effective Pay Period 12, 2024 (June 26, 2024)**

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

Prepared by:   
Sarah Sinsky, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

A	Date	5/15/2024	File Number	231964	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on May 7 <sup>th</sup> , 2024.				

B	Submitted By (Name/Title/Dept./Ext.)	Sarah Wangerin/ Human Resources Representative / Employee Relations
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input checked="" type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

**F****Assumptions used in arriving at fiscal estimate.**

The total cost for 2024 is \$30,840. The total cost for a full year is \$53,456. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

**G**

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

☐ 1-3 Years      ☐ 3-5 Years☐ 1-3 Years      ☐ 3-5 Years☐ 1-3 Years      ☐ 3-5 Years**H****List any costs not included in Sections D and E above.****I****Additional information.****J****This Note**      ☐ **Was requested by committee chair.**

**Department of Employee Relations  
Fiscal Note Spreadsheet**

City Service Commission Meeting of May 7, 2024  
Finance and Personnel Committee Meeting of May 15, 2024

**NEW COSTS FOR 2024**

	Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal
Vacant	1	CC-CC	Staff Assistant - Common Council President	2JX	Policy and Administration Director	2NX	N/A	\$101,391	12	\$22,702	\$3,178	\$25,880
Vacant	1	MWW	New Position	N/A	GIS Analyst	2HN	N/A	\$66,763	12	N/A	Included in 2024 budget	
Vacant	1	Health	Inventory Control Assistant 3	8EN	Health Inventory Control Specialist	2FN	\$54,407	\$61,544	12	\$4,118	\$842	\$4,960
Vacant	1	DOA - ITMD	New Position	N/A	Systems Analyst - Senior ***	2MX	N/A	\$97,064	12	N/A	Funded by the ERP capital project	
Vacant	1	DOA - PUR	New Position	N/A	Business Analyst - Senior ***	2JX	N/A	\$72,768	12	N/A	Funded by the ERP capital project	
Vacant	1	DOA - PUR	New Position	N/A	Purchasing Agent – Senior ***	2JX	N/A	\$72,768	12	N/A	Funded by the ERP capital project	
Vacant	1	DPW - OPS	New Position	N/A	Systems Integration – Project Leader ***	2OX	N/A	\$106,771	12	N/A	Funded by the ERP capital project	
	7									\$26,820	\$4,020	\$30,840

Assume effective date is Pay Period 12, 2024 (June 26, 2024) unless otherwise indicated.

\*\*\* Position funded by the ERP capital project

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	CC-CC	Staff Assistant - Common Council President	2JX	Policy and Administration Director	2NX	N/A	\$101,391	1	\$39,350	\$5,509	\$44,859
	1	MWW	New Position	N/A	GIS Analyst	2HN	N/A	\$66,763	1	N/A	Included in 2024 budget	
	1	Health	Inventory Control Assistant 3	8EN	Health Inventory Control Specialist	2FN	\$54,407	\$61,544	1	\$7,137	\$1,460	\$8,597
	1	DOA - ITMD	New Position	N/A	Systems Analyst - Senior ***	2MX	N/A	\$97,064	1	N/A	Funded by the ERP capital project	
	1	DOA - PUR	New Position	N/A	Business Analyst - Senior ***	2JX	N/A	\$72,768	1	N/A	Funded by the ERP capital project	
	1	DOA - PUR	New Position	N/A	Purchasing Agent – Senior ***	2JX	N/A	\$72,768	1	N/A	Funded by the ERP capital project	
	1	DPW - OPS	New Position	N/A	Systems Integration – Project Leader ***	2OX	N/A	\$106,771	1	N/A	Funded by the ERP capital project	
	7									\$46,487	\$6,969	\$53,456

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