



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

February 19, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 231615 – Communication from the Department of Employee Relations relating to classification studies approved at the February 15, 2024 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Fire and Police Commission meeting on February 15, 2024.

City Wide – Administrative Support

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Police Services Specialist Police Dept - 19 Positions	6AN: \$33,110-\$33,110	N/A	6CN: \$38,849-\$46,618
Fire Cadet Fire Dept - 52 Positions	6BN: \$33,110-\$34,363	N/A	6AN: \$36,421-\$45,526 Recruit Rate: \$33,110
Police Aide Police Dept - 32 Positions	6BN: \$33,110-\$34,363	N/A	6AN: \$36,421-\$45,526 Recruit Rate: \$33,110
Office Assistant I Citywide - Underfill title	6CN: \$33,110-\$34,925	N/A	6BN: \$37,114-\$46,392
Office Assistant II City Attorney - One Position DNS - Eight Positions DPW Infra - One Position Fire Dept - One Position Health - One Position Library - Two Positions Police Dept - 43 Positions	6EN: \$33,110-\$38,121	N/A	6DN: \$40,826-\$48,991
Office Assistant II DPW OPS Fleet - One Position	6EN: \$33,110-\$38,121	Program Assistant I	5GN: \$53,351-\$66,689
Office Assistant II Health - One Position	6EN: \$33,110-\$38,121	Community Health Administrative Specialist 1	5IN: \$57,620-\$72,025
Office Assistant II Health - One Position	6EN: \$33,110-\$38,121	Customer Service Representative III	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant II Library - One Position	6EN: \$33,110-\$38,121	Administrative Assistant III	5IN: \$57,620-\$72,025

Office Clerk II Citywide - Underfill title	6EN: \$33,110-\$38,121	N/A	6BN: \$37,114-\$46,392
Communications Assistant I Citywide - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$34,039	N/A	6EN: \$41,494-\$49,792
Customer Service Representative I Citywide - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	N/A	6GN: \$44,909-\$53,891
Mail Processor Police Dept - Two Positions	6FN: \$33,110-\$40,757	N/A	6DN: \$40,826-\$48,991
Office Assistant III City Attorney - One Position DCD - One Position DNS - 17 Positions DOA - One Position DPW Infra - Three Positions ERS - One Position Fire Dept - One Position Health - Five Positions Library - One Position Mayor - One Position Police Dept - 21 Positions	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	N/A	6GN: \$44,909-\$53,891
Office Assistant III DCD - Two Positions	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Program Assistant I	5GN: \$53,351-\$66,689
Office Assistant III ERS - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Benefits Services Specialist	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Office Assistant III Health - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Customer Service Representative III	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant III Health - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Program Assistant III	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Office Assistant III Library - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Program Assistant III	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Police Records Specialist I Police Dept - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	N/A	6GN: \$44,909-\$53,891
Tow Lot Assistant I DPW OPS - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$34,039	N/A	6EN: \$41,494-\$49,792
Accounting Assistant I Police Dept - One Position Treasurer - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$41,951	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Administrative Assistant I DOA - One Position Police Dept - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Assessment Services Clerk Assessor - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$38,470	N/A	6DN: \$40,826-\$48,991
Communications Assistant II CCCC - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Customer Service Representative II CCCC - Two Positions DNS - Three Positions	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256

Tow Lot Assistant II DPW OPS - Underfill title	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Accounting Assistant II DCD - One Position DNS - Two Positions DPW Admin - One Position DPW Infra - One Position Police Dept - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$43,580	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,139
Accounting Program Assistant I Citywide - Underfill title	6HN: \$39,349-\$44,426 Recruit Rate: \$43,580	N/A	6JN: \$48,357-\$58,029 Recruit Rate: \$48,426
Administrative Assistant II CCCC - Two Positions DER - One Position DPW Admin - One Position DPW Infra - One Position ERS - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Communications Assistant III DPW OPS - Two Positions Water Works - Four Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Customer Service Representative III Treasurer - Five Positions Treasurer - One Position Bilingual Water Works - 16 Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant IV DCD - Four Positions DNS - Four Positions DPW Infra - One Position DPW OPS - Two Positions Fire Dept - Three Positions Library - One Position Police Dept - Six Positions Water Works - Three Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant IV DPW OPS Forestry - Three Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	Program Assistant I	5GN: \$53,351-\$66,689
Office Assistant IV Health - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	Customer Service Representative III	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant IV Health - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	Program Assistant III	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Police District Administrative Assistant Police Dept - 54 Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Teller Police Dept - One Position Treasurer - One Position Treasurer - One Position Bilingual	6HN: \$39,349-\$44,426 Recruit Rate: \$43,580	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399

BOZA Administrative Assistant 1 BOZA - One Position	6IN: \$39,196-\$45,988 Recruit Rate: \$39,750	N/A	6GN: \$44,909-\$53,891
Communications Assistant IV DPW OPS - Four Positions	6JN: \$36,982-\$47,272 Recruit Rate: \$42,036	N/A	6LN: \$50,964-\$61,157 Recruit Rate: \$51,726
Accounting Program Assistant II COMP - Three Positions	6KN: \$40,993-\$48,169 Recruit Rate: \$44,887	N/A	6MN: \$52,917-\$63,500
Administrative Services Assistant DCD - One Position	6KN: \$40,993-\$48,169 Recruit Rate: \$42,980	N/A	6MN: \$52,917-\$63,500
BOZA Administrative Assistant 2 BOZA - One Position	6KN: \$40,993-\$48,169 Recruit Rate: \$41,736	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Communications Assistant V Water Works - Seven Positions	6KN: \$40,993-\$48,169 Recruit Rate: \$42,980	N/A	6MN: \$52,917-\$63,500
Assessment Services Assistant 1 Assessor - Underfill title	6LN: \$42,980-\$49,583 Recruit Rate: \$43,914	N/A	6GN: \$44,909-\$53,891
Court Services Assistant 1 Muni Court - Underfill title	6LN: \$42,980-\$49,583 Recruit Rate: \$45,807	N/A	6GN: \$44,909-\$53,891 Recruit Rate: \$45,807
Payroll Clerk 1 Citywide - Underfill title	6MN: \$45,584-\$52,588 Recruit Rate: \$47,150	N/A	6IN: \$47,150-\$56,585
Assessment Services Assistant 2 Assessor - Underfill title	6NN: \$40,993-\$54,702 Recruit Rate: \$46,109	N/A	6IN: \$47,150-\$56,585
Court Accounting Assistant Muni Court - Four Positions	6NN: \$40,993-\$54,702 Recruit Rate: \$49,324	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,324
Court Services Assistant 2 Muni Court - Five Positions	6NN: \$40,993-\$54,702 Recruit Rate: \$48,097	N/A	6IN: \$47,150-\$56,585 Recruit Rate: \$48,097
Legal Office Assistant 1 City Attorney - Underfill title	6NN: \$40,993-\$54,702 Recruit Rate: \$50,077	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$50,077
Payroll Clerk 2 Citywide - Underfill title	6NN: \$40,993-\$54,702 Recruit Rate: \$49,324	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,324
Tax Enforcement Specialist Treasurer - Three Positions	6NN: \$40,993-\$54,702 Recruit Rate: \$51,392	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Assessment Services Assistant 3 Assessor - Five Positions	6ON: \$52,364-\$59,789 Recruit Rate: \$48,415	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
ITMD Administrative Assistant DOA - One Position	6ON: \$52,364-\$59,789 Recruit Rate: \$50,387	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$50,387
Legal Office Assistant 2 City Attorney - Four Positions	6ON: \$52,364-\$59,789 Recruit Rate: \$54,136	N/A	6MN: \$52,917-\$63,500 Recruit Rate: \$54,136
Payroll Clerk 3 Police Dept - Two Positions	6ON: \$52,364-\$59,789 Recruit Rate: \$51,983	N/A	6LN: \$50,964-\$61,157 Recruit Rate: \$51,983

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

ADMINISTRATIVE SUPPORT – Part-time and Intermittent

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Temporary Administrative Assistant II Citywide - Temporary title	9EN: \$40,146-\$44,426	N/A	9ON: \$44,317-\$55,396 Recruit Rate: \$49,399
Temporary Office Assistant I Citywide - Temporary title	9FN: \$33,110-\$33,110	N/A	9FN: \$33,110-\$33,110 Recruit Rate: \$37,114

Temporary Office Assistant II EC - 10 Positions Citywide - Temporary title	9KN: \$33,110-\$33,110	N/A	9FN: \$33,110-\$33,110 Recruit Rate: \$40,826
Temporary Customer Service Representative I Treasurer - 20 Positions Citywide - Temporary title	9ON: \$36,840-\$36,840	N/A	9KN: \$43,026-\$53,783 Recruit Rate: \$44,909
Temporary Office Assistant III Citywide - Temporary title	9ON: \$36,840-\$36,840	N/A	9KN: \$43,026-\$53,783 Recruit Rate: \$44,909
Temporary Customer Service Representative II Citywide - Temporary title	9UN: \$38,471-\$42,388	N/A	9ON: \$44,317-\$55,396 Recruit Rate: \$46,256

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

City Wide - Paraprofessionals

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Public Health Aide Health - Underfill title	5AN: \$33,110-\$38,100	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$43,561
Clinic Assistant Health - Underfill title	5BN: \$33,110-\$39,749	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$43,090
Community Education Assistant Health - One Position	5BN: \$33,110-\$39,749	Public Health Educator II	2DN: \$45,101-\$63,140 Recruit Rate: \$53,914
Community Education Assistant Health - One Position	5BN: \$33,110-\$39,749	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$43,090
Medical Assistant Health - Six Positions Health - One Position -Bilingual Hmong	5CN: \$36,152-\$43,178	N/A	5CN: \$45,011-\$56,264 Recruit Rate: \$48,084
Forensic Identification Processor Police Dept - Five Positions	5DN: \$38,471-\$45,543 Recruit Rate: \$41,988	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$51,182
Library Circulation Services Representative Library - 73 Positions Library - Five Positions bilingual	5DN: \$38,471-\$45,543 Recruit Rate: \$40,094	N/A	5AN: \$40,826-\$51,032
Library Technical Services Specialist Library - Eight Positions	5DN: \$38,471-\$45,543 Recruit Rate: \$40,094	N/A	5AN: \$40,826-\$51,032
License Specialist I CCCC - Underfill title	5DN: \$38,471-\$45,543 Recruit Rate: \$41,988	N/A	5HN: \$55,728-\$69,660
Police Records Specialist II Police Dept - Underfill title	5DN: \$38,471-\$45,543 Recruit Rate: \$41,988	N/A	5HN: \$55,728-\$69,660
Accounting Assistant III DPW Admin - One Position Treasurer - One Position Water Works - Five Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$44,887	N/A	5GN: \$53,351-\$66,689
Community Service Officer Police Dept - 25 Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$41,937	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$55,842
Library Audio Machine Technician Library - Two Positions	5EN: \$42,980-\$49,583	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$44,909

License Specialist II CCCC - Five Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Office Coordinator Fire Dept - One Position	5EN: \$42,980-\$49,583	N/A	5GN: \$53,351-\$66,689
Office Coordinator II Fire Dept - One Position	5EN: \$42,980-\$49,583 Recruit Rate: \$44,026	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,648
Police Records Specialist III Police Dept - 18 Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Police Services Specialist-Investigator Police Dept - 27 Positions Police Dept - 10 Positions PPD	5EN: \$42,980-\$49,583 Recruit Rate: \$41,937	N/A	5GN: \$53,351-\$66,689
Program Assistant I CCCC - One Position DCD - One Position DNS - One Position DOA - One Position DPW Infra - Three Positions DPW OPS - Three Positions FPC - Two Positions Health - Two Positions Water Works - One Position	5EN: \$42,980-\$49,583	N/A	5GN: \$53,351-\$66,689
Program Assistant I DCD - One Position	5EN: \$42,980-\$49,583	Administrative Services Supervisor	1DX: \$58,223-\$81,507 Recruit Rate: \$70,690
Administrative Assistant III DPW Infra - One Position Health - Two Positions Police Dept - Seven Positions Port - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Clinic Office Coordinator Health - Three Positions	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Emergency Communications Administrative Assistant III DEC - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	Administrative Assistant III	5IN: \$57,620-\$72,025
Health Access Assistant Health - Four Positions	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Health Project Assistant Health - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Lead Project Assistant Health - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,977	N/A	5IN: \$57,620-\$72,025
Program Assistant II DNS - Ten Positions DOA - Two Positions DPW Admin - One Position DPW Infra - Two Positions DPW OPS - Five Positions Fire Dept - One Position Health - Four Positions	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025

Library - One Position Treasurer - One Position Water Works - Four Positions			
Program Assistant II Treasurer - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	Tax Enforcement Specialist	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Accounting Program Assistant III COMP - Seven Positions DCD - One Position Library - One Position	5GN: \$44,157-\$53,003 Recruit Rate: \$51,392	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,401
Communications Assistant-Senior DPW OPS - Eight Positions	5GN: \$44,157-\$53,003 Recruit Rate: \$47,992	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$49,399
Emergency Communications Officer I DEC - Underfill title	5GN: \$44,157-\$53,003 Recruit Rate: \$45,977	N/A	5CN: \$45,011-\$56,264 Recruit Rate: \$45,977
Health Accounting Assistant Health - Two Positions	5GN: \$44,157-\$53,003 Recruit Rate: \$51,392	Accounting Coordinator II	2FN: \$51,250-\$71,754 Recruit Rate: \$62,529
Tow Lot Assistant III DPW OPS - Seven Positions	5GN: \$44,157-\$53,003 Recruit Rate: \$47,992	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$49,399
Unified Call Center Representative 1 DOA - Underfill title	5GN: \$44,157-\$53,003 Recruit Rate: \$45,977	N/A	5CN: \$45,011-\$56,264 Recruit Rate: \$45,977
License Specialist III CCCC - Two Positions	5HN: \$47,768-\$54,555	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$60,973
Water Billing Specialist Water Works - Five Positions	5HN: \$47,768-\$54,555 Recruit Rate: \$51,392	N/A	5KN: \$63,038-\$78,798 Recruit Rate: \$63,530
911 Dispatcher DEC - Underfill title	5IN: \$49,184-\$58,015 Recruit Rate: \$66,716	N/A	5LN: \$65,408-\$81,760 Recruit Rate: \$66,716 Footnote: Appointment may be at any rate in the following pay range: \$66,716-\$82,051
911 Telecommunicator DEC - Underfill title	5IN: \$49,184-\$58,015 Recruit Rate: \$58,014	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$58,014 Footnote: Appointment may be at any rate in the following pay range: \$58,014-\$71,349
Administrative Assistant IV DNS - One Position Health - Two Positions Library - One Position Police Dept - Two Positions Water Works - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Assessment Accounting Assistant Assessor - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$49,870	N/A	5GN: \$53,351-\$66,689
Benefits Services Specialist DER - Two Positions ERS - Two Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229

Communications Assistant Lead DPW OPS - Five Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Emergency Communications Administrative Assistant IV DEC - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Administrative Assistant IV	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Emergency Communications Financial Services Assistant DEC - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Management Accountant - Senior	2JX: \$66,154-\$92,612 Recruit Rate: \$72,768
Emergency Communications Human Resources Assistant DEC - Underfill title	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Human Resources Assistant	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
ERS Accounting Assistant ERS - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$49,870	N/A	5GN: \$53,351-\$66,689
Human Resources Assistant DER - Four Positions Fire Dept - One Position FPC - Two Positions Health - One Position Library - Two Positions Police Dept - Two Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Human Resources Assistant DNS - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Human Resources Analyst	2IX: \$62,041-\$86,854 Recruit Rate: \$68,244
Library Circulation Services Representative-Lead Library - Six Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Library Communications Assistant Library - Two Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Library Technical Services Specialist-Lead Library - Three Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Parking Enforcement Officer DPW OPS - 58 Positions	5IN: \$49,184-\$58,015	N/A	5DN: \$47,261-\$59,076 Recruit Rate: \$49,184
Program Assistant III DNS - Three Positions DOA - One Position DPW Infra - One Position Health - Five Positions Library - One Position Police Dept - One Position Water Works - Five Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Program Assistant III DPW OPS - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	Administrative Specialist Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Program Assistant III Health - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	Human Resources Assistant	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Program Assistant III Treasurer - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	Administrative Specialist-Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Revenue Collection Specialist Treasurer - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264

Administrative Services Coordinator CCCC - One Position DCD - One Position DOA - One Position Fire Dept - One Position Water Works - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5KN: \$63,038-\$78,798 Recruit Rate: \$64,264
Assessment Services Assistant-Senior Assessor - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$56,842
Court Accounting Assistant-Senior Muni Court - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$56,842
Court Administrative Assistant Muni Court - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	Administrative Specialist-Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Court Services Assistant-Lead Muni Court - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$56,842
Deferred Compensation Plan Services Assistant Def Comp - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$52,365
ERS Fiscal Services Assistant ERS - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$54,989	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,989
Internet Analyst DOA - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$52,784	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$52,784
Lead Parking Enforcement Officer DPW OPS - Four Positions	5JN: \$49,977-\$60,642 Recruit Rate: \$51,644	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$51,644
Legal Office Assistant-Senior City Attorney - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,275
Payroll Assistant 1 Citywide - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$54,418	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,418
Tow Lot Assistant Lead DPW OPS - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5GN: \$53,351-\$66,689
Transportation Accounting Assistant DPW OPS - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5GN: \$53,351-\$66,689
Unified Call Center Representative 2 DOA - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$51,644	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$51,644
WIC Client Services Assistant 1 Health - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$54,418	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,418
Assessment Services Specialist Assessor - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
BOZA Administrative Assistant-Lead BOZA - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,684
Docketing Specialist City Attorney - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$63,602	N/A	5KN: \$63,038-\$78,798 Recruit Rate: \$63,602
Emergency Communications Officer II DEC - Underfill title	5KN: \$58,014-\$71,349 Recruit Rate: \$58,014	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,014
ERS Services Specialist ERS - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Facilities Program Assistant Library - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$58,772	Facilities Program Specialist	5IN: \$57,620-\$72,025 Recruit Rate: \$58,772

Internet Analyst-Senior DOA - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$55,423	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$55,423
IT Support Associate DOA - Three Positions Library - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,684
Legal Office Assistant-Lead City Attorney - Two Positions	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Unified Call Center Representative 3 DOA - 11 Positions DOA - 21 Positions (Auxiliary)	5KN: \$58,014-\$71,349 Recruit Rate: \$58,014	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,014
Emergency Communications Officer III DEC - Underfill title	5LN: \$66,716-\$82,051 Recruit Rate: \$66,716	N/A	5LN: \$65,408-\$81,760 Recruit Rate: \$66,716
Emergency Communications Officer IV DEC - 184 Positions	5LN: \$66,716-\$82,051 Recruit Rate: \$70,052	N/A	5MN: \$68,678-\$85,847 Recruit Rate: \$70,052
Payroll Assistant 2 Citywide - Underfill title	5MN: \$53,006-\$64,316 Recruit Rate: \$57,139	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$57,139
WIC Client Services Assistant 2 Health - Underfill title	5MN: \$53,006-\$64,316 Recruit Rate: \$57,139	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$57,139
Municipal Court Clerk 1 Muni Court - Underfill title	5NN: \$56,218-\$68,214 Recruit Rate: \$57,272	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,781
Payroll Assistant 3 DPW Admin - Nine Positions Fire Dept - One Position Police Dept - One Position Water Works - One Position	5NN: \$56,218-\$68,214 Recruit Rate: \$59,996	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,996
WIC Client Services Assistant 3 Health - Seven Positions	5NN: \$56,218-\$68,214 Recruit Rate: \$59,996	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,996
DPW Payroll Services Assistant DPW Admin - One Position	5ON: \$59,625-\$72,348 Recruit Rate: \$61,780	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Fire Business Services Specialist Fire Dept - Three Positions	5ON: \$59,625-\$72,348 Recruit Rate: \$61,780	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Municipal Court Clerk 2 Muni Court - Six Positions	5ON: \$59,625-\$72,348 Recruit Rate: \$59,956	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Water Program Assistant Water Works - Two Positions	5ON: \$59,625-\$72,348 Recruit Rate: \$61,780	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229

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

Professionals

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Executive Administrative Assistant I Citywide - Underfill title	2BN: \$39,716-\$55,598	N/A	2CN: \$42,322-\$59,242 Recruit Rate: \$51,440
Public Health Educator I Health - Underfill title	2BN: \$39,716-\$55,598 Recruit Rate: \$43,536	N/A	2BN: \$39,716-\$55,598 Recruit Rate: \$48,641
Administrative Specialist DOA - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$42,322	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041

Administrative Specialist DOA - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$42,322	Administrative Specialist-Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Document Services Supervisor CC-CC - Two Positions	2CN: \$42,322-\$59,242 Recruit Rate: \$51,468	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Executive Administrative Assistant II CC-CC - One Position COMP - One Position	2CN: \$42,322-\$59,242	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Office Supervisor II Police Dept - One Position	2CN: \$42,322-\$59,242	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Public Health Educator II Health - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$48,256	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$53,914
Records Services Supervisor ERS - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$51,468	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Accounting Coordinator I DCD - Two Positions DPW ADMIN - One Position Police Dept - Two Positions	2DN: \$45,101-\$63,140 Recruit Rate: \$51,392	N/A	2EN: \$48,079-\$67,309 Recruit Rate: \$58,438
Accounting Coordinator II COMP - Two Positions DCD - Two Positions Health - Two Positions	2DN: \$45,101-\$63,140 Recruit Rate: \$54,989	N/A	2FN: \$51,250-\$71,754 Recruit Rate: \$62,529
Administrative Support Specialist DER - One Position DPW Admin - One Position FPC - One Position Mayor - One Position	2DN: \$45,101-\$63,140 Recruit Rate: \$54,989	N/A	2EN: \$48,079-\$67,309 Recruit Rate: \$58,416
Emergency Communications Administrative Support Specialist DEC - One Position	2DN: \$45,101-\$63,140 Recruit Rate: \$54,989	Administrative Support Specialist	2EN: \$48,079-\$67,309 Recruit Rate: \$58,416
Business Services Specialist Attorney - One Position DOA - Two Positions DPW Admin - One Position	2DN: \$45,101-\$63,140 Recruit Rate: \$51,388	N/A	2FN: \$51,250-\$71,754 Recruit Rate: \$63,860
Election Services Coordinator Election - Three Positions	2DN: \$45,101-\$63,140 Recruit Rate: \$54,070	N/A	2EN: \$48,079-\$67,309 Recruit Rate: \$60,973
Absentee Services Coordinator Election - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Election Administrative Services Coordinator Election - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Election Services Field Coordinator Election - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Parking Administrative Services Coordinator DPW OPS - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Administrative Specialist-Senior DNS - One Position	2EX: \$51,649-\$67,309	N/A	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992

DOA - Three Positions DPW Admin - One Position Library - One Position			
Healthcare Access Program Coordinator Health - One Position	2FN: \$51,250-\$71,754 Recruit Rate: \$56,037	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$65,112
Legal Administrative Specialist-Senior Attorney - Two Positions	2FX: \$51,649-\$71,754 Recruit Rate: \$62,069	N/A	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Municipal Court Clerk-Lead Muni Court - One Position	2GX: \$54,619-\$76,474 Recruit Rate: \$65,724	N/A	2IX: \$62,041-\$86,854 Recruit Rate: \$67,917

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

Officials and Administrators

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Forensic Processor Supervisor Police Dept- One Position	1AX: \$51,649-\$67,309	N/A	1BX: \$51,649-\$71,754 Recruit Rate: \$62,959
Permit Desk Supervisor DNS - One Position	1AX: \$51,649-\$67,309	N/A	1DX: \$58,223-\$81,507 Recruit Rate: \$70,690
Police Records Supervisor Police Dept - One Position	1AX: \$51,649-\$67,309 Recruit Rate: \$52,303	N/A	1CX: \$54,619-\$76,474 Recruit Rate: \$66,758
Administrative Services Supervisor DCD - One Position DNS - Three Positions	1BX: \$51,649-\$71,754	N/A	1DX: \$58,223-\$81,507 Recruit Rate: \$70,690
License Coordinator CC-CC - One Position	1CX: \$54,619-\$76,474	N/A	1DX: \$58,223-\$81,507 Recruit Rate: \$69,717
Document Services Manager CC-CC - One Position	1DX: \$58,223-\$81,507 Recruit Rate: \$70,166	N/A	1FX: \$66,154-\$92,612 Recruit Rate: \$75,719
Police Records Manager Police Dept - One Position	1DX: \$58,223-\$81,507	N/A	1EX: \$62,041-\$86,854 Recruit Rate: \$74,838
License Division Assistant Manager CC-CC - One Position	1FX: \$66,154-\$92,612 Recruit Rate: \$67,477	N/A	1FX: \$66,154-\$92,612 Recruit Rate: \$76,688
License Division Manager CC-CC - One Position	1HX: \$75,162-\$105,223 Recruit Rate: \$75,162	N/A	1HX: \$75,162-\$105,223 Recruit Rate: \$84,357

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

Paraprofessionals – Part-time and Intermittent

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Temporary Program Assistant I Citywide - Temporary title	9EN: \$40,146-\$44,426 Recruit Rate: \$42,980	N/A	9HN: \$51,250-\$71,754 Recruit Rate: \$53,351
Temporary Election Services Office Administrator Election - Temporary title	9HN: \$51,250-\$71,754 Recruit Rate: \$51,250	Temporary Early Voting Coordinator	9HN: \$51,250-\$71,754 Recruit Rate: \$64,264 Footnote: Appoint at any rate with DER approval.
Temporary Community Education Assistant Health - Temporary title	9KN: \$33,110-\$33,110	N/A	9EN: \$40,146-\$44,426 Recruit Rate: \$43,090

Temporary Library Circulation Services Representative Library - Six Positions	9UN: \$38,471-\$42,388 Recruit Rate: \$40,094	N/A	9FN: \$37,114-\$49,219 Recruit Rate: \$40,826
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*Note: Residents receive a rate that is 3% higher.

Respectfully Submitted,



Harper Donahue, IV
 Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Department of Employee Relations

REVISED 2/12/2024

JOB EVALUATION REPORT

Fire and Police Commission Meeting: February 15th, 2024

This city-wide job study aligns 53 Administrative Support titles and related classifications across all City departments. These titles represent 464 positions and 235 incumbents citywide. This series covers positions in Part I: Section 6: *Administrative Support* in the Salary Ordinance and corresponding titles in section 9: *Part-time and Intermittent*. These are positions in which workers are responsible for internal and external communication, recording, and retrieval of data and/or information in support of a function or program. Examples of classifications include office assistants, communications assistants, and customer service representatives.

Note this report does not include a market recommendation for Fire Cadet and Police Aide titles, as a full market and classification study will be completed after labor contracts in related titles have been settled. Incumbents are limited to their current rate of pay.

These recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission as titles are often specific to a department. **Titles highlighted in grey are specific to the Fire and Police Commission report.**

Vacancy Rate

Vacancy Rate		
	Number	Percentage
Filled	235	51%
Vacant	229	49%

Incumbent Demographics

Ethnic Group		
	Number	Percentage
Black	95	53%
Hispanic	19	11%
White	62	35%
Asian	2	1%
American Indian/ Alaska Native	1	1%

Sex		
	Number	Percentage
Female	149	83%
Male	30	17%

The recommendations appropriately place the rates of pay for classifications based upon a comparison to market rates of pay. These changes are not reclassifications unless specifically addressed at the end of this report. Employees in these titles will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title.

Background

In 2021, the City of Milwaukee instituted a minimum living wage for City of Milwaukee employees. This change raised rates of pay for approximately 500 employees and affected six administrative support and seven part-time and intermittent pay ranges. This report aims to decompress the pay ranges and position titles that were eclipsed or compressed. Market data is provided to support recommended minimum rates of pay. Market data was sourced from the Economic Research Institute (ERI), a salary survey to which Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary information from the State of Wisconsin and other Wisconsin municipalities.

Examples of this compression are displayed in the resulting minimum rates of pay in pay ranges 6AN-6FN:

2021 Pay Range and Rate	Current Pay Range and Rate	Recommended Pay Range and Rate
6AN: \$29,180 - \$30,672	6AN: \$33,110-\$33,110	6AN: \$36,421 - \$43,705
6BN: \$23,437 - \$32,381	6BN: \$33,110-\$34,363	6BN: \$37,114 - \$44,537
6CN: \$26,297 - \$32,910	6CN: \$33,110-\$34,925	6CN: \$38,849 - \$46,618
6DN: \$29,306 - \$34,445	6DN: -	6DN: \$40,826 - \$48,991
6EN: \$28,267 - \$35,922	6EN: \$33,110-\$38,121	6EN: \$41,494 - \$49,792
6FN: \$30,664 - \$38,406	6FN: \$33,110-\$40,757	6FN: \$43,153 - \$51,784
6GN: \$33,976 - \$39,943	6GN: \$36,056-\$42,388	6GN: \$44,909 - \$53,891
6HN: \$37,080 - \$41,863	6HN: \$39,349-\$44,426	6HN: \$46,226 - \$55,471
6IN: \$36,935 - \$43,335	6IN: \$39,196-\$45,988	6IN: \$47,150 - \$56,585
6JN: \$34,849 - \$44,546	6JN: \$36,982-\$47,272	6JN: \$48,357 - \$58,029
6KN: \$38,629 - \$45,391	6KN: \$40,993-\$48,169	6KN: \$49,095 - \$58,914
6LN: \$40,501 - \$46,724	6LN: \$42,980-\$49,583	6LN: \$50,964 - \$61,157
6MN: -	6MN: \$45,584-\$52,588	6MN: \$52,917 - \$63,500
6NN: \$38,628 - \$51,547	6NN: \$40,993-\$54,702	-
6ON: \$49,344 - \$56,340	6ON: \$52,364-\$59,789	-

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

The resulting compression is also displayed in the resulting minimum qualification changes in the Office Assistant series:

Position Title	2021	Minimums	Current	Minimums
Office Assistant I	\$26,297	Six months of experience	\$33,110	N/A
Office Assistant II	\$30,529	Two years of experience	\$33,110	Availability to work full-time
Office Assistant III	\$34,717	Three years of experience	\$36,842	One year of office support experience
Office Assistant IV	\$37,830	Four years of experience	\$40,146	Two years of progressively responsible administrative support experience

Office Assistant Series – City of Milwaukee

Office Assistant IIs generally perform receptionist duties, type documents, input data, maintain records, and distribute mail.

Office Assistant IIIs and IVs perform increasingly responsible and complex administrative tasks requiring a command of automated systems, English writing conventions, and policies and procedures. Depending upon the assignment, they may coordinate calendars for departmental managers, serve as lead workers and trainers for clerical staff, and perform cashiering duties.

Market Data – Economic Research Institute

Assistant Clerk

ERI defines an Assistant Clerk as a position that sorts and files records, and assists staff or department in performing other clerical tasks requiring limited knowledge of systems or procedures. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Writes or types bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Work is distinguished from General Clerk as duties are not as complex.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Assistant Clerk	Milwaukee, Wisconsin	Level 3	\$46,309	\$50,586	\$54,230
Assistant Clerk	Milwaukee, Wisconsin	Level 2	\$41,389	\$45,229	\$48,483
Assistant Clerk	Milwaukee, Wisconsin	Level 1	\$37,545	\$41,023	\$43,958

ERI as of August 14th, 2023

General Clerk

ERI defines a General Clerk as a position that assists department, performing any combination of clerical duties requiring general knowledge and application of various work methods and procedures that may be complex. Types or enters information into computer to prepare correspondence. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Conducts limited research. Operates various office machines, opens and routes incoming mail, answers correspondence, and prepares outgoing mail. Answers telephones, conveys messages, and runs errands.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
General Clerk	Milwaukee, Wisconsin	Level 3	\$48,100	\$52,357	\$56,056
General Clerk	Milwaukee, Wisconsin	Level 2	\$43,316	\$47,142	\$50,429
General Clerk	Milwaukee, Wisconsin	Level 1	\$39,854	\$43,363	\$46,348

ERI as of August 14th, 2023

Market Rates - Bureau of Labor Statistics

In conducting a market cost of labor analysis for these titles, rates of pay from the Bureau of Labor Statistics (BLS) were obtained. The following table provides wage information from BLS for Office and Administrative Support Occupations in Federal, state, and local government, including government-owned schools and hospitals, and the USPS:

Occupation Area: Milwaukee-Waukesha-West Allis, WI	25th percentile wage	Median wage	75th percentile wage
ALL: Office and Administrative Support Occupations	\$36,312	\$42,942	\$51,847
Office Clerks, General	\$33,385	\$39,127	\$48,797
Office and Administrative Support Workers, All Other	\$32,558	\$40,372	\$48,154

Source: BLS – Published in May 2022; aged by 2% to approximate 2024 rates

External Comparisons

In addition to market data comparisons, DER staff made comparisons to comparable positions in other southeastern Wisconsin jurisdictions:

City	Title	Minimum Pay	Minimum Experience	Recommended
Milwaukee	Office Assistant I; II	\$33,110	None	\$40,826
State of WI	Office Associate	\$37,794	None	
Wauwatosa	Office Assistant	\$41,912	None, 2 years preferred	
Madison	Clerk 1	\$42,762	None	
Milwaukee	Office Assistant III	\$36,842	1 year	\$44,909
Racine	Clerk-Typist II	\$39,541	2 years	
Milwaukee	Office Assistant IV	\$40,146	2 years	\$49,399
Madison	Clerk 2	\$48,507	2.5 years	

*The **State of Wisconsin** describes ‘Office Associate’ as a position that performs routine office support work under close to general supervision. Positions are located within any size work unit in an agency or on a campus and must be familiar with the organizational structure to complete tasks. They may be involved in work assignments with several interrelated operating units and may lead lower level classified staff, student workers or limited term employees. Positions perform a variety of basic office support tasks consistent with established office and agency policies and procedures with little or no ability to change the procedures. The activities are routine in nature and require little discretion as the work processes and routines are well defined and easily quantifiable.*

*The **City of Madison** describes ‘Clerk 1’ as a position that performs routine entry-level clerical support work in processing office records, data and materials based on the needs of the agency. Work may include direct contact with the public. Initially, work is performed under close supervision, and is structured to incorporate more difficult assignments, as skills are acquired, leading to career advancement to Clerk 2.*

Recommendations

The recommendations that follow are organized by ‘Current Pay Range and Rate’ and indicate titles by Department. Please note that these recommendations are shown only as non-resident wage rates. City of Milwaukee residents receive the 3% residency incentive.

ADMINISTRATIVE SUPPORT

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Police Services Specialist Police Dept - 19 Positions	6AN: \$33,110-\$33,110	N/A	6CN: \$38,849-\$46,618
Fire Cadet Fire Dept - 52 Positions	6BN: \$33,110-\$34,363	N/A	6AN: \$36,421-\$45,526 Recruit Rate: \$33,110
Police Aide Police Dept - 32 Positions	6BN: \$33,110-\$34,363	N/A	6AN: \$36,421-\$45,526 Recruit Rate: \$33,110

Office Assistant I Citywide - Underfill title	6CN: \$33,110-\$34,925	N/A	6BN: \$37,114-\$46,392
Office Assistant II City Attorney - One Position DNS - Eight Positions DPW Infra - One Position Fire Dept - One Position Health - One Position Library - Two Positions Police Dept - 43 Positions	6EN: \$33,110-\$38,121	N/A	6DN: \$40,826-\$48,991
Office Assistant II DPW OPS Fleet - One Position	6EN: \$33,110-\$38,121	Program Assistant I	5GN: \$53,351-\$66,689
Office Assistant II Health - One Position	6EN: \$33,110-\$38,121	Community Health Administrative Specialist 1	5IN: \$57,620-\$72,025
Office Assistant II Health - One Position	6EN: \$33,110-\$38,121	Customer Service Representative III	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant II Library - One Position	6EN: \$33,110-\$38,121	Administrative Assistant III	5IN: \$57,620-\$72,025
Office Clerk II Citywide - Underfill title	6EN: \$33,110-\$38,121	N/A	6BN: \$37,114-\$46,392
Communications Assistant I Citywide - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$34,039	N/A	6EN: \$41,494-\$49,792
Customer Service Representative I Citywide - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	N/A	6GN: \$44,909-\$53,891
Mail Processor Police Dept - Two Positions	6FN: \$33,110-\$40,757	N/A	6DN: \$40,826-\$48,991
Office Assistant III City Attorney - One Position DCD - One Position DNS - 17 Positions DOA - One Position DPW Infra - Three Positions ERS - One Position Fire Dept - One Position Health - Five Positions Library - One Position Mayor - One Position Police Dept - 21 Positions	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	N/A	6GN: \$44,909-\$53,891
Office Assistant III DCD - Two Positions	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Program Assistant I	5GN: \$53,351-\$66,689
Office Assistant III ERS - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Benefits Services Specialist	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Office Assistant III Health - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Customer Service Representative III	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant III Health - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Program Assistant III	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Office Assistant III Library - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Program Assistant III	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229

Police Records Specialist I Police Dept - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	N/A	6GN: \$44,909-\$53,891
Tow Lot Assistant I DPW OPS - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$34,039	N/A	6EN: \$41,494-\$49,792
Accounting Assistant I Police Dept - One Position Treasurer - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$41,951	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Administrative Assistant I DOA - One Position Police Dept - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Assessment Services Clerk Assessor - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$38,470	N/A	6DN: \$40,826-\$48,991
Communications Assistant II CCCC - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Customer Service Representative II CCCC - Two Positions DNS - Three Positions	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Tow Lot Assistant II DPW OPS - Underfill title	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Accounting Assistant II DCD - One Position DNS - Two Positions DPW Admin - One Position DPW Infra - One Position Police Dept - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$43,580	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,139
Accounting Program Assistant I Citywide - Underfill title	6HN: \$39,349-\$44,426 Recruit Rate: \$43,580	N/A	6JN: \$48,357-\$58,029 Recruit Rate: \$48,426
Administrative Assistant II CCCC - Two Positions DER - One Position DPW Admin - One Position DPW Infra - One Position ERS - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Communications Assistant III DPW OPS - Two Positions Water Works - Four Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Customer Service Representative III Treasurer - Five Positions Treasurer - One Position Bilingual Water Works - 16 Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant IV DCD - Four Positions DNS - Four Positions DPW Infra - One Position DPW OPS - Two Positions Fire Dept - Three Positions Library - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399

Police Dept - Six Positions Water Works - Three Positions			
Office Assistant IV DPW OPS Forestry - Three Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	Program Assistant I	5GN: \$53,351-\$66,689
Office Assistant IV Health - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	Customer Service Representative III	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant IV Health - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	Program Assistant III	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Police District Administrative Assistant Police Dept - 54 Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Teller Police Dept - One Position Treasurer - One Position Treasurer - One Position Bilingual	6HN: \$39,349-\$44,426 Recruit Rate: \$43,580	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
BOZA Administrative Assistant 1 BOZA - One Position	6IN: \$39,196-\$45,988 Recruit Rate: \$39,750	N/A	6GN: \$44,909-\$53,891
Communications Assistant IV DPW OPS - Four Positions	6JN: \$36,982-\$47,272 Recruit Rate: \$42,036	N/A	6LN: \$50,964-\$61,157 Recruit Rate: \$51,726
Accounting Program Assistant II COMP - Three Positions	6KN: \$40,993-\$48,169 Recruit Rate: \$44,887	N/A	6MN: \$52,917-\$63,500
Administrative Services Assistant DCD - One Position	6KN: \$40,993-\$48,169 Recruit Rate: \$42,980	N/A	6MN: \$52,917-\$63,500
BOZA Administrative Assistant 2 BOZA - One Position	6KN: \$40,993-\$48,169 Recruit Rate: \$41,736	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Communications Assistant V Water Works - Seven Positions	6KN: \$40,993-\$48,169 Recruit Rate: \$42,980	N/A	6MN: \$52,917-\$63,500
Assessment Services Assistant 1 Assessor - Underfill title	6LN: \$42,980-\$49,583 Recruit Rate: \$43,914	N/A	6GN: \$44,909-\$53,891
Court Services Assistant 1 Muni Court - Underfill title	6LN: \$42,980-\$49,583 Recruit Rate: \$45,807	N/A	6GN: \$44,909-\$53,891 Recruit Rate: \$45,807
Payroll Clerk 1 Citywide - Underfill title	6MN: \$45,584-\$52,588 Recruit Rate: \$47,150	N/A	6IN: \$47,150-\$56,585
Assessment Services Assistant 2 Assessor - Underfill title	6NN: \$40,993-\$54,702 Recruit Rate: \$46,109	N/A	6IN: \$47,150-\$56,585
Court Accounting Assistant Muni Court - Four Positions	6NN: \$40,993-\$54,702 Recruit Rate: \$49,324	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,324
Court Services Assistant 2 Muni Court - Five Positions	6NN: \$40,993-\$54,702 Recruit Rate: \$48,097	N/A	6IN: \$47,150-\$56,585 Recruit Rate: \$48,097
Legal Office Assistant 1 City Attorney - Underfill title	6NN: \$40,993-\$54,702 Recruit Rate: \$50,077	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$50,077
Payroll Clerk 2 Citywide - Underfill title	6NN: \$40,993-\$54,702 Recruit Rate: \$49,324	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,324
Tax Enforcement Specialist Treasurer - Three Positions	6NN: \$40,993-\$54,702 Recruit Rate: \$51,392	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Assessment Services Assistant 3 Assessor - Five Positions	6ON: \$52,364-\$59,789 Recruit Rate: \$48,415	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399

ITMD Administrative Assistant DOA - One Position	6ON: \$52,364-\$59,789 Recruit Rate: \$50,387	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$50,387
Legal Office Assistant 2 City Attorney - Four Positions	6ON: \$52,364-\$59,789 Recruit Rate: \$54,136	N/A	6MN: \$52,917-\$63,500 Recruit Rate: \$54,136
Payroll Clerk 3 Police Dept - Two Positions	6ON: \$52,364-\$59,789 Recruit Rate: \$51,983	N/A	6LN: \$50,964-\$61,157 Recruit Rate: \$51,983

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

ADMINISTRATIVE SUPPORT – Part-time and Intermittent

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Temporary Administrative Assistant II Citywide - Temporary title	9EN: \$40,146-\$44,426	N/A	9ON: \$44,317-\$55,396 Recruit Rate: \$49,399
Temporary Office Assistant I Citywide - Temporary title	9FN: \$33,110-\$33,110	N/A	9FN: \$33,110-\$33,110 Recruit Rate: \$37,114
Temporary Office Assistant II EC - 10 Positions Citywide - Temporary title	9KN: \$33,110-\$33,110	N/A	9FN: \$33,110-\$33,110 Recruit Rate: \$40,826
Temporary Customer Service Representative I Treasurer - 20 Positions Citywide - Temporary title	9ON: \$36,840-\$36,840	N/A	9KN: \$43,026-\$53,783 Recruit Rate: \$44,909
Temporary Office Assistant III Citywide - Temporary title	9ON: \$36,840-\$36,840	N/A	9KN: \$43,026-\$53,783 Recruit Rate: \$44,909
Temporary Customer Service Representative II Citywide - Temporary title	9UN: \$38,471-\$42,388	N/A	9ON: \$44,317-\$55,396 Recruit Rate: \$46,256

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

Pay Range Restructure

This recommendation will completely restructure the pay ranges for Section 6: Administrative Support in the Salary Ordinance and the corresponding pay ranges in Section 9: Part-time and Intermittent. This will be the same for Section 5: Paraprofessionals in the next report. Below is a chart reflecting the new ranges for Section 6 so as to eliminate confusion:

2021 Pay Range and Rate	Current Pay Range and Rate	Recommended Pay Range and Rate
6AN: \$29,180 - \$30,672	6AN: \$33,110-\$33,110	6AN: \$36,421 - \$43,705
6BN: \$23,437 - \$32,381	6BN: \$33,110-\$34,363	6BN: \$37,114 - \$44,537
6CN: \$26,297 - \$32,910	6CN: \$33,110-\$34,925	6CN: \$38,849 - \$46,618
6DN: \$29,306 - \$34,445	6DN: -	6DN: \$40,826 - \$48,991
6EN: \$28,267 - \$35,922	6EN: \$33,110-\$38,121	6EN: \$41,494 - \$49,792
6FN: \$30,664 - \$38,406	6FN: \$33,110-\$40,757	6FN: \$43,153 - \$51,784
6GN: \$33,976 - \$39,943	6GN: \$36,056-\$42,388	6GN: \$44,909 - \$53,891
6HN: \$37,080 - \$41,863	6HN: \$39,349-\$44,426	6HN: \$46,226 - \$55,471
6IN: \$36,935 - \$43,335	6IN: \$39,196-\$45,988	6IN: \$47,150 - \$56,585
6JN: \$34,849 - \$44,546	6JN: \$36,982-\$47,272	6JN: \$48,357 - \$58,029
6KN: \$38,629 - \$45,391	6KN: \$40,993-\$48,169	6KN: \$49,095 - \$58,914
6LN: \$40,501 - \$46,724	6LN: \$42,980-\$49,583	6LN: \$50,964 - \$61,157

6MN: -	6MN: \$45,584-\$52,588	6MN: \$52,917 - \$63,500
6NN: \$38,628 - \$51,547	6NN: \$40,993-\$54,702	-
6ON: \$49,344 - \$56,340	6ON: \$52,364-\$59,789	-

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

Current Pay Range and Rate	Recommended Pay Range Restructure
9FN: \$33,110-\$33,110	9FN: \$37,114-\$49,219
9KN: \$33,110-\$33,110	9KN: \$43,026-\$53,783
9ON: \$36,840-\$36,840	9ON: \$44,317-\$55,396

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

Footnotes for these titles will remain the same unless footnoted assignment rates were rolled into the title's new recruitment rates.

Action Required - Effective Pay Period 06, 2024 (March 3rd, 2024)

*** See addendum included in CCFN 231616 for Salary and Position Ordinance changes.**

Prepared by: Sarah Wangerin
 Sarah Wangerin, Human Resources Representative

Reviewed by: Andrea Knickerbocker
 Andrea Knickerbocker, Human Resources Manager

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



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

REVISED 2/12/2024

Fire and Police Commission Meeting: February 15th, 2024

This city-wide job study aligns 88 paraprofessional titles and related classifications across all City departments. These titles represent 710 positions and 541 incumbents citywide. This series covers positions in Part I: Section 5: *Paraprofessionals* in the Salary Ordinance and corresponding titles in section 9: *Part-time and Intermittent*. Recommendations are also made for the direct supervisors and managers of these positions which would be compressed as result of this report.

These are positions in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Examples of classifications include clinic assistants, human resources assistants, program assistants, and accounting assistants.

These recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission as titles are often specific to a department. Titles highlighted in grey are specific to the Fire and Police Commission report.

Vacancy Rate

Vacancy Rate

	Number	Percentage
Filled	541	76%
Vacant	169	24%

Incumbent Demographics

Ethnic Group

	Number	Percentage
Black	219	40%
Hispanic	72	13%
White	227	42%
Asian	14	3%
American Indian/ Alaska Native	9	2%

Sex

	Number	Percentage
Female	421	78%
Male	120	22%

The recommendations appropriately place the rates of pay for classifications based upon a comparison to market rates of pay. These changes are not reclassifications unless specifically addressed at the end of this report. Employees in these titles will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title.

Reclassifications are addressed at the end of the report. The analysis and recommendation process for reclassification included a review of a position's duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience requirements.

Background

In 2021, the City of Milwaukee instituted a minimum living wage for City of Milwaukee employees. This change raised rates of pay for approximately 500 employees and affected two paraprofessional pay ranges. This report aims to decompress the pay ranges and position titles that were eclipsed or compressed. Market data is provided to support recommended minimum rates of pay. Market data was sourced from the Economic Research Institute (ERI), a salary survey to which Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary information from the State of Wisconsin and other Wisconsin municipalities.

Examples of this compression are displayed in the resulting minimum rates of pay in pay ranges 5AN-5BN:

2021 Pay Range and Rate	Current Pay Range and Rate	Recommended Pay Range and Rate
5AN: \$29,782 - \$35,902	5AN: \$33,110-\$38,100	5AN: \$40,826-\$51,032
5BN: \$30,530 - \$37,456	5BN: \$33,110-\$39,749	5BN: \$42,867-\$53,584
5CN: \$34,067 - \$40,688	5CN: \$36,152-\$43,178	5CN: \$45,011-\$56,264
5DN: \$36,252 - \$42,916	5DN: \$38,471-\$45,543	5DN: \$47,261-\$59,076
5EN: \$40,501 - \$46,724	5EN: \$42,980-\$49,583	5EN: \$49,139-\$61,424
5FN: \$40,516 - \$48,248	5FN: \$42,996-\$51,201	5FN: \$51,596-\$64,495
5GN: \$41,610 - \$49,946	5GN: \$44,157-\$53,003	5GN: \$53,351-\$66,689
5HN: \$45,013 - \$51,408	5HN: \$47,768-\$54,555	5HN: \$55,728-\$69,660
5IN: \$46,347 - \$54,669	5IN: \$49,184-\$58,015	5IN: \$57,620-\$72,025
5JN: \$47,095 - \$57,144	5JN: \$49,977-\$60,642	5JN: \$60,036-\$75,045
5KN: \$48,851 - \$59,323	5KN: \$58,014-\$71,349	5KN: \$63,038-\$78,798
-	5LN: \$66,716-\$82,051	5LN: \$65,408-\$81,760
-	5MN: \$53,006-\$64,316	5MN: \$68,678-\$85,847
-	5NN: \$56,218-\$68,214	-
-	5ON: \$59,625-\$72,348	-

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

Accounting Assistant Series – City of Milwaukee

Accounting Assistant IIIs perform various general accounting, procurement, and accounts payable functions. Incumbents follow City of Milwaukee policies and procedures and generally accepted government accounting principles.

Accounting Program Assistant IIIs provide technical accounting and financial related services according to generally accepted accounting principles, audits, and enforces requirements for contracts, grants, and/or budgeting.

Market Data – Economic Research Institute

Accounting Clerk

ERI defines an Accounting Clerk as a position that prepares and keeps financial and business transaction data up-to-date, applying accepted procedures, and prepares reports to ensure accurate accounting

records. Performs complex clerical and entry-level accounting activities. Compiles and checks source documents, such as vouchers, invoices, purchase orders, and cash receipts, for completeness and accuracy, and prepares reports. Verifies and posts details of business transactions to appropriate ledgers and journals, and totals accounts.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Accounting Clerk	Milwaukee, Wisconsin	Level 1	41,557	45,376	48,625
Accounting Clerk	Milwaukee, Wisconsin	Level 2	46,807	51,038	54,676
Accounting Clerk	Milwaukee, Wisconsin	Level 3	53,697	58,464	62,620

ERI as of August 14th, 2023

Program Assistant Series – City of Milwaukee

Program Assistant IIs and IIIs perform a variety of sophisticated office support and administrative work in support of a program or distinct area of operations. Program Assistants acquire thorough knowledge of the policies and procedures associated with a particular program or operational area. While they exercise considerable independence in carrying out their responsibilities, they work closely with managers and professionals to interpret policies.

With greater responsibility, *Program Assistant IIIs* need an elevated knowledge base and skill set in order to perform the more complex functions required of them.

Human Resources Assistant– City of Milwaukee

Human Resources Assistant provides administrative support for department Human Resources functions. Incumbents ensure processes run smoothly, accurately, and efficiently while ensuring quality and compliance are maintained. The Human Resources Assistant initiates new work projects and improves processes on a constant basis.

Market Data – Economic Research Institute

Program Specialist (Non-Profit)

ERI defines a Program Specialist as a position that coordinates and performs administrative support for one or more programs in a non-profit organization. Oversees projects and communicates between teams to assist in the overall completion of tasks and assignments in a timely manner. Develops and implements programs and initiatives designed to publicize the organization and increase public awareness.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Program Specialist	Milwaukee, Wisconsin	Level 1	\$41,370	\$45,803	\$49,938
Program Specialist	Milwaukee, Wisconsin	Level 2	\$46,149	\$51,119	\$55,825
Program Specialist	Milwaukee, Wisconsin	Level 3	\$52,886	\$58,606	\$64,096

ERI as of August 14th, 2023

Market Data – Economic Research Institute

Human Resources Assistant

ERI defines a Human Resources Assistant as a position that assists one or more functional areas within Human Resources. Performs diversified clerical and administrative activities. Makes files on all new personnel, photographing and assigning employee number. Records changes on all employee status as

necessary; e.g., change of address, departmental transfers, rate increases, terminations, etc. Verifies payroll changes with computer printout. Enrolls new employees in programs. Processes and records information, such as personal data, compensation, benefits, tax data; attendance, performance reviews or evaluations, and termination date and reason. Processes employment applications; and assisting in other employment activities.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Human Resources Assistant	Milwaukee, Wisconsin	Level 1	\$43,365	\$47,665	\$51,447
Human Resources Assistant	Milwaukee, Wisconsin	Level 2	\$48,480	\$53,196	\$57,389
Human Resources Assistant	Milwaukee, Wisconsin	Level 3	\$54,666	\$59,887	\$64,584

ERI as of August 14th, 2023

Market Rates - Bureau of Labor Statistics

In conducting a market cost of labor analysis for these titles, rates of pay from the Bureau of Labor Statistics (BLS) were obtained. The following table provides wage information from BLS for Bookkeeping, Accounting, and Auditing Clerks and Human Resources titles in Federal, state, and local government, including government-owned schools and hospitals, and the USPS:

Occupation Area: Milwaukee-Waukesha-West Allis, WI	25th percentile wage	Median wage	75th percentile wage
Bookkeeping, Accounting, and Auditing Clerks	\$39,566	\$47,461	\$54,335
Human Resources Assistants	\$40,637	\$46,757	\$51,765
Human Resources Specialists	\$49,286	\$62,608	\$79,917

Source: BLS – Published in May 2022; aged by 2% to approximate 2024 rates

External Comparisons

In addition to market data comparisons, DER staff made comparisons to comparable positions in other southeastern Wisconsin jurisdictions:

City	Title	Minimum Pay	Minimum Experience	Recommended
Milwaukee	Program Assistant I	\$42,980	Three Years	\$53,351
State of WI	Ops Program Associate	\$44,159	Not provided	
Milwaukee	Program Assistant II	\$45,143	Four Years	\$57,620
Madison	Program Assistant 1	\$55,004	Three Years	
Milwaukee	Program Assistant III	\$50,704	Associates + 3 years	\$62,229
Milwaukee	Human Resources Assistant	\$50,704	Associates + 3 years	\$62,229
Wauwatosa	Human Resources Assistant	\$57,504	None	
Racine	Human Resources Assistant	\$58,011	Associates + 1 year	

The State of Wisconsin describes 'Operations Program Associate' as a position that performs a combination of complex, unit specific program duties in support of a professional program area(s) for the majority of the time. Positions relieve supervisors or program specialists of the less complex professional tasks. Decisions usually result in approval or denial of a request in the program area and may have impact across program lines. Positions serve as a liaison with other state agencies, federal government, local units of government, courts and law enforcement agencies, other states, the general public, or the private sector to obtain, provide, or exchange

complex information. Positions provide support in program compliance activities; perform quality assurance reviews within the program area, identify deficiencies, and provide feedback as necessary to effectively recommend changes in the policies and procedures of the program area.

The City of Madison describes 'Program Assistant 1' as a position that is responsible programmatic support work in a City department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising considerable judgment and discretion in the interpretation and application of policies

Recommendations

The recommendations that follow are organized by 'Current Pay Range and Rate' and indicate titles by Department. Please note that these recommendations are shown only as non-resident wage rates. City of Milwaukee residents receive the 3% residency incentive.

Paraprofessionals

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Public Health Aide Health - Underfill title	5AN: \$33,110-\$38,100	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$43,561
Clinic Assistant Health - Underfill title	5BN: \$33,110-\$39,749	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$43,090
Community Education Assistant Health - One Position	5BN: \$33,110-\$39,749	Public Health Educator II	2DN: \$45,101-\$63,140 Recruit Rate: \$53,914
Community Education Assistant Health - One Position	5BN: \$33,110-\$39,749	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$43,090
Medical Assistant Health - Six Positions Health - One Position -Bilingual Hmong	5CN: \$36,152-\$43,178	N/A	5CN: \$45,011-\$56,264 Recruit Rate: \$48,084
Forensic Identification Processor Police Dept - Five Positions	5DN: \$38,471-\$45,543 Recruit Rate: \$41,988	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$51,182
Library Circulation Services Representative Library - 73 Positions Library - Five Positions bilingual	5DN: \$38,471-\$45,543 Recruit Rate: \$40,094	N/A	5AN: \$40,826-\$51,032
Library Technical Services Specialist Library - Eight Positions	5DN: \$38,471-\$45,543 Recruit Rate: \$40,094	N/A	5AN: \$40,826-\$51,032
License Specialist I CCCC - Underfill title	5DN: \$38,471-\$45,543 Recruit Rate: \$41,988	N/A	5HN: \$55,728-\$69,660
Police Records Specialist II Police Dept - Underfill title	5DN: \$38,471-\$45,543 Recruit Rate: \$41,988	N/A	5HN: \$55,728-\$69,660
Accounting Assistant III DPW Admin - One Position Treasurer - One Position Water Works - Five Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$44,887	N/A	5GN: \$53,351-\$66,689
Community Service Officer Police Dept - 25 Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$41,937	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$55,842

Library Audio Machine Technician Library - Two Positions	5EN: \$42,980-\$49,583	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$44,909
License Specialist II CCCC - Five Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Office Coordinator Fire Dept - One Position	5EN: \$42,980-\$49,583	N/A	5GN: \$53,351-\$66,689
Office Coordinator II Fire Dept - One Position	5EN: \$42,980-\$49,583 Recruit Rate: \$44,026	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,648
Police Records Specialist III Police Dept - 18 Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Police Services Specialist-Investigator Police Dept - 27 Positions Police Dept - 10 Positions PPD	5EN: \$42,980-\$49,583 Recruit Rate: \$41,937	N/A	5GN: \$53,351-\$66,689
Program Assistant I CCCC - One Position DCD - One Position DNS - One Position DOA - One Position DPW Infra - Three Positions DPW OPS - Three Positions FPC - Two Positions Health - Two Positions Water Works - One Position	5EN: \$42,980-\$49,583	N/A	5GN: \$53,351-\$66,689
Program Assistant I DCD - One Position	5EN: \$42,980-\$49,583	Administrative Services Supervisor	1DX: \$58,223-\$81,507 Recruit Rate: \$70,690
Administrative Assistant III DPW Infra - One Position Health - Two Positions Police Dept - Seven Positions Port - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Clinic Office Coordinator Health - Three Positions	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Emergency Communications Administrative Assistant III DEC - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	Administrative Assistant III	5IN: \$57,620-\$72,025
Health Access Assistant Health - Four Positions	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Health Project Assistant Health - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Lead Project Assistant Health - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,977	N/A	5IN: \$57,620-\$72,025
Program Assistant II DNS - Ten Positions DOA - Two Positions DPW Admin - One Position DPW Infra - Two Positions DPW OPS - Five Positions	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025

Fire Dept – One Position Health - Four Positions Library - One Position Treasurer - One Position Water Works - Four Positions			
Program Assistant II Treasurer - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	Tax Enforcement Specialist	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Accounting Program Assistant III COMP - Seven Positions DCD - One Position Library - One Position	5GN: \$44,157-\$53,003 Recruit Rate: \$51,392	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,401
Communications Assistant-Senior DPW OPS - Eight Positions	5GN: \$44,157-\$53,003 Recruit Rate: \$47,992	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$49,399
Emergency Communications Officer I DEC - Underfill title	5GN: \$44,157-\$53,003 Recruit Rate: \$45,977	N/A	5CN: \$45,011-\$56,264 Recruit Rate: \$45,977
Health Accounting Assistant Health - Two Positions	5GN: \$44,157-\$53,003 Recruit Rate: \$51,392	Accounting Coordinator II	2FN: \$51,250-\$71,754 Recruit Rate: \$62,529
Tow Lot Assistant III DPW OPS - Seven Positions	5GN: \$44,157-\$53,003 Recruit Rate: \$47,992	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$49,399
Unified Call Center Representative 1 DOA - Underfill title	5GN: \$44,157-\$53,003 Recruit Rate: \$45,977	N/A	5CN: \$45,011-\$56,264 Recruit Rate: \$45,977
License Specialist III CCCC - Two Positions	5HN: \$47,768-\$54,555	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$60,973
Water Billing Specialist Water Works - Five Positions	5HN: \$47,768-\$54,555 Recruit Rate: \$51,392	N/A	5KN: \$63,038-\$78,798 Recruit Rate: \$63,530
911 Dispatcher DEC - Underfill title	5IN: \$49,184-\$58,015 Recruit Rate: \$66,716	N/A	5LN: \$65,408-\$81,760 Recruit Rate: \$66,716 Footnote: Appointment may be at any rate in the following pay range: \$66,716-\$82,051
911 Telecommunicator DEC - Underfill title	5IN: \$49,184-\$58,015 Recruit Rate: \$58,014	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$58,014 Footnote: Appointment may be at any rate in the following pay range: \$58,014-\$71,349
Administrative Assistant IV DNS - One Position Health - Two Positions Library - One Position Police Dept - Two Positions Water Works - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Assessment Accounting Assistant Assessor - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$49,870	N/A	5GN: \$53,351-\$66,689
Benefits Services Specialist DER - Two Positions ERS - Two Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229

Communications Assistant Lead DPW OPS - Five Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Emergency Communications Administrative Assistant IV DEC - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Administrative Assistant IV	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Emergency Communications Financial Services Assistant DEC - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Management Accountant - Senior	2JX: \$66,154-\$92,612 Recruit Rate: \$72,768
Emergency Communications Human Resources Assistant DEC - Underfill title	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Human Resources Assistant	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
ERS Accounting Assistant ERS - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$49,870	N/A	5GN: \$53,351-\$66,689
Human Resources Assistant DER - Four Positions Fire Dept - One Position FPC - Two Positions Health - One Position Library - Two Positions Police Dept - Two Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Human Resources Assistant DNS - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Human Resources Analyst	2IX: \$62,041-\$86,854 Recruit Rate: \$68,244
Library Circulation Services Representative-Lead Library - Six Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Library Communications Assistant Library - Two Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Library Technical Services Specialist-Lead Library - Three Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Parking Enforcement Officer DPW OPS - 58 Positions	5IN: \$49,184-\$58,015	N/A	5DN: \$47,261-\$59,076 Recruit Rate: \$49,184
Program Assistant III DNS - Three Positions DOA - One Position DPW Infra - One Position Health - Five Positions Library - One Position Police Dept - One Position Water Works - Five Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Program Assistant III DPW OPS - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	Administrative Specialist Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Program Assistant III Health - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	Human Resources Assistant	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Program Assistant III Treasurer - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	Administrative Specialist-Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Revenue Collection Specialist Treasurer - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264

Administrative Services Coordinator CCCC - One Position DCD - One Position DOA - One Position Fire Dept - One Position Water Works - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5KN: \$63,038-\$78,798 Recruit Rate: \$64,264
Assessment Services Assistant-Senior Assessor - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$56,842
Court Accounting Assistant-Senior Muni Court - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$56,842
Court Administrative Assistant Muni Court - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	Administrative Specialist-Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Court Services Assistant-Lead Muni Court - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$56,842
Deferred Compensation Plan Services Assistant Def Comp - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$52,365
ERS Fiscal Services Assistant ERS - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$54,989	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,989
Internet Analyst DOA - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$52,784	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$52,784
Lead Parking Enforcement Officer DPW OPS - Four Positions	5JN: \$49,977-\$60,642 Recruit Rate: \$51,644	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$51,644
Legal Office Assistant-Senior City Attorney - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,275
Payroll Assistant 1 Citywide - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$54,418	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,418
Tow Lot Assistant Lead DPW OPS - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5GN: \$53,351-\$66,689
Transportation Accounting Assistant DPW OPS - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5GN: \$53,351-\$66,689
Unified Call Center Representative 2 DOA - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$51,644	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$51,644
WIC Client Services Assistant 1 Health - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$54,418	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,418
Assessment Services Specialist Assessor - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
BOZA Administrative Assistant-Lead BOZA - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,684
Docketing Specialist City Attorney - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$63,602	N/A	5KN: \$63,038-\$78,798 Recruit Rate: \$63,602
Emergency Communications Officer II DEC - Underfill title	5KN: \$58,014-\$71,349 Recruit Rate: \$58,014	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,014
ERS Services Specialist ERS - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Facilities Program Assistant Library - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$58,772	Facilities Program Specialist	5IN: \$57,620-\$72,025 Recruit Rate: \$58,772

Internet Analyst-Senior DOA - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$55,423	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$55,423
IT Support Associate DOA - Three Positions Library - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,684
Legal Office Assistant-Lead City Attorney - Two Positions	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Unified Call Center Representative 3 DOA - 11 Positions DOA - 21 Positions (Auxiliary)	5KN: \$58,014-\$71,349 Recruit Rate: \$58,014	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,014
Emergency Communications Officer III DEC - Underfill title	5LN: \$66,716-\$82,051 Recruit Rate: \$66,716	N/A	5LN: \$65,408-\$81,760 Recruit Rate: \$66,716
Emergency Communications Officer IV DEC - 184 Positions	5LN: \$66,716-\$82,051 Recruit Rate: \$70,052	N/A	5MN: \$68,678-\$85,847 Recruit Rate: \$70,052
Payroll Assistant 2 Citywide - Underfill title	5MN: \$53,006-\$64,316 Recruit Rate: \$57,139	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$57,139
WIC Client Services Assistant 2 Health - Underfill title	5MN: \$53,006-\$64,316 Recruit Rate: \$57,139	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$57,139
Municipal Court Clerk 1 Muni Court - Underfill title	5NN: \$56,218-\$68,214 Recruit Rate: \$57,272	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,781
Payroll Assistant 3 DPW Admin - Nine Positions Fire Dept - One Position Police Dept - One Position Water Works - One Position	5NN: \$56,218-\$68,214 Recruit Rate: \$59,996	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,996
WIC Client Services Assistant 3 Health - Seven Positions	5NN: \$56,218-\$68,214 Recruit Rate: \$59,996	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,996
DPW Payroll Services Assistant DPW Admin - One Position	5ON: \$59,625-\$72,348 Recruit Rate: \$61,780	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Fire Business Services Specialist Fire Dept - Three Positions	5ON: \$59,625-\$72,348 Recruit Rate: \$61,780	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Municipal Court Clerk 2 Muni Court - Six Positions	5ON: \$59,625-\$72,348 Recruit Rate: \$59,956	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Water Program Assistant Water Works - Two Positions	5ON: \$59,625-\$72,348 Recruit Rate: \$61,780	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229

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

Professionals

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Executive Administrative Assistant I Citywide - Underfill title	2BN: \$39,716-\$55,598	N/A	2CN: \$42,322-\$59,242 Recruit Rate: \$51,440
Public Health Educator I Health - Underfill title	2BN: \$39,716-\$55,598 Recruit Rate: \$43,536	N/A	2BN: \$39,716-\$55,598 Recruit Rate: \$48,641
Administrative Specialist DOA - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$42,322	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Administrative Specialist DOA - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$42,322	Administrative Specialist-Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992

Document Services Supervisor CC-CC - Two Positions	2CN: \$42,322-\$59,242 Recruit Rate: \$51,468	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Executive Administrative Assistant II CC-CC - One Position COMP - One Position	2CN: \$42,322-\$59,242	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Office Supervisor II Police Dept - One Position	2CN: \$42,322-\$59,242	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Public Health Educator II Health - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$48,256	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$53,914
Records Services Supervisor ERS - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$51,468	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Accounting Coordinator I DCD - Two Positions DPW ADMIN - One Position Police Dept - Two Positions	2DN: \$45,101-\$63,140 Recruit Rate: \$51,392	N/A	2EN: \$48,079-\$67,309 Recruit Rate: \$58,438
Accounting Coordinator II COMP - Two Positions DCD - Two Positions Health - Two Positions	2DN: \$45,101-\$63,140 Recruit Rate: \$54,989	N/A	2FN: \$51,250-\$71,754 Recruit Rate: \$62,529
Administrative Support Specialist DER - One Position DPW Admin - One Position FPC - One Position Mayor - One Position	2DN: \$45,101-\$63,140 Recruit Rate: \$54,989	N/A	2EN: \$48,079-\$67,309 Recruit Rate: \$58,416
Emergency Communications Administrative Support Specialist DEC - One Position	2DN: \$45,101-\$63,140 Recruit Rate: \$54,989	Administrative Support Specialist	2EN: \$48,079-\$67,309 Recruit Rate: \$58,416
Business Services Specialist Attorney - One Position DOA - Two Positions DPW Admin - One Position	2DN: \$45,101-\$63,140 Recruit Rate: \$51,388	N/A	2FN: \$51,250-\$71,754 Recruit Rate: \$63,860
Election Services Coordinator Election - Three Positions	2DN: \$45,101-\$63,140 Recruit Rate: \$54,070	N/A	2EN: \$48,079-\$67,309 Recruit Rate: \$60,973
Absentee Services Coordinator Election - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Election Administrative Services Coordinator Election - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Election Services Field Coordinator Election - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Parking Administrative Services Coordinator DPW OPS - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Administrative Specialist-Senior DNS - One Position DOA - Three Positions DPW Admin - One Position Library - One Position	2EX: \$51,649-\$67,309	N/A	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992

Healthcare Access Program Coordinator Health - One Position	2FN: \$51,250-\$71,754 Recruit Rate: \$56,037	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$65,112
Legal Administrative Specialist-Senior Attorney - Two Positions	2FX: \$51,649-\$71,754 Recruit Rate: \$62,069	N/A	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Municipal Court Clerk-Lead Muni Court - One Position	2GX: \$54,619-\$76,474 Recruit Rate: \$65,724	N/A	2IX: \$62,041-\$86,854 Recruit Rate: \$67,917

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

Officials and Administrators

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Forensic Processor Supervisor Police Dept- One Position	1AX: \$51,649-\$67,309	N/A	1BX: \$51,649-\$71,754 Recruit Rate: \$62,959
Permit Desk Supervisor DNS - One Position	1AX: \$51,649-\$67,309	N/A	1DX: \$58,223-\$81,507 Recruit Rate: \$70,690
Police Records Supervisor Police Dept - One Position	1AX: \$51,649-\$67,309 Recruit Rate: \$52,303	N/A	1CX: \$54,619-\$76,474 Recruit Rate: \$66,758
Administrative Services Supervisor DCD - One Position DNS - Three Positions	1BX: \$51,649-\$71,754	N/A	1DX: \$58,223-\$81,507 Recruit Rate: \$70,690
License Coordinator CC-CC - One Position	1CX: \$54,619-\$76,474	N/A	1DX: \$58,223-\$81,507 Recruit Rate: \$69,717
Document Services Manager CC-CC - One Position	1DX: \$58,223-\$81,507 Recruit Rate: \$70,166	N/A	1FX: \$66,154-\$92,612 Recruit Rate: \$75,719
Police Records Manager Police Dept - One Position	1DX: \$58,223-\$81,507	N/A	1EX: \$62,041-\$86,854 Recruit Rate: \$74,838
License Division Assistant Manager CC-CC - One Position	1FX: \$66,154-\$92,612 Recruit Rate: \$67,477	N/A	1FX: \$66,154-\$92,612 Recruit Rate: \$76,688
License Division Manager CC-CC - One Position	1HX: \$75,162-\$105,223 Recruit Rate: \$75,162	N/A	1HX: \$75,162-\$105,223 Recruit Rate: \$84,357

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

Paraprofessionals – Part-time and Intermittent

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Temporary Program Assistant I Citywide - Temporary title	9EN: \$40,146-\$44,426 Recruit Rate: \$42,980	N/A	9HN: \$51,250-\$71,754 Recruit Rate: \$53,351
Temporary Election Services Office Administrator Election - Temporary title	9HN: \$51,250-\$71,754 Recruit Rate: \$51,250	Temporary Early Voting Coordinator	9HN: \$51,250-\$71,754 Recruit Rate: \$64,264 Footnote: Appoint at any rate with DER approval.
Temporary Community Education Assistant Health - Temporary title	9KN: \$33,110-\$33,110	N/A	9EN: \$40,146-\$44,426 Recruit Rate: \$43,090
Temporary Library Circulation Services Representative Library - Six Positions	9UN: \$38,471-\$42,388 Recruit Rate: \$40,094	N/A	9FN: \$37,114-\$49,219 Recruit Rate: \$40,826

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

Reclassified positions

Positions in this section represent positions with significant material changes to the position’s duties and responsibilities and/or changes in levels of responsibility, knowledge, skills, or abilities. Incumbents in these positions receive promotions into new position titles and are evaluated for potential new probationary periods, position underfills, or other effects of team or division restructures.

Department of Emergency Communications

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Emergency Communications Financial Services Assistant DEC - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Management Accountant - Senior	2JX: \$66,154-\$92,612 Recruit Rate: \$72,768

The Department of Emergency Communications has requested the reclassification of a Financial Services Assistant position in their department to Management Accountant - Senior due to the current level of responsibility, technical skills, and minimum qualifications. This position performs payroll administration, reporting data from the city Financials system, provides backup for the Emergency Communications Finance Manager, and assists in the annual budget process.

Essential Functions:

- Administer department accounts; process requisitions, purchase orders, invoice payments, IRIs to and from the department, and petty cash; and maintain accounts payable records. Process accounts payable invoices within FMIS. Process purchase requisitions and purchase orders. Respond to related inquiries from vendors and Port personnel and develop and generate accounts receivable reports.
- Prepare requests for contracts, bids, and Requests for Proposals. Monitor contract expiration dates and prepare amendment requests as needed. Organize and maintain purchasing documents including contracts, BID and RFP files, including contacting and coordinating with vendors.
- Provide updates to the Finance Manager regarding financial office matters; oversee office resources by ordering supplies and maintaining inventory.
- Prepare Procard documentation and process payments. Facilitate Procard purchases as assigned. Run daily/weekly queries to monitor the budget.
- Edit, audit, and reconcile online time entry on a biweekly basis for DEC employees in accordance with applicable rules and policies.
- Complete online time adjustments for payroll errors, corrections, and separation payouts.
- Provide support to employees regarding time entry processing, new hire onboarding, benefit communications and assistance with enrollments, processing tuition reimbursements.
- Includes necessary reports, tax forms, wage requests ,leave of absences and tracking, employee database maintenance.
- Respond to employee’s payroll inquiries.
- Administer the City’s Sick Leave Control Incentive Program.

Minimum Qualifications include a Bachelor’s degree in business administration or a closely related field from an accredited college or university and two years of accounting and/or financial experience related to the position.

Based on the essential functions including departmental account administration, professional backup and assistant to the department Finance Manager, and budgeting duties, we recommend reclassifying

this Emergency Communications Financial Services Assistant position to a Management Accountant - Senior position in pay range 2JX: \$66,154-\$92,612 with a recruitment rate of \$72,768.

Pay Range Restructure

This recommendation will completely restructure the pay ranges for Section 5: Paraprofessionals in the salary ordinance and the corresponding pay ranges in Section 9: Part-time and Intermittent. Below is a chart reflecting the new ranges for Section 5 so as to eliminate confusion:

2021 Pay Range and Rate	Current Pay Range and Rate	Recommended Pay Range and Rate
5AN: \$29,782 - \$35,902	5AN: \$33,110-\$38,100	5AN: \$40,826-\$51,032
5BN: \$30,530 - \$37,456	5BN: \$33,110-\$39,749	5BN: \$42,867-\$53,584
5CN: \$34,067 - \$40,688	5CN: \$36,152-\$43,178	5CN: \$45,011-\$56,264
5DN: \$36,252 - \$42,916	5DN: \$38,471-\$45,543	5DN: \$47,261-\$59,076
5EN: \$40,501 - \$46,724	5EN: \$42,980-\$49,583	5EN: \$49,139-\$61,424
5FN: \$40,516 - \$48,248	5FN: \$42,996-\$51,201	5FN: \$51,596-\$64,495
5GN: \$41,610 - \$49,946	5GN: \$44,157-\$53,003	5GN: \$53,351-\$66,689
5HN: \$45,013 - \$51,408	5HN: \$47,768-\$54,555	5HN: \$55,728-\$69,660
5IN: \$46,347 - \$54,669	5IN: \$49,184-\$58,015	5IN: \$57,620-\$72,025
5JN: \$47,095 - \$57,144	5JN: \$49,977-\$60,642	5JN: \$60,036-\$75,045
5KN: \$48,851 - \$59,323	5KN: \$58,014-\$71,349	5KN: \$63,038-\$78,798
	5LN: \$66,716-\$82,051	5LN: \$65,408-\$81,760
	5MN: \$53,006-\$64,316	5MN: \$68,678-\$85,847
	5NN: \$56,218-\$68,214	

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

Footnotes for these titles will remain the same unless footnoted assignment rates were rolled into the title’s new recruitment rates. We are also recommending that titles classified as Skilled Crafts in pay ranges 5EN – 5MN may be authorized at any rate in the pay range with the approval of the Department of Employee Relations.

Action Required - Effective Pay Period 6, 2024 (March 3rd, 2024)

*** See addendum included in CCFN 231616 for Salary and Position Ordinance changes.**

Prepared by: Sarah Wangerin
 Sarah Wangerin, Human Resources Representative

Reviewed by: Andrea Knickerbocker
 Andrea Knickerbocker, Human Resources Manager

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



City of Milwaukee Fiscal Impact Statement

A	Date	<u>2/23/2024</u>	File Number	<u>231615</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of classification reports heard at the Fire and Police Commission on February 15 th , 2024.				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u>
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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 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)	
		<u></u>	

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 \$2,326,987. Total cost for full year is \$2,881,032. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

G

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

 1-3 Years 3-5 Years

 1-3 Years 3-5 Years

 1-3 Years 3-5 Years
H

List any costs not included in Sections D and E above.

I

Additional information.

J

This Note Was requested by committee chair.

Department of Employee Relations
Fiscal Note Spreadsheet

Fire and Police Commission Meeting of February 15, 2024
Finance and Personnel Committee Meeting of February 23, 2024

NEW COSTS FOR 2024

Pos.	Dept	From	PR	To	PR	CURRENT		NEW	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
						Annual	Annual						
Underfill title	DEC	911 Dispatcher	5IN	911 Dispatcher	5LN	\$66,716	\$66,716	6	N/A	Underfill Title			
Underfill title	DEC	911 Telecommunicator	5IN	911 Telecommunicator	5HN	\$58,014	\$58,014	6	N/A	Underfill Title			
Vacant	1	DEC	Emergency Communications Administrative Assistant III	5FN	Administrative Assistant III	5IN	\$52,737	\$59,348	6	\$5,340	\$1,092	\$6,432	12.54%
	1	DEC	Emergency Communications Administrative Assistant IV	5IN	Administrative Assistant IV	5JN	\$50,704	\$62,229	6	\$9,309	\$1,904	\$11,212	22.73%
	1	DEC	Emergency Communications Administrative Support Specialist	2DN	Administrative Support Specialist	2EN	\$65,034	\$60,168	6	N/A	Above Recruitment Rate		0.00%
	1	DEC	Emergency Communications Financial Services Assistant	5IN	Management Accountant - Senior	2JX	\$59,756	\$74,951	6	\$12,273	\$1,718	\$13,991	25.43%
	1	DEC	Emergency Communications Human Resources Assistant	5IN	Human Resources Assistant	5JN	\$57,742	\$64,096	6	\$5,132	\$1,049	\$6,181	11.00%
Underfill title	DEC	Emergency Communications Human Resources Assistant	5IN	Human Resources Assistant	5JN	\$51,392	\$62,229	6	N/A	Underfill Title			
Underfill title	DEC	Emergency Communications Officer I	5GN	Emergency Communications Officer I	5CN	\$45,977	\$45,977	6	N/A	Underfill Title			
Underfill title	DEC	Emergency Communications Officer II	5KN	Emergency Communications Officer II	5IN	\$58,014	\$58,014	6	N/A	Underfill Title			
Underfill title	DEC	Emergency Communications Officer III	5LN	Emergency Communications Officer III	5LN	\$66,716	\$66,716	6	N/A	Underfill Title			
Vacant	24	DEC	Emergency Communications Officer IV	5LN	Emergency Communications Officer IV	5MN	\$70,052	\$70,052	6	N/A	Pay Range change only		
	160	DEC	Emergency Communications Officer IV	5LN	Emergency Communications Officer IV	5MN	\$70,052	\$70,052	6	N/A	Pay Range change only		
	1	Fire Dept	Administrative Services Coordinator	5JN	Administrative Services Coordinator	5KN	\$63,085	\$66,854	6	\$3,044	\$622	\$3,666	5.97%
	1	Fire Dept	Fire Business Services Specialist	5ON	Fire Business Services Specialist	5JN	\$64,907	\$64,096	6	N/A	Above Recruitment Rate		0.00%
	2	Fire Dept	Fire Business Services Specialist	5ON	Fire Business Services Specialist	5JN	\$70,697	\$64,737	6	N/A	Above Recruitment Rate		0.00%
Vacant	7	Fire Dept	Fire Cadet	6BN	Fire Cadet	6AN	\$33,110	\$33,110	6	N/A	Pay Range change only		
	45	Fire Dept	Fire Cadet	6BN	Fire Cadet	6AN	\$33,110	\$33,110	6	N/A	Pay Range change only		
Vacant	1	Fire Dept	Human Resources Assistant	5IN	Human Resources Assistant	5JN	\$51,392	\$62,229	6	\$8,753	\$1,790	\$10,543	21.09%
	1	Fire Dept	Office Assistant II	6EN	Office Assistant II	6DN	\$34,103	\$42,051	6	\$6,419	\$1,313	\$7,732	23.31%
Vacant	1	Fire Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$36,842	\$44,909	6	\$6,516	\$1,332	\$7,848	21.90%
Vacant	1	Fire Dept	Office Assistant IV	6HN	Office Assistant IV	6KN	\$40,146	\$49,399	6	\$7,474	\$1,528	\$9,002	23.05%
	1	Fire Dept	Office Assistant IV	6HN	Office Assistant IV	6KN	\$44,294	\$49,893	6	\$4,523	\$925	\$5,447	12.64%
	1	Fire Dept	Office Assistant IV	6HN	Office Assistant IV	6KN	\$40,146	\$49,399	6	\$7,474	\$1,528	\$9,002	23.05%
	1	Fire Dept	Office Coordinator	5EN	Office Coordinator	5GN	\$43,426	\$53,884	6	\$8,447	\$1,727	\$10,175	24.08%
	1	Fire Dept	Office Coordinator II	5EN	Office Coordinator II	5GN	\$44,466	\$55,195	6	\$8,665	\$1,772	\$10,437	24.13%
Underfill	1	Fire Dept	Payroll Assistant 1	5NN	Payroll Assistant 1	5GN	\$62,272	\$56,611	6	N/A	Above Recruitment Rate		0.00%
	1	Fire Dept	Program Assistant II	5NN	Program Assistant II	5IN	\$51,713	\$58,196	6	\$5,236	\$1,071	\$6,307	12.54%
Vacant	1	Police Dept	Accounting Assistant I	6GN	Accounting Assistant I	6HN	\$41,951	\$46,256	6	\$3,477	\$711	\$4,188	10.26%
Vacant	1	Police Dept	Accounting Assistant II	6HN	Accounting Assistant II	6KN	\$43,580	\$49,139	6	\$4,490	\$918	\$5,408	12.75%
Vacant	2	Police Dept	Accounting Coordinator I	2DN	Accounting Coordinator I	2EN	\$51,392	\$58,438	6	\$11,382	\$2,328	\$13,710	13.71%
	1	Police Dept	Administrative Assistant I	6GN	Administrative Assistant I	6HN	\$41,506	\$48,120	6	\$5,342	\$1,093	\$6,435	15.94%
	1	Police Dept	Administrative Assistant I	6GN	Administrative Assistant I	6HN	\$39,625	\$47,644	6	\$6,477	\$1,324	\$7,801	20.24%
Vacant	1	Police Dept	Administrative Assistant III	5FN	Administrative Assistant III	5IN	\$46,045	\$57,620	6	\$9,349	\$1,912	\$11,260	25.14%
	1	Police Dept	Administrative Assistant III	5FN	Administrative Assistant III	5IN	\$45,143	\$57,620	6	\$10,078	\$2,061	\$12,139	27.64%
	1	Police Dept	Administrative Assistant III	5FN	Administrative Assistant III	5IN	\$46,497	\$59,348	6	\$10,380	\$2,123	\$12,503	27.64%
	3	Police Dept	Administrative Assistant III	5FN	Administrative Assistant III	5IN	\$46,962	\$59,942	6	\$31,452	\$6,432	\$37,884	27.64%
Vacant	1	Police Dept	Administrative Assistant IV	5IN	Administrative Assistant IV	5JN	\$50,704	\$62,229	6	\$9,309	\$1,904	\$11,212	22.73%
Vacant	1	Police Dept	Administrative Assistant IV	5IN	Administrative Assistant IV	5JN	\$52,747	\$64,737	6	\$9,684	\$1,980	\$11,664	22.73%
Vacant	16	Police Dept	Community Service Officer	5EN	Community Service Officer	5HN	\$41,937	\$55,842	6	\$179,700	\$36,749	\$216,448	33.16%
	1	Police Dept	Community Service Officer	5EN	Community Service Officer	5HN	\$43,627	\$58,092	6	\$11,684	\$2,389	\$14,073	33.16%
	2	Police Dept	Community Service Officer	5EN	Community Service Officer	5HN	\$41,937	\$55,842	6	\$22,462	\$4,594	\$27,056	33.16%
	6	Police Dept	Community Service Officer	5EN	Community Service Officer	5HN	\$43,195	\$57,517	6	\$69,408	\$14,194	\$83,602	33.16%
	1	Police Dept	Forensic Identification Processor	5DN	Forensic Identification Processor	5DN	\$46,962	\$53,245	6	\$5,075	\$1,038	\$6,113	13.38%
	1	Police Dept	Forensic Identification Processor	5DN	Forensic Identification Processor	5DN	\$46,635	\$53,245	6	\$5,339	\$1,092	\$6,431	14.17%
	1	Police Dept	Forensic Identification Processor	5DN	Forensic Identification Processor	5DN	\$44,499	\$53,245	6	\$7,064	\$1,445	\$8,508	19.65%
	2	Police Dept	Forensic Identification Processor	5DN	Forensic Identification Processor	5DN	\$41,988	\$51,182	6	\$14,852	\$3,037	\$17,889	21.90%
	1	Police Dept	Forensic Processor Supervisor	1AX	Forensic Processor Supervisor	1BX	\$51,649	\$62,959	6	\$9,135	\$1,279	\$10,414	21.90%
	1	Police Dept	Human Resources Assistant	5IN	Human Resources Assistant	5JN	\$58,809	\$64,737	6	\$4,787	\$979	\$5,767	10.08%
	1	Police Dept	Human Resources Assistant	5IN	Human Resources Assistant	5JN	\$57,205	\$64,737	6	\$6,083	\$1,244	\$7,327	13.17%
Vacant	1	Police Dept	Mail Processor	6FN	Mail Processor	6DN	\$33,110	\$40,826	6	\$6,232	\$1,274	\$7,507	23.30%
	1	Police Dept	Mail Processor	6FN	Mail Processor	6DN	\$42,101	\$42,471	6	\$299	\$61	\$360	0.88%
Vacant	34	Police Dept	Office Assistant II	6EN	Office Assistant II	6DN	\$33,110	\$40,826	6	\$211,894	\$43,332	\$255,226	23.30%
	1	Police Dept	Office Assistant II	6EN	Office Assistant II	6DN	\$39,265	\$42,051	6	\$2,250	\$460	\$2,711	7.10%
	1	Police Dept	Office Assistant II	6EN	Office Assistant II	6DN	\$39,657	\$42,471	6	\$2,273	\$465	\$2,738	7.10%
	1	Police Dept	Office Assistant II	6EN	Office Assistant II	6DN	\$38,670	\$42,471	6	\$3,071	\$628	\$3,698	9.83%
	1	Police Dept	Office Assistant II	6EN	Office Assistant II	6DN	\$36,398	\$41,234	6	\$3,906	\$799	\$4,705	13.29%
	5	Police Dept	Office Assistant II	6EN	Office Assistant II	6DN	\$34,103	\$42,051	6	\$32,097	\$6,564	\$38,661	23.31%
Vacant	12	Police Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$36,842	\$44,909	6	\$78,191	\$15,990	\$94,181	21.90%
	1	Police Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$41,979	\$46,256	6	\$3,455	\$706	\$4,161	10.19%
	1	Police Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$42,399	\$46,719	6	\$3,489	\$713	\$4,202	10.19%
	1	Police Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$41,640	\$46,719	6	\$4,102	\$839	\$4,941	12.20%
	1	Police Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$41,360	\$46,719	6	\$4,329	\$885	\$5,214	12.96%
	1	Police Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$39,529	\$46,719	6	\$5,807	\$1,188	\$6,995	18.19%

	1	Police Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$37,947	\$46,256	6	\$6,711	\$1,372	\$8,084	21.90%
	1	Police Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$38,327	\$46,719	6	\$6,778	\$1,386	\$8,164	21.90%
Vacant	2	Police Dept	Office Assistant III	6FN	Office Assistant III	6GN	\$36,842	\$44,909	6	\$13,032	\$2,665	\$15,697	21.90%
	1	Police Dept	Office Assistant IV	6HN	Office Assistant IV	6KN	\$40,146	\$49,399	6	\$7,474	\$1,528	\$9,002	23.05%
	1	Police Dept	Office Assistant IV	6HN	Office Assistant IV	6KN	\$44,683	\$49,893	6	\$4,208	\$861	\$5,069	11.66%
	1	Police Dept	Office Assistant IV	6HN	Office Assistant IV	6KN	\$45,410	\$51,390	6	\$4,830	\$988	\$5,818	13.17%
	1	Police Dept	Office Assistant IV	6HN	Office Assistant IV	6KN	\$43,676	\$51,390	6	\$6,230	\$1,274	\$7,505	17.66%
	1	Police Dept	Office Assistant IV	6HN	Office Assistant IV	6KN	\$40,958	\$49,893	6	\$7,217	\$1,476	\$8,693	21.81%
	1	Police Dept	Office Assistant IV	6HN	Office Assistant IV	6KN	\$41,763	\$51,390	6	\$7,775	\$1,590	\$9,365	23.05%
	1	Police Dept	Office Supervisor II	2CN	Office Supervisor II	2DN	\$51,499	\$57,259	6	\$4,653	\$951	\$5,604	11.19%
Underfill	1	Police Dept	Payroll Assistant 1	5NN	Payroll Assistant 1	5NN	\$62,272	\$56,611	6	N/A Above Recruitment Rate			0.00%
Underfill	1	Police Dept	Payroll Clerk 1	6ON	Payroll Clerk 1	6ON	\$50,993	\$48,565	6	N/A Above Recruitment Rate			0.00%
	1	Police Dept	Payroll Clerk 3	6ON	Payroll Clerk 3	6LN	\$59,486	\$54,078	6	N/A Above Recruitment Rate			0.00%
Vacant	25	Police Dept	Police Aide	6BN	Police Aide	6AN	\$33,110	\$33,110	6	N/A Pay Range change only			
	7	Police Dept	Police Aide	6BN	Police Aide	6AN	\$33,110	\$33,110	6	N/A Pay Range change only			
Vacant	31	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$40,146	\$49,399	6	\$231,684	\$47,379	\$279,064	23.05%
	1	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$41,935	\$49,893	6	\$6,427	\$1,314	\$7,742	18.98%
	1	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$43,193	\$51,390	6	\$6,620	\$1,354	\$7,974	18.98%
	1	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$42,255	\$51,390	6	\$7,378	\$1,509	\$8,887	21.62%
	1	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$39,748	\$49,399	6	\$7,795	\$1,594	\$9,389	24.28%
	4	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$40,146	\$49,399	6	\$29,895	\$6,113	\$36,008	23.05%
	7	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$41,350	\$50,881	6	\$53,887	\$11,020	\$64,907	23.05%
	8	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$41,763	\$51,390	6	\$62,201	\$12,720	\$74,922	23.05%
Vacant	1	Police Dept	Police Records Manager	1DX	Police Records Manager	1EX	\$58,223	\$74,838	6	\$13,420	\$1,879	\$15,298	28.54%
Underfill	1	Police Dept	Police Records Specialist I	6FN	Police Records Specialist I	6FN	\$44,948	\$45,358	6	\$331	\$68	\$399	0.91%
Underfill	1	Police Dept	Police Records Specialist I	6FN	Police Records Specialist I	6FN	\$36,842	\$44,909	6	\$6,516	\$1,332	\$7,848	21.90%
Underfill	5	Police Dept	Police Records Specialist I	6FN	Police Records Specialist I	6FN	\$37,947	\$46,256	6	\$33,556	\$6,862	\$40,418	21.90%
Underfill	1	Police Dept	Police Records Specialist II	5DN	Police Records Specialist II	5HN	\$45,427	\$57,974	6	\$10,134	\$2,072	\$12,206	27.62%
Vacant	5	Police Dept	Police Records Specialist III	5EN	Police Records Specialist III	5IN	\$45,143	\$57,620	6	\$50,390	\$10,305	\$60,694	27.64%
	1	Police Dept	Police Records Specialist III	5EN	Police Records Specialist III	5IN	\$48,840	\$59,942	6	\$8,967	\$1,834	\$10,800	22.73%
	2	Police Dept	Police Records Specialist III	5EN	Police Records Specialist III	5IN	\$50,794	\$59,942	6	\$14,778	\$3,022	\$17,800	18.01%
	2	Police Dept	Police Records Specialist III	5EN	Police Records Specialist III	5IN	\$46,962	\$59,942	6	\$20,968	\$4,288	\$25,256	27.64%
	1	Police Dept	Police Records Supervisor	1AX	Police Records Supervisor	1CX	\$53,872	\$68,761	6	\$12,026	\$1,684	\$13,709	27.64%
Vacant	15	Police Dept	Police Services Specialist	6AN	Police Services Specialist	6CN	\$33,110	\$38,849	6	\$69,530	\$14,219	\$83,749	17.33%
	1	Police Dept	Police Services Specialist	6AN	Police Services Specialist	6CN	\$34,444	\$40,415	6	\$4,823	\$986	\$5,809	17.33%
	1	Police Dept	Police Services Specialist (0.5 FTE)	6AN	Police Services Specialist (0.5 FTE)	6CN	\$33,110	\$38,849	6	\$2,318	\$474	\$2,792	17.33%
	1	Police Dept	Police Services Specialist (0.5 FTE)	6AN	Police Services Specialist (0.5 FTE)	6CN	\$34,103	\$40,015	6	\$2,387	\$488	\$2,876	17.33%
	1	Police Dept	Police Services Specialist (0.5 FTE)	6AN	Police Services Specialist (0.5 FTE)	6CN	\$34,444	\$40,415	6	\$2,411	\$493	\$2,904	17.33%
Vacant	16	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$41,937	\$53,351	6	\$147,507	\$30,165	\$177,673	27.22%
	1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$53,267	\$55,501	6	\$1,805	\$369	\$2,174	4.19%
	1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$50,138	\$55,501	6	\$4,331	\$886	\$5,217	10.70%
	1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$49,200	\$55,501	6	\$5,089	\$1,041	\$6,130	12.81%
	1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$46,297	\$55,501	6	\$7,434	\$1,520	\$8,954	19.88%
	1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$44,269	\$54,952	6	\$8,628	\$1,764	\$10,392	24.13%
	1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$44,712	\$55,501	6	\$8,714	\$1,782	\$10,497	24.13%
	1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$42,980	\$53,884	6	\$8,808	\$1,801	\$10,609	25.37%
	1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$44,269	\$55,501	6	\$9,072	\$1,855	\$10,927	25.37%
	1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$43,195	\$54,952	6	\$9,496	\$1,942	\$11,438	27.22%
	3	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$41,937	\$53,351	6	\$27,658	\$5,656	\$33,314	27.22%
	1	Police Dept	Police Services Specialist-Investigator (0.5 FTE)	5EN	Police Services Specialist-Investigator (0.5 FTE)	5GN	\$46,297	\$55,501	6	\$3,717	\$760	\$4,477	19.88%
	1	Police Dept	Police Services Specialist-Investigator (0.5 FTE)	5EN	Police Services Specialist-Investigator (0.5 FTE)	5GN	\$45,389	\$55,501	6	\$4,084	\$835	\$4,919	22.28%
	4	Police Dept	Police Services Specialist-Investigator (0.5 FTE)	5EN	Police Services Specialist-Investigator (0.5 FTE)	5GN	\$41,937	\$53,351	6	\$18,438	\$3,771	\$22,209	27.22%
	1	Police Dept	Police Services Specialist-Investigator (0.8 FTE)	5EN	Police Services Specialist-Investigator (0.8 FTE)	5GN	\$42,980	\$53,884	6	\$7,046	\$1,441	\$8,487	25.37%
	2	Police Dept	Police Services Specialist-Investigator (0.8 FTE)	5EN	Police Services Specialist-Investigator (0.8 FTE)	5GN	\$41,937	\$53,351	6	\$14,751	\$3,017	\$17,767	27.22%
Vacant	1	Police Dept	Program Assistant III	5IN	Program Assistant III	5JN	\$50,704	\$62,229	6	\$9,309	\$1,904	\$11,212	22.73%
	1	Police Dept	Teller	6HN	Teller	6KN	\$46,216	\$51,390	6	\$4,179	\$855	\$5,033	11.19%
	537									\$1,934,420	\$392,567	\$2,326,987	18.42%

Assume effective date is Pay Period 6, 2024 (March 3rd, 2024) unless otherwise indicated.
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	% Inc
Underfill title	DEC	911 Dispatcher	5IN	911 Dispatcher	5LN	\$66,716	\$66,716	1	N/A Underfill Title			
Underfill title	DEC	911 Telecommunicator	5IN	911 Telecommunicator	5HN	\$58,014	\$58,014	1	N/A Underfill Title			
1	DEC	Emergency Communications Administrative Assistant III	5FN	Administrative Assistant III	5IN	\$52,737	\$59,348	1	\$6,611	\$1,352	\$7,963	12.54%
1	DEC	Emergency Communications Administrative Assistant IV	5JN	Administrative Assistant IV	5JN	\$50,704	\$62,229	1	\$11,525	\$2,357	\$13,882	22.73%
1	DEC	Emergency Communications Administrative Support Specialist	2DN	Administrative Support Specialist	2EN	\$65,034	\$60,168	1	N/A Above Recruitment Rate			0.00%
1	DEC	Emergency Communications Financial Services Assistant	5IN	Management Accountant - Senior	2JX	\$59,756	\$74,951	1	\$15,195	\$2,127	\$17,323	25.43%
1	DEC	Emergency Communications Human Resources Assistant	5IN	Human Resources Assistant	5JN	\$57,742	\$64,096	1	\$6,354	\$1,299	\$7,653	11.00%
Underfill title	DEC	Emergency Communications Human Resources Assistant	5IN	Human Resources Assistant	5JN	\$51,392	\$62,229	1	N/A Underfill Title			
Underfill title	DEC	Emergency Communications Officer I	5GN	Emergency Communications Officer I	5CN	\$45,977	\$45,977	1	N/A Underfill Title			

1	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$43,193	\$51,390	1	\$8,197	\$1,676	\$9,873	18.98%
1	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$42,255	\$51,390	1	\$9,135	\$1,868	\$11,003	21.62%
1	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$39,748	\$49,399	1	\$9,651	\$1,974	\$11,624	24.28%
4	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$40,146	\$49,399	1	\$37,013	\$7,569	\$44,582	23.05%
7	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$41,350	\$50,881	1	\$66,718	\$13,644	\$80,361	23.05%
8	Police Dept	Police District Administrative Assistant	6HN	Police District Administrative Assistant	6KN	\$41,763	\$51,390	1	\$77,011	\$15,749	\$92,760	23.05%
1	Police Dept	Police Records Manager	1DX	Police Records Manager	1EX	\$58,223	\$74,838	1	\$16,615	\$2,326	\$18,941	28.54%
1	Police Dept	Police Records Specialist I	6FN	Police Records Specialist I	6FN	\$44,948	\$45,358	1	\$410	\$84	\$494	0.91%
1	Police Dept	Police Records Specialist I	6FN	Police Records Specialist I	6FN	\$36,842	\$44,909	1	\$8,067	\$1,650	\$9,717	21.90%
5	Police Dept	Police Records Specialist I	6FN	Police Records Specialist I	6FN	\$37,947	\$46,256	1	\$41,545	\$8,496	\$50,041	21.90%
1	Police Dept	Police Records Specialist II	5DN	Police Records Specialist II	5HN	\$45,427	\$57,974	1	\$12,547	\$2,566	\$15,113	27.62%
5	Police Dept	Police Records Specialist III	5EN	Police Records Specialist III	5IN	\$45,143	\$57,620	1	\$62,387	\$12,758	\$75,145	27.64%
1	Police Dept	Police Records Specialist III	5EN	Police Records Specialist III	5IN	\$48,840	\$59,942	1	\$11,102	\$2,270	\$13,372	22.73%
2	Police Dept	Police Records Specialist III	5EN	Police Records Specialist III	5IN	\$50,794	\$59,942	1	\$18,297	\$3,742	\$22,038	18.01%
2	Police Dept	Police Records Specialist III	5EN	Police Records Specialist III	5IN	\$46,962	\$59,942	1	\$25,960	\$5,309	\$31,269	27.64%
1	Police Dept	Police Records Supervisor	1AX	Police Records Supervisor	1CX	\$53,872	\$68,761	1	\$14,889	\$2,084	\$16,973	27.64%
15	Police Dept	Police Services Specialist	6AN	Police Services Specialist	6CN	\$33,110	\$38,849	1	\$86,085	\$17,604	\$103,689	17.33%
1	Police Dept	Police Services Specialist	6AN	Police Services Specialist	6CN	\$34,444	\$40,415	1	\$5,971	\$1,221	\$7,192	17.33%
1	Police Dept	Police Services Specialist (0.5 FTE)	6AN	Police Services Specialist (0.5 FTE)	6CN	\$33,110	\$38,849	1	\$2,870	\$587	\$3,456	17.33%
1	Police Dept	Police Services Specialist (0.5 FTE)	6AN	Police Services Specialist (0.5 FTE)	6CN	\$34,103	\$40,015	1	\$2,956	\$604	\$3,560	17.33%
1	Police Dept	Police Services Specialist (0.5 FTE)	6AN	Police Services Specialist (0.5 FTE)	6CN	\$34,444	\$40,415	1	\$2,985	\$611	\$3,596	17.33%
16	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$41,937	\$53,351	1	\$182,628	\$37,347	\$219,975	27.22%
1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$53,267	\$55,501	1	\$2,234	\$457	\$2,691	4.19%
1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$50,138	\$55,501	1	\$5,363	\$1,097	\$6,459	10.70%
1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$49,200	\$55,501	1	\$6,301	\$1,289	\$7,590	12.81%
1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$46,297	\$55,501	1	\$9,204	\$1,882	\$11,086	19.88%
1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$44,269	\$54,952	1	\$10,682	\$2,185	\$12,867	24.13%
1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$44,712	\$55,501	1	\$10,789	\$2,206	\$12,995	24.13%
1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$42,980	\$53,884	1	\$10,905	\$2,230	\$13,135	25.37%
1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$44,269	\$55,501	1	\$11,232	\$2,297	\$13,529	25.37%
1	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$43,195	\$54,952	1	\$11,757	\$2,404	\$14,161	27.22%
3	Police Dept	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5GN	\$41,937	\$53,351	1	\$34,243	\$7,003	\$41,245	27.22%
1	Police Dept	Police Services Specialist-Investigator (0.5 FTE)	5EN	Police Services Specialist-Investigator (0.5 FTE)	5GN	\$46,297	\$55,501	1	\$4,602	\$941	\$5,543	19.88%
1	Police Dept	Police Services Specialist-Investigator (0.5 FTE)	5EN	Police Services Specialist-Investigator (0.5 FTE)	5GN	\$45,389	\$55,501	1	\$5,056	\$1,034	\$6,090	22.28%
4	Police Dept	Police Services Specialist-Investigator (0.5 FTE)	5EN	Police Services Specialist-Investigator (0.5 FTE)	5GN	\$41,937	\$53,351	1	\$22,829	\$4,668	\$27,497	27.22%
1	Police Dept	Police Services Specialist-Investigator (0.8 FTE)	5EN	Police Services Specialist-Investigator (0.8 FTE)	5GN	\$42,980	\$53,884	1	\$8,724	\$1,784	\$10,508	25.37%
2	Police Dept	Police Services Specialist-Investigator (0.8 FTE)	5EN	Police Services Specialist-Investigator (0.8 FTE)	5GN	\$41,937	\$53,351	1	\$18,263	\$3,735	\$21,998	27.22%
1	Police Dept	Program Assistant III	5JN	Program Assistant III	5JN	\$50,704	\$62,229	1	\$11,525	\$2,357	\$13,882	22.73%
1	Police Dept	Teller	6HN	Teller	6KN	\$46,216	\$51,390	1	\$5,173	\$1,058	\$6,231	11.19%
1									\$2,394,996	\$486,035	\$2,881,032	18.42%

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