



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

February 18, 2022

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 211532– Communication from the Department of Employee Relations relating to classification studies scheduled for the February 22, 2022 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled to be heard at the City Service Commission meeting on February 22, 2022.

### Comptroller’s Office

Current	Recommended
Public Debt Specialist PR 2MX (\$76,988 - \$107,782) (One Position)	Capital Finance Manager PR 2OX (\$87,472 - \$122,465) FN: Appointment at any rate in pay range with DER and Finance approval. (One Position)

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

### Department of Administration-Environmental Collaboration Office

Current	Recommended
One New Position	Business Finance Officer PR 2HX (\$55,962 - \$78,342) FN: Recruitment is at \$65,594 and appointment may be at any rate in the pay range with the approval of DER. (One Position)

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

### Department of Employee Relations

Current	Recommended
One New Position	DER Marketing and Communications Officer PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 and appointment may be at any rate in the pay range with the approval of DER. (One Position)

Human Resources Assistant PR 5IN (\$47,274 – \$55,763) FN: Recruitment is at \$48,735. (Two Positions)	Business Operations Associate PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$61,557 and appointment may be at any rate in the pay range with the approval of DER. (One Position)
	Human Resources Analyst – Senior PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$61,557 and appointment may be at any rate in the pay range with the approval of DER. (One Position)
Human Resources Analyst PR 2DN (\$43,350 - \$60,688) (One Position)	Human Resources Analyst – Senior PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$61,557 and appointment may be at any rate in the pay range with the approval of DER. (One Position)
Test Administration Coordinator PR 2DN (\$43,350 - \$60,688) (One Position)	Test Administration Specialist PR 2GX (\$52,498 - \$73,504) FN: Recruitment is at \$67,927 and appointment may be at any rate in the pay range with the approval of DER. (One Position)

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#### Department of Public Works – Operations Division

Current	Recommended
One New Position	Operations Personnel Officer PR 2HX (\$55,962 - \$78,342) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)

Note: Residents receive a rate that is 3% higher

#### Election Commission

Current	Recommended
Election Services Business Systems Coordinator PR 1EX (\$59,632 - \$83,481) (One Position)	Election Services Business Systems Coordinator PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,594 and appointment may be at any rate in the pay range with the approval of DER. (One Position)
Election Services Administrator PR 2GN (\$52,498 - \$73,504) (One Position)	Voter Outreach and Education Coordinator PR 2EX (\$49,643 - \$64,695) FN: Recruitment is at \$57,624 and appointment may be at any rate in the pay range with the approval of DER. (One Position)

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

**Employes' Retirement System**

Current	Recommended
ERS Network Administrator PR 2LX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)	ERS Network Security Administrator PR 2LX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)

Note: Residents receive a rate that is 3% higher

**Fire and Police Commission**

Current	Recommended
Emergency Management and Communications Director PR 2NX (\$82,051 - \$114,879) FN: Appointment may be at any rate in the pay range with DER and Chair of F&P approval. (One Position)	Emergency Management Director PR 2NX (\$82,051 - \$114,879) FN: Appointment may be at any rate in the pay range with DER and Chair of F&P approval. (One Position)

Note: Residents receive a rate that is 3% higher

**Department of Public Works-Water Works**

Current	Recommended
Water Distribution Utility Investigator PR 8IN (\$41,453 - \$48,018) (11 Positions/1 (0.33 FTE) Auxiliary)	Water Distribution Utility Investigator PR 8LN (\$46,234 - \$52,548) (11 Positions/1 (0.33 FTE) Auxiliary)

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

Respectfully Submitted,



Makda Fessahaye  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement



## Department of Employee Relations

**Cavalier Johnson**  
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Employee Benefits

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Labor Negotiator

City Service Commission Meeting: February 22, 2022

### Comptroller's Office

Current	Recommended
Public Debt Specialist PR 2MX (\$76,988 - \$107,782) (One Position)	Capital Finance Manager PR 2OX (\$87,472 - \$122,465) FN: Appointment at any rate in pay range with DER and Finance approval. (One Position)

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

### Background

The Department of Employee Relations has received a request from the Comptroller's Office to study the position of Public Debt Specialist in Pay Range 2MX for proper classification. In studying this position a new job description was provided and discussions were held with Comptroller Aycha Sawa, and Deputy Comptroller Joshua Benson.

### Duties and Responsibilities

The Public Debt Specialist is responsible for maintaining the City's access to the Capital Markets. Provides borrowed funds on a timely basis in order for the City to meet its financial obligations. Obtains the lowest cost financing and maximum financial flexibility, given the City's financial and budgetary constraints, as well as statutory and regulatory restrictions. Ensures Pre and Post Issuance compliance with Internal Revenue Service and Securities and Exchange Commission rules and regulations. Provides prudent management and stewardship of the Public Debt Amortization Fund.

#### **45%**    Structure and issuance of debt for the City and MPS

Understand the financial, fiscal, policy, and other constraints that affect the City borrowings. Design and implement alternative financing structures that meet City, regulatory, and legal constraints. Prepare, submit, and support resolutions for the borrowings. Manage and coordinate outside professionals in the debt issuance process. Prepare and assemble City debt documents. Prepare and analyze budget and spending reports to project City cash needs. Gather City data for disclosure documents. Explain proposed financings to Budget Office, Common Council, Public Debt Commission, Rating Agencies, credit enhancers, banks, purchasers, and investors. Prepare required documents for IRS pre-issuance requirements.

#### **5%**    Implement borrowing portion of the City's Budget

Based upon the adopted budget: prepare, introduce, support, and monitor the passage of numerous resolutions required to implement borrowings approved in the City's annual budget. Carry forward unused prior borrowing authorizations into the current year.

#### **25%**    Management of, and planning for, debt and the Public Debt Amortization Fund

Maintain database of information on debt issued. Maintain the City's post-issuance compliance with IRS and SEC rules and regulations, including Continuing Disclosure requirements. Ensure the City is in compliance with debt covenants. Projects debt trends and implications. Prepare and update debt related policies. Keep abreast of changes in Federal, State, IRS, SEC, and MSRB laws and regulations, and their impact on debt issuance. Monitor outstanding debt and other financial obligations. Maintain relationships with Rating Agencies, underwriters, and investors. Maintain information on authorized and unissued debt. Keep up to date on projects that have borrowed proceeds. Prepare, maintain, and update debt policies.

**10%** Ad Hoc Financial and Other Analyses

Review and analyze proposed Tax Incremental District applications. Research and analyze projects as assigned. Review, analyze, and comment on proposed legislation. Analyze and assist other entities where the City's Comptroller is a Board Member.

**10%** Miscellaneous Division Management

Staff support for the Public Debt Commission. Budget for Debt Service and the Division.

**5%** Management of Outside Professionals

Determine scope of services of outside professionals. Write RFP's to engage outside professionals including: Bond Counsel, Disclosure Counsel, Municipal Advisor, Underwriters, and Bank Lines. Solicit and review responses, and recommend selection. Monitor and regularly review the Outside Firm's provision of services to the City. Adjust services and expectations as needs of the City change. Determine how SBE firms can be developed into the lead firms, and implement the program.

Minimum requirements include a bachelor's degree in finance, law, mathematics, economics, accounting, or related field, and five years of professional experience in Public Finance. Equivalent combinations of education and experience may also be considered.

**Analysis**

This position had been filled since 2002 at which time there were two separate recruitment efforts conducted to hire a qualified candidate at a competitive rate of pay. The most recent incumbent has since taken a new opportunity with a significant pay increase. This position is currently vacant and the department has expressed concerns about the ability to recruit due to the current rates within Pay Range 2MX (\$76,988 - \$107,782) being below market rates of pay for comparable positions in Southeastern Wisconsin. The department has also expressed the desire to reclassify the position of Public Debt Specialist to Capital Finance Manager to better reflect the duties of the role and attract qualified candidates.

In studying this position comparisons were made to similar classifications in the City, including those listed below:

<u>Title</u>	<u>Department</u>	<u>PR</u>	<u>Min – Max</u>
Budget and Fiscal Policy Operations Manager	DOA	1LX	\$93,232 – \$130,521
Deputy Chief Investment Officer	ERS	1LX	\$93,232 – \$130,521
Pension Investment Analyst Senior	ERS	2OX	\$87,472 – \$122,465

Budget and Fiscal Policy Operations Manager

- Advises and makes recommendations to the Budget and Management Director on all issues related to development of annual city budget. This includes the operating budget expenditure

targets that are consistent with the levy limits, expenditure restraint program, and the Mayor's revenue parameters and future budget forecasts

- Analyze potential modifications to the technical methods that are used to estimate CMERS Plan liabilities and the resulting employer pension contribution requirements. This effort requires a substantial communication with the Plan actuary regarding the various methods and their impacts on actuarial outcomes
- Develop potential CMERS plan benefit design changes that will stabilize or reduce future pension liabilities. In conjunction with the Budget & Management Director, will collaborate with the CMERS actuary to analyze the impact on the annual pension contribution.
- Ensure that the Retirement Provisions Budget includes projections for current and future use of the Employer's reserve
- Analyze the City's health care budget to estimate the annual budget, determine the impact of potential plan design changes and represent the Budget and Management Director on the City of Milwaukee Wellness and Prevention Labor Management Committee
- Estimate annual amount budgeted in the wages supplement fund based on potential union and non-union wage increases and be part of the decision making on determining the actual percentage increase. Also, monitor overall departmental salaries to ensure there is sufficient funding to cover estimates year end salary expenses

Minimum requirements include a bachelor's degree in a related field and five years of related experience.

#### Deputy Chief Investment Officer

- Directly plans, supervises, manages, coordinates, and evaluates the efforts of the three members of staff in the Investment Business Unit, planning and directing their work such that the Business Unit can fulfill its mission
- Provides oversight, including analysis of the investment portfolio and potential changes to the investment strategy. Performs quantitative analysis of that oversight and other investment-related issues and delivers reports to the Chief Investment Officer, Board, and its subcommittees. Advises the Chief Investment Officer and responds to requests and inquiries from the Board, Chief Investment Officer, or other appropriate organizations.
- Manages ERS' relationships with outside investments vendors, including monitoring the performance against contractual commitments and reporting to the Board and Chief Investment Officer
- Prepares and delivers to the Chief Investment Officer, Board, and its subcommittees all necessary reports regarding portfolio performance, and any special projects in which she or he is engaged
- Monitors daily cash and investment balances along with ensuring that there exists appropriate amounts of liquid assets with which to fund the monthly pension payroll. Provides financial analyst support to the Accounting Business Unity in the execution of their day to day duties such as payment of investment vendor invoices and other fund-related financial accounting

Minimum requirements include a bachelor's degree in a related field and five years of related experience.

#### Pension Investment Analyst-Senior

- Analyze the investment portfolio, portfolio strategy, and potential changes to the strategy. Manage the analysis of individual investment managers and/or asset classes such as equity, fixed income or real estate, or other. For each investment manager, monitor and examine manager performance, individual holdings, risk level, and guideline compliance. Prepare quantitative analysis with respect to investment related issues. Advise the Chief Investment Officer and assist in answering inquiries and requests of the ERS Board, Investment Committee or other appropriate organizations

- Prepares reports for management, the ERS Annuity and Pension Board, and its committees and sub-committees regarding investment matters, investment research results, and special projects
- Execute and manage special projects and other duties as assigned
- Provide financial analytical support to the payment of fees and the financial accounting and budgeting of investments

Minimum requirements include a bachelor's degree in a related field and three to five years of related experience.

In considering the scope of responsibilities for the above mentioned titles, this report concludes that the Public Debt Specialist exercises approximately the same degree of responsibility and requires the same degree of knowledge to perform the assigned duties. Therefore, this report has concluded that the Public Debt Specialist is classified below the positions actual level of responsibility.

Another consideration in determining classification level for this position includes a review of the cost of labor for positions in southeastern Wisconsin. DER reviewed rates of pay for comparable positions with the State of Wisconsin and Milwaukee County. The following was determined:

<u>Title</u>	<u>Organization</u>	<u>2020 Salary</u>
Capital Finance Manager	Milwaukee County	\$118,994
Capital Finance Director	State of Wisconsin	\$123,660

Below are market rates of pay as reported by the Economic Research Institute (ERI), a salary survey to which DER subscribes.

ERI, Finance Manager

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$ 106,425	\$ 115,857	\$ 128,059	\$ 140,398	\$ 152,462
6	\$ 103,232	\$ 112,380	\$ 124,224	\$ 136,202	\$ 147,976
5	\$ 99,937	\$ 108,795	\$ 120,267	\$ 131,865	\$ 143,308
4	\$ 96,557	\$ 105,118	\$ 116,209	\$ 127,410	\$ 138,493
3	\$ 93,109	\$ 101,368	\$ 112,072	\$ 122,865	\$ 133,568
2	\$ 89,615	\$ 97,569	\$ 107,883	\$ 118,260	\$ 128,569
1	\$ 86,098	\$ 93,745	\$ 103,669	\$ 113,629	\$ 123,535

Source: ERI. Data as of October 1, 2021.

*ERI Defines and Finance Manager as a position that Manages company financial matters, develops long-term strategies, and provides financial reports; Assures that sufficient funds are available to meet ongoing operational and capital investment requirements; Forecasts cash flow positions, related borrowing needs, and available funds for investment; Oversees the preparation of the company's budget; and reports to management on variances from the established budget and the reasons for those variances.*

The market data shows that the City of Milwaukee rates of pay are below rates of pay for comparable positions in southeastern Wisconsin.

### **Recommendation**

In considering the scope of responsibility in comparison to other positions that perform similar duties as well as market rates of pay for comparable positions in southeastern Wisconsin, this report recommends reclassifying the position of Public Debt Specialist in Pay Range 2MX, to Capital Finance Manager in

Pay Range 2OX. This report further recommends that the recruitment may be at any point in the range based on experience and credentials with the approval of DER and Finance.

<b>Current</b>	Public Debt Specialist	PR 2MX (\$76,988 - \$107,782)	1 Position
<b>Recommended</b>	Capital Finance Manager	PR 2OX (\$87,472 - \$122,465) FN: Recruitment flexibility	1 Position

**Action Required – Effective Pay Period 6, 2022 (March 6, 2022)**

In the Salary Ordinance:

Under Pay Range 2MX:

- Delete the title ‘Public Debt Specialist’

Under Pay Range 2OX:

- Add the title ‘Capital Finance Manager’ and apply footnotes (3) and (6).

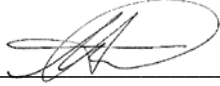
In the Positions Ordinance:

Under Comptroller, Public Debt Commission:

- Delete one position ‘Public Debt Specialist’
- Add one position ‘Capital Finance Manager’

Prepared By: Arielle Ewing  
Arielle Ewing, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Makda Fessahaye, Employee Relations Director





## Department of Employee Relations

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### Job Evaluation Report

City Service Commission Meeting: February 22, 2022

The Department of Employee Relations presents this report to classify or repurpose positions within multiple departments due to action taken for the 2022 budget. Job descriptions were provided and conversations were held with directors and human resources staff in effected departments.

#### Department of Administration-Environmental Collaboration Office

Current	Recommended
One New Position	Business Finance Officer PR 2HX (\$55,962 - \$78,342) FN: Recruitment is at \$65,594 and appointment may be at any rate in the pay range with the approval of DER. (One Position)

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

#### Department of Employee Relations

Current	Recommended
One New Position	DER Marketing and Communications Officer PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 and appointment may be at any rate in the pay range with the approval of DER. (One Position)
Human Resources Assistant PR 5IN (\$47,274 – \$55,763) FN: Recruitment is at \$48,735. (Two Positions)	Business Operations Associate PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$61,557 and appointment may be at any rate in the pay range with the approval of DER. (One Position)
	Human Resources Analyst – Senior PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$61,557 and appointment may be at any rate in the pay range with the approval of DER. (One Position)
Human Resources Analyst PR 2DN (\$43,350 - \$60,688) (One Position)	Human Resources Analyst – Senior PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$61,557 and appointment may be at any rate in the pay range with the approval of DER. (One Position)

Test Administration Coordinator PR 2DN (\$43,350 - \$60,688) (One Position)	Test Administration Specialist PR 2GX (\$52,498 - \$73,504) FN: Recruitment is at \$67,927 and appointment may be at any rate in the pay range with the approval of DER. (One Position)
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**Department of Public Works – Operations Division**

Current	Recommended
One New Position	Operations Personnel Officer PR 2HX (\$55,962 - \$78,342) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)

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**Election Commission**

Current	Recommended
Election Services Business Systems Coordinator PR 1EX (\$59,632 - \$83,481) (One Position)	Election Services Business Systems Coordinator PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,594 and appointment may be at any rate in the pay range with the approval of DER. (One Position)
Election Services Administrator PR 2GN (\$52,498 - \$73,504) (One Position)	Voter Outreach and Education Coordinator PR 2EX (\$49,643 - \$64,695) FN: Recruitment is at \$57,624 and appointment may be at any rate in the pay range with the approval of DER. (One Position)

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**Employes' Retirement System**

Current	Recommended
ERS Network Administrator PR 2LX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)	ERS Network Security Administrator PR 2LX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)

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**Fire and Police Commission**

Current	Recommended
Emergency Management and Communications Director PR 2NX (\$82,051 - \$114,879) FN: Appointment may be at any rate in the pay range with DER and Chair of F&P approval. (One Position)	Emergency Management Director PR 2NX (\$82,051 - \$114,879) FN: Appointment may be at any rate in the pay range with DER and Chair of F&P approval. (One Position)

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**Analysis and Recommendations**

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. A number of the recommended recruitment rates affect the same or similar titles in other City departments. Future Job Evaluation Reports will recommend bringing minimum recruitment rates for those titles/positions into alignment with the recommendations for the titles below and will recommend the same effective date.

**Department of Administration-Environmental Collaboration Office**

Current	New Position		One Position
Recommended	Business Finance Officer	PR 2HX (\$55,962 - \$78,342) FN: Recruitment is at \$65,594 and appointment may be at any rate in the pay range with the approval of DER.	One Position

This new position will assist in overseeing the division’s budget and fiscal operations, monitoring grants, along with assisting with requisitions and contracts. Duties and responsibilities include:

- Assist the ECO Director in managing and overseeing all aspects of the ECO’s financial operations, including operations and maintenance (O&M), capital, and various grant budgets and Pro-card administration.
- Input ECO requisitions and pay vouchers and purchase orders in the City’s Finance Management System (FMIS).
- Develop and prepare financial aspects of grant applications, and handle grant-related budgeting and financial requirements.
- Develop and administer budget policy and procedures through budget research, auditing, analyzing historical performance, and evaluating future opportunities. Work in concert with management to plan and develop annual budget requests.
- Develop revenue and capital budget forecasts.
- Oversee small dollar contracts.
- Communicate budget performance and fiscal policy to the Director.
- Work in concert with management to plan, develop, and prepare overall ECO budget, including serving as a liaison with the Budget Division in the Department of Administration.
- Represent the department on fiscal issues before various committees and develop departmental budget and fiscal presentations.
- Be familiar with and ensure compliance with federal contracting requirements.
- Oversee contract compliance and prepare reports as it relates to Residents Preference Program, Small Business Enterprise Program, and related data management issues.
- Support practices for organizing and maintaining key public records in compliance with City rules.
- Coordinate ECO paperwork related to the annual combined giving campaign and UPAF Campaigns.

Minimum qualifications include a bachelor’s degree in public administration, public affairs, business administration, accounting, finance, or a closely related field from an accredited college or university. Equivalent combinations of education and experience may be considered.

Comparable classifications include Business Finance Manager in the City Attorney’s Office and Accountant Lead in the Comptroller’s Office.

**Department of Employee Relations**

Current	New Position		One Position
Recommended	Marketing and Communications Officer	PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 and appointment may be at any rate in the pay range with the approval of DER.	One Position

The new Marketing and Communications Officer will manage functions associated with marketing and communications, media and community relations, and graphics/web services for the Department of Employee Relations. This position will function as the public information officer and media liaison for the Department, and will represent the department at community events, committees or task forces. This position is responsible for drafting and executing a consistent, long-term public relations plan and providing oversight to components within. Duties and responsibilities include:

- Serve as spokesperson for the department.
- Manage and utilize social media and other mediums on behalf of the department.
- Respond to media and public inquiries.
- Create marketing campaigns to assist in recruitment efforts on behalf of the City of Milwaukee.
- Write, develop, and produce communications on behalf of the department, including e-notify, press releases, speeches, presentations, etc.
- Develop and implement media relations and public relations strategies and activities for the department.
- Develop communication tools such as an annual report and strategic plan on behalf of the department.
- Manage department websites and updates.
- Represent the department and serve as a liaison with other City departments and the Mayor’s Office communications staff.
- Work closely with Employee Resource Groups to promote activities and events.
- Attend events on behalf of the Director.
- Other duties as assigned.

Minimum qualifications include a bachelor’s degree in journalism, communications, public administration, or another communication related field; at least 5 years’ experience in journalism, marketing, media or public relations, or communication experience; and experience in strategic communications and social media management is preferred.

Comparable classifications include the Community Engagement and Achievement Collaborative Manager in the Department of Administration and Marketing and Communications Officer in the Health and Police departments, the Department of Public Works, and the Department of City Development.

**Department of Employee Relations**

Current	Human Resources Assistant	PR 5IN (\$47,274 – \$55,763) FN: Recruitment is at \$48,735.	One Position
Recommended	Business Operations Associate	PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$61,557 and appointment may be at any rate in the pay range with the approval of DER.	One Position

This repurposed position will be responsible for the administration of the City’s Tuition Benefit Program, coordinating training events and updating the course lists, supporting the Business Operations Analyst in budget preparation, expenditure processing and tracking, accounts payable, accounts receivable, and assisting with department payroll processing.

- Review tuition reimbursement applications, make initial judgements, verify and approve requests; communication with applicants; prepare budget estimates; maintain required paperwork; prepare IRI reports and contract updates; give Query Manager updates to management; and process reports for the Office of the Comptroller for payroll processing purposes.
- Assists with updating and maintaining the Department of Employee Relations’ web pages with policies, procedures, training bulletins, forms, and other needed documents. Update links and documents as needed.
- Be a support contact for the New Employee Orientation coordinator; enroll City employees into various training sessions such as Voya, EAP, and Retirement Planning; and log this information on Excel and enter trainees into HCM for tracking purposes.
- Support the Business Operations Analyst in budget preparation, expenditure processing and tracking, accounts payable, accounts receivable, and assists with department payroll processing.
- Assist the Business Operations Analyst with the Administration and payment processing for the delivery of benefits related to Healthcare, Wellness, Dental, Worker’s Compensation, Unemployment Compensation, Flexible Spending, Employee Training, Alternative Transportation, Voluntary Benefits, and Long Term Disability.
- Assist with the input of statistical and financial data related to all SPA’s, including the \$12M Worker’s Compensation and \$100M+ healthcare accounts in the appropriate spreadsheets and programs.
- Assist with expenditure tracking and projections and monitoring of all departmental salaries, operating expenditures, equipment budget and special funds.

Minimum qualifications include at least 4 years of clerical experience performing duties closely related to this position and at least one year of experience performing difficult and diverse clerical work, using advanced features in software applications to produce complex documents and working on special projects.

Comparable classifications in the recommended pay rates include DPW Operations Business Analyst and Finance Specialist.

**Department of Employee Relations**

Current	Human Resources Assistant	PR 5IN (\$47,274 – \$55,763) FN: Recruitment is at \$48,735.	One Position
Recommended	Human Resources Analyst - Senior	PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$61,557 and appointment may be at any rate in the pay range with the approval of DER.	One Position

This position will provide a full range of professional personnel services to City departments, employees, and the public in meeting all facets of City departments’ human resources needs. Duties and responsibilities include:

- Prepare complex and varied classification and pay recommendation reports.
- Proof and edit drafts of reports submitted by the Compensation Human Resources Manager and Human Resources Representatives.
- Write cover letters and memos related to Compensation processes for Civil Service Commission meetings, Fire and Police Commission Meetings, and Finance and Personnel meetings.
- Maintain the calendar for Compensation and schedule needed meetings with team members and customer departments.
- Insert Salary and Position Ordinance changes into reports; prepare and submit the Actual Salary Ordinance Changes and Administrative Corrections to the City Clerk for Finance and Personnel.
- Respond to outside requests for position pay/pay ranges.
- Assist customer departments in implementing Compensation report impacts: create job codes and obsolete job codes if necessary; populate the certification spreadsheet with the new rates/ titles as mentioned in reports and submit to DER Certification; and coordinate implementation meetings with departments.
- Track pending and completed classification requests and their reports; ensure proper documentation is sent over from department for requests and answer any questions that may arise regarding timing, filling in necessary paperwork or creating a job description.
- Provide support in auditing and provide guidance in various HR and payroll functions throughout the City, including Fire and Police; this includes interpretation and administration of policies and procedures relating to Compensation and HCM entries.
- Represent DER-Compensation in meetings with departments; answer any questions that may arise; give recommendations on what should be done/submitted; and report back to the Compensation Human Resources Manager with issues and bring to attention pressing issues that need to be addressed.
- Point of contact for job descriptions and/ or classification reports; submit samples to departments, answer requests from DER Workers Compensation; if a needed job description cannot be located, reach out to necessary customer departments to see if they may have it; check announcement sheets to see if that can be used in lieu of a job description; provide completed reports to departments or DER Staffing HR Analysts if requested; and maintain and expand current network drive for job descriptions.
- Assist Pay Services Supervisor and Compensation Human Resources Manager with special rate letters; gather necessary support documentation as needed; and review and edit letters as needed prior to submission.
- Generate data for the annual budget and AIM meetings as requested.
- Generate various reports as needed using various systems and software.
- Audit the Salary Ordinance on changes that were certified by the Common Council City Clerk; act as point of contact for any issues/mistakes within the salary ordinance that need to be corrected; ensure changes made through reports are accounted for and reflected in the posted Salary Ordinance; and if a

mistake is detected, follow through with pinpointing when the issue was entered if there were any incumbents that were impacted and work with DER Pay Services and DER Certification to rectify the situation.

- Provide back up for the Administrative Services Coordinator in regards to preparing materials for CSC, creating an agenda and uploading necessary documents onto Legistar, emailing Commissioners documentation, and if needed, overseeing the CSC meeting by recording and documenting actions taken.
- Update forms and documents for the Compensation Section as needed.
- Miscellaneous projects that are assigned by the Compensation Human Resources Manager and/ or the Employee Relations Director.

Minimum qualifications include a bachelor’s degree in human resources management, industrial relations, education, psychology, business administration, management, public administration, or a related field from an accredited college or university and at least two years or progressively responsible experience performing duties closely related to those listed above.

Based upon new responsibilities for preparing complex and varied classification and pay recommendation reports, this report recommends reclassifying this position to the level of Human Resources Analyst – Senior. Comparable classifications in the recommended pay rates include other Human Resources Analyst – Senior positions in the Library and Health Department, and Workforce Outreach Specialist in the Common Council – City Clerk’s office.

**Department of Employee Relations**

Current	Human Resources Analyst	PR 2DN (\$43,350 - \$60,688)	One Position
Recommended	Human Resources Analyst - Senior	PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$61,557 and appointment may be at any rate in the pay range with the approval of DER.	One Position

This position assists City departments in filling vacant positions through eligible lists, referrals, transfers, demotions, etc. This position also certifies appointments in a timely and efficiently manner in accordance with Civil Service Rules (if applicable), the Positions Ordinance, and the Salary Ordinance. Duties and responsibilities include:

- Oversee the eligible list by consolidating, surveying and updating.
- Verify Finance and Personnel approval to fill positions (when required).
- Track all requisitions for City of Milwaukee vacancy requests.
- Advise departments of hiring procedures and verify the appropriateness of the appointment.
- Maintain and update eligible lists and reinstatement lists in accordance with the Civil Service Rules.
- Consolidate, expire, and abolish eligible lists in accordance with Civil Service Rules and other guidelines.
- Document and notify candidates of appointments, removal, and the restoration of an eligible list.
- Coordinate with Human Resources Representatives on complex comparable eligible list issues.
- Assist departments and candidates regarding status of eligible list.
- Issue Certifications for all appropriate appointments made to the City of Milwaukee.
- Assist with updating certification guidelines as outlined by Civil Service Rules, the Salary Ordinance and eligible rules list changes.
- Verify rates of pay, status on eligible lists for appointments, and civil service status for appointments.

- Certify all reclassification, market study, or re-allocated positions based on Common Council file approval.
- Send out certifications accurately and timely for all appointments.
- Review IV-6 and IV-9 requests for appropriate supporting documentation (if needed).
- Verify the appropriateness of the promotion based on the promotional checklist and civil service rules.
- Advise and provide guidance to new and existing hiring managers on the promotional process.
- Verify rates of pay and amend promotions based on special rate approvals as needed.
- Review Human Resources Assistant (HRA) promotional entries for accuracy.
- Submit reviewed promotional requests to the Workforce Planning and Certification Supervisor for approval/denial.
- Process simple Temporary Appointment requests in the absence of the Workforce Planning and Certification Supervisor.
- Generate list of positions for potential DEPP placements for the Workforce Planning and Certification Supervisor.
- Provide position recommendations to departments for candidates on the Reinstatement List.
- Generate statistics for the annual budget as requested.
- Assist Test Administration section with e-list redacting and military credit reconciliation.
- Serve as section liaison at all departmental vacancy meetings.
- Assist with processing I9s for new hires and rehires.
- Provide support to front-desk reception operations.
- Assist with the training of new DER-Certification staff.
- Generate various reports as needed using various systems and software.
- Participate in the development of DER-Certification city-wide training events.
- Assist with test administrations and other duties as assigned.

Minimum qualifications include a bachelor’s degree in business, industrial psychology, communications or a related field from an accredited college or university; at least 2 years’ of experience performing high level administrative support that includes customer service and data management; equivalent combinations of education and experience may also be considered.

Based upon higher level responsibilities of advising departments on the appropriateness of appointments and in recommending approval of promotional requests submitted by City of Milwaukee departments, this report recommends reclassifying this position to the level of Human Resources Analyst – Senior. Comparable classifications in the recommended pay rates include other Human Resources Analyst – Senior positions in the Library and Health Department, and Workforce Outreach Specialist in the Common Council – City Clerk’s office.

**Department of Employee Relations**

Current	Test Administration Coordinator	PR 2DN (\$43,350 - \$60,688)	One Position
Recommended	Test Administration Specialist	PR 2GX (\$52,498 - \$73,504) FN: Recruitment is at \$67,927 and appointment may be at any rate in the pay range with the approval of DER.	One Position

This position oversees all aspects of the test administration process for all Civil Service Exams. This includes monitoring and administering Civil Service written and performance exams, scoring examinations, and has become the subject matter expert for the City of Milwaukee regarding all aspects



of the applicant tracking software utilized within the organization. The position also directly supervises the Test Administration staff while providing training and support to the Staffing Division, all Test Administration Coordinators, and interacts directly with new and existing hiring managers throughout the City of Milwaukee. Duties and responsibilities include:

- Schedule and monitor written and performance civil service examinations; score all civil service exams (written, oral, and performance), training and experience ratings, and written exercises.
- Serve as the facilitator and resident expert for the organization utilized applicant tracking system software.
- Investigate and make recommendations to the Staffing Division Manager and HR Reps in regards to applicant conviction records.
- Keep conviction records in compliance with the record retention policy set forth by the City Records Center.
- Ensure departmental ADA requirements are adhered to in the testing and selection process.
- Act as liaison and project coordinator for any upgrades or changes to the applicant tracking software system.
- Coordinate with City of Milwaukee hiring managers on the background check process for general city employees and candidates.
- Oversee the administration of the preference point system and military credit process for all general city eligible lists.
- Provide direct oversight to the Test Administration staff.
- Assist HR Reps with application review.
- Produce relevant reports using the applicant tracking system.
- Serve as the trainer and administrative expert for all applicant tracking system related matters.
- Serve as the liaison for PARS accounts with the Department of Transportation for driving record abstracts.
- Coordinate with community partners in relation to applicant testing software and test administration process.
- Produce Staffing Division related AIM statistics for the Employee Relations Director and/or Staffing Division Manager.
- Participates and implements training guidelines for new software implementation processes related to the applicant tracking software.
- Produce budget statistics and other analytical data as needed.
- Coordinate directly with the Staffing Division Manager on work flow tracking processes.

Minimum qualifications include a bachelor's degree in business administration, public administration, or a closely related field from an accredited college or university and 3 years' of experience performing high-level administrative support that includes examination administration, project management, and/or selection process creation and administration. Equivalent combinations of education and experience may also be considered.

Based upon increases in the oversight role and expertise this position has assumed regarding all aspects of the applicant tracking software utilized within the City of Milwaukee, this report recommends reclassifying this position. Comparable classifications with this level of responsibility include Benefits Systems Analyst and Business Operations Specialist in DER.

**Department of Public Works – Operations Division**

Current	New Position		One Position
Recommended	Operations Personnel Officer	PR 2HX (\$55,962 - \$78,342) FN: Appointment may be at any rate in the pay range with the approval of DER.	One Position

Under the direction of the Director of Operations, this positions will provide leadership in the development and delivery of comprehensive human resources programs and processes, such as recruitment and retention, performance management, employee relations, professional development, coaching, change and organizational design initiatives for the DPW Operations Division. This position also serves as a key liaison with DPW Administrative Services and the Department of Employee Relations and administers FMLA, tracks leave usage, vacancies, probationary reviews and status, supports on-boarding and off-boarding and provide research assistance for reclassification studies and succession planning. As a member of the leadership team, the position advises the Director of Operations and collaborates with the Administrative Services Division and other senior level managers on Human Resources matters. Duties and responsibilities include:

- 40% Collaborate with DPW Operations leadership team in anticipating operational issues, identifying resource needs, and aligning and managing HR programs and support to achieve objectives; serves as a trusted advisor to the leadership team and recommend strategic HR solutions to attract and retain employees and improve Operations service and delivery outcomes; ensure compliance with state and federal employment laws, City Ordinances, Civil Service Rules, and work rules; coordinates all personnel administration with DPW Administrative Services Division and the Department of Employee Relations; develops, disseminates, and periodically reviews departmental personnel and employment related policies, work rules and procedures, monitors compliance, and provides guidance and direction to managers and staff in relation to interpretation and uniform implementation within the department; serve as departmental liaison to and attends meetings for Finance and Personnel and City Service Commission; and prepare communications including compensation and classification requests, Salary Ordinance and Position Ordinance changes, and City Service Rule changes in collaboration with leadership.
- 20% Administer performance management systems and compensation programs to ensure effectiveness, compliance and equity within the organization; collaborate with section managers and the Department of Employee Relations on market study, classification, and job evaluations; assess employee learning and training and development needs in collaboration with supervisors and managers; develop and deliver effective training programs for all Operations employees; oversees onboarding of new staff; provide guidance and direction to managers regarding employee performance; perform complaint investigations; implementation of improvement plans and disciplinary matters in collaboration with leadership; performance management; assist management in discipline matters; and serves as backup to the Operations Services Manager, as needed, and other duties as assigned.
- 20% Develop strategies to achieve and maintain staffing levels to ensure appropriate service levels; oversees all staffing functions and activities including job analysis and job evaluation, recruitment, examination, interviewing, background investigations, pre-placement and placement requirements, and compliance with Civil Service Rules and policies; oversee onboarding and probationary review process; development and implementation of succession planning and workforce planning strategies in collaboration with leadership; and development and implementation of employee engagement and recognition programs.
- 10% Develops and oversees implementation of department’s sick leave control policies; administers FMLA and other leave legislation, ordinances, and policies and monitor usage; and partners with DPW Safety to determine accommodations or leave options under ADA.

10% Serves as the lead in racial equity and inclusion work within the division; develops and implements ongoing REI accountability measures for the division; and develops and implements ongoing REI learning opportunities and initiatives in collaboration with leadership.

Minimum qualifications include a bachelor’s degree in human resources, business administration, communications, psychology, public administration, or a related field from an accredited college or university and at least 5 years’ of progressively responsible, professional human resources experience.

Comparable classifications in the recommended pay rates include Infrastructure Services Personnel Office, Water Works Personnel Officer, DNS Personnel Officer, Fire Personnel Officer, Human Resources Specialist, and Personnel Officer.

**Election Commission**

Current	Election Services Business Systems Coordinator	PR 1EX (\$59,632 - \$83,481)	One Position
Recommended	Election Services Business Systems Coordinator	PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$65,594 and appointment may be at any rate in the pay range with the approval of DER.	One Position

The Election Services Business Systems Coordinator ensures the City of Milwaukee’s preparedness for elections with regard to voter registration and absentee voting data management, and provides oversight of all staff positions (permanent and temporary) that access WisVote – Wisconsin’s statewide voter registration/absentee database. In this capacity, the position directly supervises the Voter Outreach and Education Coordinator and the Election Services Coordinator. Supervision includes providing training to ensure staff has a complete and functioning familiarity with WisVote and are maintaining quality control standards with regard to data accuracy and statutory compliance requirements. Beyond data management, this position will work with reporting staff to regularly analyze voter registration, absentee and voting data as it relates to the City’s residents to help identify anomalies, disparities, and other issues warranting investigation and response. This position will also assess and help shape the department’s response to emerging issues that impact voting in the City and maintain ongoing compliance with all internal processes and procedures with regards to Chapters 5-12 of Wisconsin State Statues. Furthermore, this position oversees Central Count on Election Day, the centralized processing location for absentee voting.

This report recommends a higher minimum recruitment rate of \$65,594 in order to both recruit and retain a highly qualified candidate for the position. This recommendation is consistent with the recruitment rate for the comparable level classification of Associate Transportation Planner in the Department of Public Works. Furthermore, due to the nature of the duties and the need to oversee multiple polling locations, this report recommends an auto allowance for this position.

**Election Commission**

Current	Election Services Administrator	PR 2GN (\$52,498 - \$73,504)	One Position
Recommended	Voter Outreach and Education Coordinator	PR 2EX (\$49,643 - \$64,695) FN: Recruitment is at \$57,624 and appointment may be at any rate in the pay range with the approval of DER.	One Position

This new position will have oversight of all aspects of voter registration and education for the City of

Milwaukee. Responsibilities will include engaging community stakeholders, analyzing voting trends, executing an outreach and education plan and training temporary staff to work with the voter registration database.

This position will bring a passion for ensuring that voter registration administered in a fair, transparent, and accessible manner in order to instill voter confidence in the democratic process. The Election Commission has a small full-time staff of nine employees focused on transparency, efficiency, accuracy, adaptability, and strong commitment to customer service. Staff members recognize the diverse community served and remain approachable, resourceful and helpful at all times. The Election Commission is a team-oriented office environment that requires inflexible, extraordinary hours during each general election, with staff members working in excess of 60 hours a week at times, as well as vacation blackout periods prior to every election. This coordinator will work a flexible schedule due to frequent attendance at community meetings and events which may take place in the evening or on weekends. The position will have an auto allowance/reimbursement for use of personal vehicle. Duties and responsibilities include:

- 40% Administer a multifaceted and innovative citywide voter education outreach program for people of diverse backgrounds to encourage voter participation and inform the public of voter registration procedures, the voting process, and voting system; strengthen the department's relationship with community partners in various sectors through attendance at community events and meetings, group presentations, and one-on-one meetings; develop and execute outreach campaigns on social media, radio, television, newspaper, and other traditional media; collaborate and coordinate voter registration events; recruit new election workers when appropriate; and collect community feedback and analyze voting data to shape voter education strategies.
- 30% Review, enter, and maintain all required documents for voter registration, as well as conduct all required voter list maintenance; review voter registrations to ensure that they meet all of the legal requirements; enter all applications into WisVote; organize and store voter registration applications; oversee the digital conversation of voter registration applications; and assist with open records requests.
- 20% Assist the Executive Director and Deputy Director with internal and external communications; manage social media; manage voter education sections of the Election Commission's website; and create print and web-based education materials.
- 10% Train, supervise, and routinely evaluate a temporary staff of WisVote data entry workers for voter registration, as well as voter registration and education volunteers; contribute content for articles and monthly newsletters; create, review, and proofread critical department materials; participate in election-related events such as recounts, candidate certification, and election security trainings; and perform other duties as assigned.

Minimum qualifications include a bachelor's degree in communications, political science, public relations, journalism, the humanities, or a closely related field; minimum of three years of community outreach experience that includes planning, developing, and conducting community outreach events, making presentations, and volunteer engagement; marketing and communications experience or education preferred, including developing both traditional media and web/social media. These requirements have not yet been assessed by the Department of Employee Relations Staffing Division.

Comparable classifications include the Community Outreach Liaison positions in the Mayor's Office and the Department of City Development as well as the Equal Rights Specialist in the Department of Administration. Due to the nature of the duties and the need to oversee multiple polling locations, this report recommends an auto allowance for this position.

**Employees' Retirement System**

Current	ERS Network Administrator	PR 2LX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the pay range with DER approval	One Position
Recommended	ERS Network Security Administrator	PR 2LX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the pay range with the approval of DER.	One Position

This position is primarily responsible for reviewing and keeping the ERS' IT security infrastructure up-to-date and responsive to new threats. The incumbent will report to the CTO and advise on security updates/changes that need to occur. This position will also be responsible for maintaining all IT security related tools and services to mitigate cyber incidents. Furthermore, this position is responsible for working with the infrastructure team to provide support for the network devices including all ERS servers and VmWare environments. Duties and responsibilities include:

- 45% Lead the IT security effort within the organization; implement security measures leveraging best practices and guidance from NIST, CIS, etc.; patch and maintain security applications and hardware; and test and evaluate new security technologies and recommend implementations as necessary.
- 40% Perform maintenance on VmWare hosts and virtual servers; upgrade and patch VmWare hosts and servers; upgrade and patch Windows and Linux OS for servers and desktops; upgrade and patch firmware and driver updates for network devices; upgrade and maintain anti-virus software; maintain and support MS Exchange; maintain and support SAN; participate in DR tests; maintain and support the ERS network and end-to-end nodes; and be part of the on-call support rotation with IT staff.
- 10% Progress reporting to senior management and other duties as assigned.
- 5% Participate in forums and trainings related to IT security, especially cyber security.

Minimum qualifications include a bachelor's degree in business, computer science, management information systems or a closely related field from an accredited college or university; at least 5 years' experience in IT, including 3 years' experience working with advanced cyber security tools in a Windows environment; at least 3 years' experience with Windows 2008+ servers and VmWare environments; past experience with patching and upgrading physical and virtual servers and with vulnerability assessment tools like Rapid7 and Nessus; training in cyber-attack response; equivalent combinations of education and experience may also be considered. These requirements have not yet been assessed by the Department of Employee Relations Staffing Division.

This report recommends changing the title of this classification to ERS Network Security Administrator based upon the updated duties and responsibilities.

**Fire and Police Commission**

Current	Emergency Management and Communications Director	PR 2NX (\$82,051 - \$114,879) FN: Appointment may be at any rate in the pay range with DER and Chair of F&P approval.	One Position
Recommended	Emergency Management Director	PR 2NX (\$82,051 - \$114,879) FN: Appointment may be at any rate in the pay range with DER and Chair of F&P approval.	One Position

This position is responsible for directing the activities of the Office of Emergency Management, serving as a liaison and primary point of contact for all activities related to emergency management planning. This position directs all emergency preparedness initiatives within the City of Milwaukee as outlined in and required of said position by Chapter 323 of the Wisconsin State Statues, and Chapter 6 of the City of Milwaukee Charter Ordinances. The position coordinates and monitors all emergency management strategic planning, projects, and budgets for the City of Milwaukee. This position also facilitates internal governance and decision-making through committees and ad hoc workgroups, where appropriate. Duties and responsibilities include:

- 30% Direct and manage the City of Milwaukee’s Office of Emergency Management, which is responsible for the City’s Comprehensive Emergency Management Plan (CEMP), the Continuity of Operations Plan (COOP), hazard mitigation plans, and compliance with the National Incident Management System (NIMS); and serves as a member of the Ad Hoc Emergency Communication Steering Team.
- 20% Coordinate all internal activities related to emergency management to ensure efficient and effective use of City-wide resources; internal activities include, but are not limited to, technological succession planning, budget and policy decisions, purchasing and contracts, standards of operations, and grants.
- 15% Serve as the primary point of contact and liaison in matters related to emergency management with federal partners (FEMA – Federal Emergency Management Agency and Homeland Security); state partners (Department of Military Affairs – Wisconsin Emergency Management Division and Emergency Communications Division); and county partners (Milwaukee County Office of Emergency Management).
- 15% Oversee the operation of emergency communications activities through the development, administration, and implementation of policies, rules, standards of operation, audits, and strategic planning.
- 10% Serve as the primary point of contact and liaison to various organizations and officials in the field of emergency management and communications including public health care, private organizations, non-governmental organizations, and community based organizations; and administer training exercises and outreach to expand emergency management preparedness to city, state, private organizations, and community based organizations.
- 5% Maintain certifications; and monitor national trends and standards in emergency management and communications.

Minimum qualifications include a graduate degree from an accredited college or university; at least 5 years’ experience in emergency communications, emergency management, and/or public safety; equivalent combinations of education and experience may also be considered.

This report recommends changing the title of this classification to Emergency Management Director based upon the updated duties and responsibilities.

**Action Required – Effective Pay Period 6, 2022 (March 6, 2022)\***

**\*Effective date for Election Services Business Systems Coordinator to be Pay Period 2, 2022 (January 9, 2022)**

In the Salary Ordinance:

Under Pay Range 1EX:

- Create footnotes (16) and (32)

(16) Recruitment is at:

Biweekly	2,522.85
Annual	65,594.10

(32) Recruitment is at:

Biweekly	2,598.54
Annual	67,562.04

- Add footnotes (13), (16), newly numbered (29) and (32) to the title ‘Election Services Business Systems Coordinator’

Under Pay Range 2EX:

- Add the title ‘Voter Outreach and Education Coordinator’.
- Add footnotes (3) (4) (8) and (9) to the title ‘Voter Outreach and Education Coordinator’.

Under Pay Range 2FX:

- Add the title ‘Business Operations Associate’.
- Create footnotes (5) and (10):

(5) Recruitment is at:

Biweekly	2,367.58
Annual	61,557.08

(10) Recruitment is at:

Biweekly	2,438.61
Annual	63,403.86

- Add footnotes (4) (5) (9) and (10) to the title ‘Business Operations Associate’.
- Add footnotes (5) and (10) to the title ‘Human Resources Analyst – Senior’.

Under Pay Range 2GN:

- Delete the title ‘Election Services Administrator’.

Under Pay Range 2GX:

- Add the title ‘Test Administration Specialist’
- Add footnotes (7) (8) (16) and (17) to the title ‘Test Administration Specialist’.

Under Pay Range 2HX:

- Create footnotes (5) and (10):

(5) Recruitment is at:

Biweekly	2,522.85
Annual	65,594.10

(10) Recruitment is at:

Biweekly	2,598.54
Annual	67,562.04

- Add footnotes (1) (5) (6) and (10) to the title Business Finance Officer’.
- Add the title ‘Operations Personnel Officer’.
- Add footnotes (1) and (6) to the title ‘Operations Personnel Officer’.

Under Pay Range 2JX:

- Add the title ‘DER Marketing and Communications Officer’.
- Add footnotes (4) (5) (11) and (12) to the title ‘DER Marketing and Communications Officer’.

Under Pay Range 2LX:

- Delete the title ‘ERS Network Administrator’.
- Add the title ‘ERS Network Security Administrator’.
- Add footnotes (1) and (5) to the title ‘ERS Network Security Administrator’.

Under Pay Range 2NX:

- Delete the title ‘Emergency Management and Communications Director’.
- Add the title ‘Emergency Management Director’.
- Add footnotes (1) and (2) to the title ‘Emergency Management Director’.

In the Positions Ordinance:

Under Department of Employee Relations, Administration Division:

- Delete one position ‘Marketing and Communications Officer’
- Add one position ‘DER Marketing and Communications Officer’

Under Department of Employee Relations, Employee Benefits Division:

- Add one position ‘Business Operations Associate’

Under Department of Employee Relations, Operations Division, Staffing and Certification Services:

- Delete one position ‘Human Resources Analyst’
- Add one position ‘Human Resources Analyst – Senior’
- Delete one position ‘Test Administration Coordinator’
- Add one position ‘Test Administration Specialist’

Under Department of Employee Relations, Operations Division, Compensation and Pay Administration Services:

- Delete one position ‘Human Resources Assistant’
- Add one position ‘Human Resources Analyst – Senior’

Under Department of Employee Relations, Operations Division, Training and Development Services:

- Delete one position ‘Human Resources Assistant’

Under Department of Public Works – Operations Division, Administration Section, General Office:

- Delete one position ‘Human Resources Officer’
- Add one position Operations Personnel Officer’

Under Election Commission, Election Services Division:

- Delete one position ‘Election Services Administrator’
- Add one position ‘Voter Outreach and Education Coordinator’
- Add footnote (X) to one position of ‘Election Services Business Systems Coordinator’
- Add footnote (X) to one position of ‘Voter Outreach and Education Coordinator’




## Under Employes' Retirement System, Information Systems:

- Delete one position 'ERS Network Administrator'
- Add one position 'ERS Network Security Administrator'

## Under Fire and Police Commission, Emergency Management:

- Delete one position 'Emergency Management and Communications Director (Y)'
- Add one position 'Emergency Management Director (Y)'

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Makda Fessahaye, Employee Relations Director

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Labor Relations, Room 701 ▪ Phone (414) 286-3398, Fax 286-0900  
[www.milwaukee.gov/der](http://www.milwaukee.gov/der)



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: February 22, 2022

#### Department of Public Works-Water Works

Current	Recommended
Water Distribution Utility Investigator PR 8IN (\$41,453 - \$48,018) (11 Positions/1 (0.33 FTE) Auxiliary)	Water Distribution Utility Investigator PR 8LN (\$46,234 - \$52,548) (11 Positions/1 (0.33 FTE) Auxiliary)

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

The Milwaukee Water Works (MWW) has requested a reallocation for 11 regular positions and one 0.33 full time equivalent (FTE) auxiliary position of Water Distribution Utility Investigator in Pay Range 8IN (\$41,453 – \$48,018). A job description was provided, and discussions were held with Patrick Pauly, Water Works Administration Manager; and Amy Hefter, Water Works Personnel Officer.

These positions conduct investigations for emergency and routine responses to examine and control water leaks to reduce damage potential, assess the source of water leaks, and report findings so that MWW can conduct necessary infrastructure repairs; respond to customer requests for turn-on and turn-offs of water services; investigate water distribution appurtenance locations as needed, to complete investigations and provide the information required to schedule repairs; and respond professionally, courteously, and expediently to customers’ concerns and other requests as a representative of the MWW. Duties and responsibilities include the following.

- 35% Be responsible for investigating water leaks onsite to control and limit water loss property damage, such as flooded buildings, and reduce hazards such as street icing and undermining of roadways; consult maps and other documents to determine shut-off and affected customers; operate valves and curb stops to determine what type of leak such as a main break joint leak, valve leak, hydrant leak, service leak, or owner’s leak; conduct detailed investigations of water entering buildings, tunnels, and sewers, pressure losses in sprinkler systems, and other reports or complaints related to commercial, industrial, or residential buildings; take water samples for water quality and/or water source identification and deliver to the appropriate Water Quality laboratory; and conduct flushing and blow-outs of valve and service access boxes as necessary to thoroughly complete investigation.
- 25% Respond courteously to customer requests for assistance in various situations including low water pressure, no water, dirty water, leaking meters or service piping, noise in plumbing and air in the lines; and provide appropriate assistance and information to customers.
- 10% Communicate promptly and completely with office staff, Control Center, and supervisor regarding investigation results, the action taken, action required, and other information needed to determine the next course of action, if any; act as leadworker to MWW employees; thoroughly

complete necessary paperwork including request forms and activity reports; input data into enQuesta Link mobile software and TMA using a mobile device, and submit to supervisor in a timely manner; and note corrections for maps and utility records.

- 10% Conduct preventive maintenance duties such as valve exercising and hydrant flushing as assigned; and operate valves for contractors and supervision as requested to control leaks, assist construction projects, and reduce the likelihood of potential damage to the system.
- 5% Conduct leak locating using mechanical or electronic means, pipe locating, and marking of water distribution appurtenances to ensure the protection of the distribution system; and provide accurate locales for repair crews and/or contractors,
- 5% Monitor Water Distribution jobs that are barricaded and unattended to ensure proper barricading and warning is maintained to protect motorists and pedestrians; inspect old pavement or sidewalk cuts for settling and report any unsatisfactory conditions; replace any damaged or missing barricades or lights; communicate with supervisor or Control Center for immediate corrective action or future follow-up requirements to provide proper protection of sites.
- 5% Respond to extra alarm fires to assist the firefighting efforts in water shutoff to services, hydrant problems, and water supply and sources; and report to the Battalion Chief.
- 5% Maintain equipment and vehicles with proper tools, parts, and materials to be able to respond to all field situations encountered; and perform other duties as assigned.

Requirements include two years of experience as a Water Distribution Repair Worker I or higher and a Wisconsin Commercial Driver's License, Class B, within six months of appointment and maintained continuously while employed.

The last time these positions were studied and received an increase in pay was in 2002 when they were reallocated from Pay Range 250 to Pay Range 254. At the time they were below the classification of Distribution Repair Worker II in Pay Range 252. The report recommended that they be placed slightly above the Distribution Repair Worker II positions since they were responsible for diagnosing problems, supervised a Field Investigator Assistant, otherwise known as a Water Distribution Laborer, and worked with a striking degree of independence. It was noted that the incumbents that filled the positions determined their own work schedule each day, prioritizing jobs and responding to emergencies as required. It was also noted that the Field Investigator, when originally classified, was compensated at a slightly higher level than the Distribution Repair Worker II positions but over time and through the collective bargaining process, the Distribution Repair Worker II positions had been reallocated to a higher pay range. In that same report, the title of "Distribution Repair Worker II" was changed to "Water Distribution Repair Worker II".

In 2007, the title of the positions under study was changed from "Field Investigator" to the current title of "Water Distribution Utility Investigator" to be more consistent with several other titles in the Division that included the words "Water Distribution". In 2012, as part of a complete restructuring of the Salary Ordinance, the pay range for these positions changed from 254 to 8I but there was no change in pay. At this same time, the pay range for Water Distribution Repair Worker II was changed from 252 to 8I but it had a footnote for a higher recruitment rate. Pay Range 8I was later changed to 8IN to reflect that the positions in the pay range were nonexempt from the Fair Labor Standards Act.

In 2014, a study was done that included a recommendation to reclassify the positions of Water Distribution Repair Worker II in Pay Range 8IN (\$41,700 - \$47,077) to Water Repair Worker in Pay Range 8LN (\$45,327 - \$51,517) due to changes in duties and responsibilities and the results of a market study. These positions work as part of a repair crew and conduct routine maintenance and repairs as well as emergency repairs of the water distribution system; drive and operate the tri-axle dump truck to haul excavate material and backfill excavations; operate the crew van with all tools, equipment, and supplies to conduct repairs; and act as a crew leader when assigned. The changes included the following.

- Responsibility for water service reconnection, which was previously conducted by plumbers.
- Implementing Department of Natural Resources (DNR) erosion control methods for compliance with regulations.
- Trailing backhoes to jobsites as opposed to driving backhoes to jobsites.
- Possession of a Commercial Driver's License (CDL) with a Class A endorsement which is a higher-level designation than previously required and is necessary to trailer the backhoe to the jobsite.
- Requirement for Water Distribution Repair Worker II to operate the Hydro-Vac as required. (Note: this assignment is now limited to a few employees who have received specific training and earn an additional 10% when assigned)

The department has now indicated that they see the classifications of Water Repair Worker and Water Distribution Utility Investigator at the same level and have requested that the "Investigator" positions under study also be studied for a reallocation to Pay Range 8LN (\$46,234 - \$52,548). They indicated that both positions require an extensive knowledge and expertise of the water distribution system. Although the Water Repair Worker position is a more physical job and has a greater emphasis on working with various construction vehicles and equipment, the Water Distribution Utility Investigator works more independently, is responsible for diagnosing problems and solving complaints, has a greater emphasis on communication and customer service, and oversees the work of one Water Distribution Repair Worker I in Pay Range 8FN (\$39,117 - \$44,202).

The duties, responsibilities, and requirements of the Water Distribution Utility Investigator have also changed over the years including the following.

- Requirements now include two years of experience as a Water Distribution Repair Worker I in Pay Range 8FN (\$39,117 - \$44,202) or higher and a Wisconsin Commercial Driver's License, Class B, within six months of appointment and maintained continuously while employed
- The knowledge, skills and abilities required for the position now include the ability to learn and operate computer tablets, handheld meter reading devices, water quality field testing apparatus, and computerized maps and work order systems to retrieve and respond to communications, assignments, and research records,
- Responsibility for overseeing the work of a Water Distribution Repair Worker I in Pay Range 8FN (\$39,117 - \$44,202) instead of a Water Distribution Laborer in Pay Range 8EN (Actual rates \$38,253 - \$42,396).

The department indicated that, in the past, often it was an employee in the classification of Water Distribution Repair Worker II that would apply for the Water Distribution Utility Investigator positions. The position would provide a different type of work and their knowledge and experience would be helpful in performing the duties and responsibilities. As there is now a greater difference in pay between these two classifications and an employee would have to take a pay cut to move from Water Distribution Repair

Worker II to Water Distribution Utility Investigator, the positions under study have become more difficult to fill. Currently, four out of the eleven regular positions are vacant.

These two classifications have always been close in pay over the years until a 2014 report was approved that increased the rate of pay for Water Repair Workers and created a bigger differential. The classification of Water Distribution Utility Investigator was not reviewed at the time but based on an analysis of the current duties, responsibilities, requirements, and knowledge needed to perform the work, we recommend that the Water Distribution Utility Investigator positions be reallocated to Pay Range 8LN (\$46,234 - \$52,548).

This report therefore recommends reallocating the positions of Water Distribution Utility Investigator in Pay Range 8IN (\$41,453 - \$48,018) to Pay Range 8LN (\$46,234 - \$52,548).

**Action Required – Effective Pay Period 6, 2022 (March 6, 2022)**

In the Salary Ordinance:

Under Pay Range 8IN:


- Delete the title ‘Water Distribution Utility Investigator’.

Under Pay Range 8LN:

- Add the title ‘Water Distribution Utility Investigator’.

Prepared by:                     Sarah Trotter                      
Sarah Trotter, Human Resources Representative

Reviewed by:                     Andrea Knickerbocker                      
Andrea Knickerbocker, Human Resources Manager

Reviewed by:                                           
Makda Fessahaye, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b> <u>2/18/2022</u> <b>File Number</b> <u>211532</u> <input checked="" type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b> <u>Communication from the Department of Employee Relations relating to classification studies scheduled for the February 22, 2022 City Service Commission meeting.</u>

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b> <u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b>
		<input type="checkbox"/> <b>Suspends expenditure authority.</b>
		<input type="checkbox"/> <b>Increases or decreases city services.</b>
		<input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b>
		<input type="checkbox"/> <b>Increases or decreases revenue.</b>
		<input checked="" type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b>
		<input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b>
		<input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b>
		<input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>

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

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
<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**F**

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet. \_\_\_\_\_

**G**

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

 1-3 Years       3-5 Years 1-3 Years       3-5 Years 1-3 Years       3-5 Years

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**H**

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

**I**

Additional information. \_\_\_\_\_

**J**This Note     Was requested by committee chair.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

City Service Commission Meeting of February 22, 2022  
Finance and Personnel Committee Meeting of February 23, 2022

**NEW COSTS FOR 2022**

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Comptroller's Office	Public Debt Specialist	2MX	Capital Finance Manager	2OX	\$76,988	\$87,472	\$8,468	\$1,185	\$9,653
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$50,831	\$53,373	\$2,053	\$420	\$2,473
2	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$49,459	\$51,932	\$3,995	\$817	\$4,812
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$47,640	\$50,021	\$1,923	\$393	\$2,316
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$47,336	\$49,703	\$1,912	\$391	\$2,303
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$46,412	\$48,733	\$1,875	\$383	\$2,258
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$43,265	\$47,621	\$3,518	\$719	\$4,238
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$42,696	\$47,621	\$3,978	\$813	\$4,791
3	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$41,453	\$46,234	\$11,585	\$2,369	\$13,954
1	DPW-Water Works	Water Dist Utility Inv (0.33 Aux)	8IN	Water Dist Utility Inv (0.33 Aux)	8LN	\$41,453	\$46,234	\$1,274	\$261	\$1,535
1	DOA-Env Collaboration	New Position	N/A	Business Finance Officer	2HX	N/A	N/A	N/A	Included in 2022 Budget	
1	Employee Relations	New Position	N/A	DER Marketing and Comm Officer	2JX	N/A	N/A	N/A	Included in 2022 Budget	
1	Employee Relations	Human Resources Assistant	5IN	Business Operations Associate	2FX	\$48,735	\$61,557	\$10,356	\$1,450	\$11,806
1	Employee Relations	Human Resources Assistant	5IN	Human Resources Analyst-Senior	2FX	\$48,735	\$61,557	\$10,356	\$1,450	\$11,806
1	Employee Relations	Human Resources Analyst	2DN	Human Resources Analyst-Senior	2FX	\$53,711	\$63,404	\$7,829	\$1,096	\$8,925
1	Employee Relations	Test Administration Coordinator	2DN	Test Administration Specialist	2GX	\$62,508	\$69,965	\$6,023	\$843	\$6,866
1	DPW-Operations	New Position	N/A	Operations Personnel Officer	2HX	N/A	N/A	N/A	Included in 2022 Budget	
1	Election Commission	Elec Services Bus Systems Coord	1EX	Elec Services Bus Systems Coord*	1EX	\$60,216	\$67,562	\$7,063	\$989	\$8,052
1	Election Commission	Election Services Administrator	2GN	Voter Outreach & Education Counselor	2EX	\$52,498	\$57,624	\$4,140	\$580	\$4,720
1	Employee's Retirement System	ERS Network Administrator	2LX	ERS Network Security Administrator	2LX	N/A	N/A	N/A Title Change Only		
1	Fire and Police Commission	Emerg Mgmt and Comm Dir	2NX	Emergency Management Director	2NX	N/A	N/A	N/A Title Change Only		
24								\$86,349	\$14,160	\$100,509

Assume effective date is Pay Period 6, 2022 (March 6, 2022) unless otherwise noted.

\*Assume effective date is Pay Period 2, 2022 (January 9, 2022).

**NEW COSTS FOR FULL YEAR**

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Comptroller's Office	Public Debt Specialist	2MX	Capital Finance Manager	2OX	\$76,988	\$87,472	\$10,484	\$1,468	\$11,952
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$50,831	\$53,373	\$2,542	\$520	\$3,062
2	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$49,459	\$51,932	\$4,946	\$1,011	\$5,957
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$47,640	\$50,021	\$2,381	\$487	\$2,868
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$47,336	\$49,703	\$2,367	\$484	\$2,851
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$46,412	\$48,733	\$2,321	\$475	\$2,796
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$43,265	\$47,621	\$4,356	\$891	\$5,247
1	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$42,696	\$47,621	\$4,925	\$1,007	\$5,932
3	DPW-Water Works	Water Distribution Utility Investigator	8IN	Water Distribution Utility Investigator	8LN	\$41,453	\$46,234	\$14,343	\$2,933	\$17,276
1	DPW-Water Works	Water Dist Utility Inv (0.33 Aux)	8IN	Water Dist Utility Inv (0.33 Aux)	8LN	\$41,453	\$46,234	\$1,578	\$323	\$1,900
1	DOA-Env Collaboration	New Position	N/A	Business Finance Officer	2HX	N/A	N/A	N/A Included in 2022 Budget		
1	Employee Relations	New Position	N/A	DER Marketing and Comm Officer	2JX	N/A	N/A	N/A Included in 2022 Budget		
1	Employee Relations	Human Resources Assistant	5IN	Business Operations Associate	2FX	\$48,735	\$61,557	\$12,822	\$1,795	\$14,617
1	Employee Relations	Human Resources Assistant	5IN	Human Resources Analyst-Senior	2FX	\$48,735	\$61,557	\$12,822	\$1,795	\$14,617



1	Employee Relations	Human Resources Analyst	2DN	Human Resources Analyst-Senior	2FX	\$53,711	\$63,404	\$9,693	\$1,357	\$11,050
1	Employee Relations	Test Administration Coordinator	2DN	Test Administration Specialist	2GX	\$62,508	\$69,965	\$7,457	\$1,044	\$8,501
1	DPW-Operations	New Position	N/A	Operations Personnel Officer	2HX	N/A	N/A	N/A Included in 2022 Budget		
1	Election Commission	Elec Services Bus Systems Coord	1EX	Elec Services Bus Systems Coord	1EX	\$60,216	\$67,562	\$7,346	\$1,028	\$8,374
1	Election Commission	Election Services Administrator	2GN	Voter Outreach & Education Counselor	2EX	\$52,498	\$57,624	\$5,126	\$718	\$5,844
1	Employee's Retirement System	ERS Network Administrator	2LX	ERS Network Security Administrator	2LX	N/A	N/A	N/A Title Change Only		
1	Fire and Police Commission	Emerg Mgmt and Comm Dir	2NX	Emergency Management Director	2NX	N/A	N/A	N/A Title Change Only		
<hr/>								\$105,509	\$17,336	\$122,844

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