

DER-VERS (9/97)
CC-170(REV.6/86)

CITY OF MILWAUKEE FISCAL NOTE

A) Date: January 21, 2005

File Number: 040845

Orig Fiscal Note Substitute

Subject: Classification and pay levels approved by the City Service Commission on January 18, 2005

Submitted By (name/title/dept/ext.): Sarah Trotter, Human Resources Representative/Dept. of Employee Relations/ X2398

C) Check One: Adoption of this file authorizes expenditures
 Adoption of this file does not authorize expenditures; further Common Council action needed. List anticipated costs in Section G below.
 Not applicable / no fiscal impact.

D) Charge to: Departmental Account (DA) Contingent Fund (CF)
 Capital Projects Fund (CPF) Special Purpose Accounts (SPA)
 Perm. Improvement Funds (PIF) Grant & Aid Accounts (G & AA)
 Other (Specify)

| E) Purpose | Specify Type/Use | Account | Expenditure | Revenue | Savings |
|------------------|--|---------|-----------------------------------|---------|---------|
| Salaries/Wages: | Classification and pay levels approved for positions in DNS, DER, Health, City Clerk-LRB, DCD, City Attorney, ERS, City Treasurer, Health, Comptroller, City Treasurer, DOA and DPW <i>(See attached spreadsheet for details)</i> | | <i>(See attached spreadsheet)</i> | | |
| Supplies: | | | | | |
| Materials: | | | | | |
| New Equip: | | | | | |
| Equip Repair: | | | | | |
| Rollups (.2045): | | | | | |
| | | | | | |
| Totals | | | | | |

F) 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**.

| | | |
|------------------------------------|------------------------------------|--|
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | |
| <input type="checkbox"/> 1-3 Years | <input type="checkbox"/> 3-5 Years | |

G) List any anticipated future costs this project will require for completion:

H) Computations used in arriving at fiscal estimate:

(See attached spreadsheet for details)

Please list any comments on reverse side or attachment and check here *(See attached)*

Department of Employee Relations

Fiscal Note Spreadsheet

Finance & Personnel Committee Meeting of January 26, 2005
 City Service Commission Meeting of January 18, 2005

| | | NEW COST FOR 2005 (27 Pay Periods) | | | | | Present | New | |
|-----|---------------------------|------------------------------------|-------|------------------------------------|-------|----------|----------|-----|--|
| No. | Dept | From | PR/SG | To | PR/SG | Annual | Annual | Ne | |
| 1 | Neighborhood Services | New Position | N/A | Office Assistant II* | 410 | N/A | N/A | Pos | |
| 1 | Employee Relations | Exam Sup - Fire and Police | 9 | Human Resources Representative* | 7 | N/A | N/A | Ch | |
| 1 | Health Department | Mgmt and Accounting Spec | 5 | Mgmt Accountant - Senior* | 4 | N/A | N/A | Ch | |
| 1 | Common Council/City Clerk | Librarian III | 557 | Legislative Library Manager** | 5 | \$52,265 | \$54,935 | \$ | |
| 1 | Common Council/City Clerk | Code Information Specialist | 455 | Code Information Specialist** | 540 | \$39,358 | \$40,163 | \$ | |
| 1 | Dept of City Development | Plan Examiner III | 629 | Plan Examiner III** | 629 | \$59,178 | \$67,339 | \$ | |
| 1 | City Attorney's Office | Executive Adm Asst II | 2 | Program Assistant I*** | 460 | \$45,365 | \$45,586 | \$ | |
| 1 | City Attorney's Office | Paralegal | 2 | Paralegal*** | 594 | \$51,264 | \$51,514 | \$ | |
| 1 | City Attorney's Office | Paralegal | 2 | Paralegal*** | 594 | \$40,141 | \$40,337 | \$ | |
| 1 | City Attorney's Office | Paralegal | 2 | Paralegal*** | 594 | \$45,365 | \$45,586 | \$ | |
| 1 | City Attorney's Office | Investigator/Adjuster | 4 | Investigator/Adjuster*** | 560 | \$53,135 | \$53,394 | \$ | |
| 1 | City Attorney's Office | Investigator/Adjuster | 4 | Investigator/Adjuster*** | 560 | \$54,785 | \$55,052 | \$ | |
| 1 | Comptroller' Office | Administrative Specialist | 2 | Accountant II*** | 594 | \$46,773 | \$47,001 | \$ | |
| 1 | Dept of City Development | Credit Services Specialist | 1 | Credit Services Specialist*** | 540 | \$43,893 | \$44,107 | \$ | |
| 1 | Dept of City Development | Administrative Specialist | 2 | Program Assistant I*** | 460 | \$51,264 | \$51,514 | \$ | |
| 1 | Dept of City Development | Real Estate Analyst | 2 | Real Estate Specialist I*** | 540 | \$49,722 | \$49,965 | \$ | |
| 1 | Dept of City Development | Videographer | 2 | Audiovisual Specialist II*** | 505 | \$51,264 | \$51,514 | \$ | |
| 1 | Dept of City Development | Rent Assistance Inspector | 2 | Rent Assistance Inspector*** | 541 | \$51,264 | \$51,514 | \$ | |
| 1 | Dept of City Development | Management Accountant | 2 | Accountant I*** | 545 | \$37,760 | \$37,944 | \$ | |
| 1 | Dept of City Development | Management Accountant | 2 | Accountant I*** | 545 | \$40,141 | \$40,337 | \$ | |
| 5 | Dept of City Development | Rent Assistance Specialist III | 3 | Rent Assistance Specialist III*** | 546 | \$54,636 | \$54,902 | \$1 | |
| 1 | Dept of City Development | Rent Assistance Specialist III | 3 | Rent Assistance Specialist III*** | 546 | \$51,392 | \$51,643 | \$ | |
| 1 | Dept of City Development | Housing Programs Specialist | 3 | Housing Programs Specialist*** | 546 | \$54,636 | \$54,902 | \$ | |
| 1 | Dept of City Development | Housing Programs Specialist | 3 | Housing Programs Specialist*** | 546 | \$45,476 | \$45,698 | \$ | |
| 1 | Dept of City Development | Administrative Specialist-Sr | 4 | Rent Assistance Coordinator*** | 547 | \$58,245 | \$58,529 | \$ | |
| 1 | Dept of City Development | Administrative Specialist-Sr | 4 | Housing Services Specialist*** | 594 | \$58,245 | \$58,529 | \$ | |
| 1 | Dept of City Development | Graphics Coordinator | 4 | Graphic Designer II*** | 535 | \$58,245 | \$58,529 | \$ | |
| 1 | Dept of City Development | Marketing Program Coord | 4 | Program Assistant II*** | 530 | \$47,018 | \$47,247 | \$ | |
| 2 | Dept of City Development | Management Accountant-Sr | 4 | Accountant II*** | 594 | \$58,245 | \$58,529 | \$ | |
| 5 | Dept of City Development | Housing Rehab Specialist-Sr | 5 | Housing Rehab Specialist*** | 548 | \$62,092 | \$62,395 | \$1 | |
| 1 | Employee Relations | Admin Services Specialist | 1 | Benefits Services Specialist II*** | 540 | \$43,893 | \$44,107 | \$ | |

Sarah Trotter

| No. Pos. | Dept | From | PR/SG | To | PR/SG | Present Annual | New Annual | Ne |
|-------------|--------------------------|--------------------------------|-------|--------------------------------------|-------|-------------------|---------------|-----|
| 1 | Employee Relations | Admin Services Specialist | 1 | Benefits Services Specialist II**** | 540 | \$38,839 | \$39,029 | \$ |
| 1 | Employee Relations | Office Supervisor II | 2 | Program Assistant II*** | 530 | \$51,264 | \$51,514 | \$ |
| 1 | Employee Relations | Medical Benefits Coordinator | 3 | Benefits Services Specialist III**** | 546 | \$45,476 | \$45,698 | \$ |
| 1 | Employee Relations | Mgmt Services Specialist | 3 | Business Services Specialist*** | 546 | \$54,636 | \$54,902 | \$ |
| 1 | Employee Relations | Research Analyst-Senior | 4 | Research Assistant*** | 594 | \$58,245 | \$58,529 | \$ |
| 2 | Neighborhood Services | Administrative Specialist | 2 | Program Assistant II*** | 530 | \$51,264 | \$51,514 | \$ |
| 1 | Dept of Admin-Purchasing | Network Coord Associate | 4 | Network Analyst Assistant*** | 596 | \$44,228 | \$44,444 | \$ |
| 1 | Dept of Admin-CBGA | Administrative Specialist-Sr | 4 | Business Services Specialist*** | 546 | \$49,983 | \$50,227 | \$ |
| 1 | Dept of Admin-CBGA | Administrative Specialist-Sr | 4 | Business Services Specialist*** | 546 | \$56,487 | \$56,762 | \$ |
| 1 | Health Department | Environmental Specialist Coord | 2 | Environmental Health Coord*** | 553 | \$51,264 | \$51,514 | \$ |
| 1 | DPW-Administration | Automated Systems Coord | 2 | Network Specialist*** | 594 | \$37,760 | \$37,944 | \$ |
| 1 | DPW-Administration | Administrative Specialist-Sr | 4 | Business Services Specialist*** | 546 | \$45,602 | \$45,824 | \$ |
| 1 | DPW-Infrastructure | Administrative Specialist-Sr | 4 | Accountant II*** | 594 | \$54,785 | \$55,052 | \$ |
| 1 | DPW-Water Works | Mgmt Accounting Specialist | 5 | Business Services Specialist*** | 546 | \$53,281 | \$53,541 | \$ |
| 1 | City Attorney's Office | Paralegal | 2 | Paralegal*** | 594 | \$49,722 | \$49,965 | \$ |
| 1 | Employes' Retirement Sys | Paralegal | 2 | Paralegal*** | 594 | \$36,623 | \$36,801 | \$ |
| 1 | City Treasurer | Accountant I | 530 | Accountant I**** | 545 | \$42,968 | \$44,027 | \$ |
| 58 | | | | | | | | \$2 |

*Assume these changes are effective Pay Period 1 (December 19, 2004)

**Assume these changes are effective Pay Period 6 (February 27, 2005) and that the new incumbent for Plan Examiner III is appointed at the fourth step.

***Assume these changes are effective Pay Period 4 (January 30, 2005). The immediate effect of these changes will be some cost since the incumbents will receive a 3% increase, instead of 2.5%, beginning PP 4 of 2005. There will, however, be future savings when the positions become vacant and the new incumbents are appointed at the new pay range with a lower maximum.

****Assume this change is effective Pay Period 4, 2005

NEW COST FOR FULL YEAR

| No. Pos. | Dept | From | PR/SG | To | PR/SG | Present Annual | New Annual | Ne |
|-------------|---------------------------|-----------------------------|-------|--------------------------------|-------|-------------------|---------------|----|
| 1 | Neighborhood Services | New Position | N/A | Office Assistant II | 410 | N/A | N/A | Pe |
| 1 | Employee Relations | Exam Sup - Fire and Police | 9 | Human Resources Representative | 7 | N/A | N/A | Ch |
| 1 | Health Department | Mgmt and Accounting Spec | 5 | Mgmt Accountant - Senior | 4 | N/A | N/A | Ch |
| 1 | Common Council/City Clerk | Librarian III | 557 | Legislative Library Manager | 5 | \$52,265 | \$54,935 | \$ |
| 1 | Common Council/City Clerk | Code Information Specialist | 455 | Code Information Specialist | 540 | \$39,358 | \$40,163 | \$ |
| 1 | Dept of City Development | Plan Examiner III | 629 | Plan Examiner III | 629 | \$59,178 | \$67,339 | \$ |
| 1 | City Attorney's Office | Executive Adm Asst II | 2 | Program Assistant I | 460 | \$45,365 | \$45,586 | \$ |
| 1 | City Attorney's Office | Paralegal | 2 | Paralegal | 594 | \$51,264 | \$51,514 | \$ |
| 1 | City Attorney's Office | Paralegal | 2 | Paralegal | 594 | \$40,141 | \$40,337 | \$ |
| 1 | City Attorney's Office | Paralegal | 2 | Paralegal | 594 | \$45,365 | \$45,586 | \$ |

Sarah Trotter

| No. | Dept | From | PR/SG | To | PR/SG | Present Annual | New Annual | Net |
|-----|--------------------------|--------------------------------|-------|----------------------------------|-------|----------------|------------|-----|
| 1 | City Attorney's Office | Investigator/Adjuster | 4 | Investigator/Adjuster | 560 | \$53,135 | \$53,394 | \$ |
| 1 | City Attorney's Office | Investigator/Adjuster | 4 | Investigator/Adjuster | 560 | \$54,785 | \$55,052 | \$ |
| 1 | Comptroller' Office | Administrative Specialist | 2 | Accountant II | 594 | \$46,773 | \$47,001 | \$ |
| 1 | Dept of City Development | Credit Services Specialist | 1 | Credit Services Specialist | 540 | \$43,893 | \$44,107 | \$ |
| 1 | Dept of City Development | Administrative Specialist | 2 | Program Assistant I | 460 | \$51,264 | \$51,514 | \$ |
| 1 | Dept of City Development | Real Estate Analyst | 2 | Real Estate Specialist I | 540 | \$49,722 | \$49,965 | \$ |
| 1 | Dept of City Development | Videographer | 2 | Audiovisual Specialist II | 505 | \$51,264 | \$51,514 | \$ |
| 1 | Dept of City Development | Rent Assistance Inspector | 2 | Rent Assistance Inspector | 541 | \$51,264 | \$51,514 | \$ |
| 1 | Dept of City Development | Management Accountant | 2 | Accountant I | 545 | \$37,760 | \$37,944 | \$ |
| 1 | Dept of City Development | Management Accountant | 2 | Accountant I | 545 | \$40,141 | \$40,337 | \$ |
| 5 | Dept of City Development | Rent Assistance Specialist III | 3 | Rent Assistance Specialist III | 546 | \$54,636 | \$54,902 | \$ |
| 1 | Dept of City Development | Rent Assistance Specialist III | 3 | Rent Assistance Specialist III | 546 | \$51,392 | \$51,643 | \$ |
| 1 | Dept of City Development | Housing Programs Specialist | 3 | Housing Programs Specialist | 546 | \$54,636 | \$54,902 | \$ |
| 1 | Dept of City Development | Housing Programs Specialist | 3 | Housing Programs Specialist | 546 | \$45,476 | \$45,698 | \$ |
| 1 | Dept of City Development | Administrative Specialist-Sr | 4 | Rent Assistance Coordinator | 547 | \$58,245 | \$58,529 | \$ |
| 1 | Dept of City Development | Administrative Specialist-Sr | 4 | Housing Services Specialist | 594 | \$58,245 | \$58,529 | \$ |
| 1 | Dept of City Development | Graphics Coordinator | 4 | Graphic Designer II | 535 | \$58,245 | \$58,529 | \$ |
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| 2 | Dept of City Development | Management Accountant-Sr | 4 | Accountant II | 594 | \$58,245 | \$58,529 | \$ |
| 5 | Dept of City Development | Housing Rehab Specialist-Sr | 5 | Housing Rehab Specialist | 548 | \$62,092 | \$62,395 | \$ |
| 1 | Employee Relations | Admin Services Specialist | 1 | Benefits Services Specialist II | 540 | \$43,893 | \$44,107 | \$ |
| 1 | Employee Relations | Admin Services Specialist | 1 | Benefits Services Specialist II | 540 | \$38,839 | \$39,029 | \$ |
| 1 | Employee Relations | Office Supervisor II | 2 | Program Assistant II | 530 | \$51,264 | \$51,514 | \$ |
| 1 | Employee Relations | Medical Benefits Coordinator | 3 | Benefits Services Specialist III | 546 | \$45,476 | \$45,698 | \$ |
| 1 | Employee Relations | Mgmt Services Specialist | 3 | Business Services Specialist | 546 | \$54,636 | \$54,902 | \$ |
| 1 | Employee Relations | Research Analyst-Senior | 4 | Research Assistant | 594 | \$58,245 | \$58,529 | \$ |
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| 1 | Dept of Admin-Purchasing | Network Coord Associate | 4 | Network Analyst Assistant | 596 | \$44,228 | \$44,444 | \$ |
| 1 | Dept of Admin-CBGA | Administrative Specialist-Sr | 4 | Business Services Specialist | 546 | \$49,983 | \$50,227 | \$ |
| 1 | Dept of Admin-CBGA | Administrative Specialist-Sr | 4 | Business Services Specialist | 546 | \$56,487 | \$56,762 | \$ |
| 1 | Health Department | Environmental Specialist Coord | 2 | Environmental Health Coord | 553 | \$51,264 | \$51,514 | \$ |
| 1 | DPW-Administration | Automated Systems Coord | 2 | Network Specialist | 594 | \$37,760 | \$37,944 | \$ |
| 1 | DPW-Administration | Administrative Specialist-Sr | 4 | Business Services Specialist | 546 | \$45,602 | \$45,824 | \$ |
| 1 | DPW-Infrastructure | Administrative Specialist-Sr | 4 | Accountant II | 594 | \$54,785 | \$55,052 | \$ |
| 1 | DPW-Water Works | Mgmt Accounting Specialist | 5 | Business Services Specialist | 546 | \$53,281 | \$53,541 | \$ |
| 1 | City Attorney's Office | Paralegal | 2 | Paralegal | 594 | \$49,722 | \$49,965 | \$ |
| 1 | Employes' Retirement Sys | Paralegal | 2 | Paralegal | 594 | \$36,623 | \$36,801 | \$ |
| 1 | City Treasurer | Accountant I | 530 | Accountant I | 545 | \$42,968 | \$44,027 | \$ |
| 58 | | | | | | | | \$2 |

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

Sarah Trotter