



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

Andrea Knickerbocker  
 Department of Employee Relations  
 City of Milwaukee  
 200 E Wells St, Room 706

January 11, 2021

The Honorable  
 Finance and Personnel Committee  
 Common Council  
 City of Milwaukee

*Common Council File No. 201160– Communication from the Department of Employee Relations relating to classification studies scheduled at the January 12, 2021 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the City Service Commission meeting on January 12, 2021.

**DPW-Infrastructure, DPW–Water Works, & Library**

Current	Recommendation
Municipal Services Electrician PR 7QN (\$70,041 - \$70,503) Actual Rates (\$63,169 - \$72,221) <ul style="list-style-type: none"> <li>• \$66,494 at probation completion</li> <li>• Apprentice’s appointed at \$66,494</li> <li>• Additional \$1.50 per hour for holding a Type C Contractors Electrical License and/or performing lead work assignments</li> </ul> (94 Positions, 5 Auxiliary Positions)	Municipal Services Electrician PR 7SN (\$82,181) <ul style="list-style-type: none"> <li>• Additional \$1.50 per hour for holding a Type C Contractors Electrical License and/or performing lead work assignments</li> </ul> (94 Positions, 5 Auxiliary Positions)
Municipal Services Electrician Apprentice PR 7KN (\$58,175 - \$59,390) Actual Increments: (\$33,247, \$39,896, \$49,871, \$59,845) (Underfill Title)	Municipal Services Electrician Apprentice PR 7QN (\$70,041 - \$70,503) Actual Increments: (\$41,090, \$49,308, \$61,636, \$73,963) (Underfill Title)
Electrical Services Manager PR 1GX (\$66,435 - \$93,010) <ul style="list-style-type: none"> <li>• Minimum recruitment is at \$81,639 and may be at any rate in the range with DER approval</li> <li>• Employee designated to hold Type C Contractors Electrical License receives \$120 biweekly</li> </ul> (Seven Positions)	Electrical Services Manager PR 1GX (\$66,435 - \$93,010) <ul style="list-style-type: none"> <li>• Minimum recruitment is at \$87,933 and may be at any rate in the range with DER approval</li> <li>• Employee designated to hold Type C Contractors Electrical License receives \$120 biweekly</li> </ul> (Seven Positions)
Electrical Service Manager – Senior PR 1HX (\$70,827 - \$99,154)	Electrical Service Manager – Senior PR 1HX (\$70,827 - \$99,154)

<ul style="list-style-type: none"> <li>Minimum recruitment is at \$83,272 and may be at any rate in the range with DER approval</li> </ul> One Position	<ul style="list-style-type: none"> <li>Minimum recruitment is at \$90,399 and may be at any rate in the range with DER approval</li> </ul> One Position
Water Plants Manager PR 1KX (\$85,757 - \$120,064) <ul style="list-style-type: none"> <li>Recruitment may be at any rate in the range with DER/FPC Chair approval</li> </ul> (One Position)	Water Plants Manager PR 1KX (\$85,757 - \$120,064) <ul style="list-style-type: none"> <li>Recruitment is at \$90,399 may be at any rate in the range with DER/FPC Chair approval</li> </ul> (One Position)
Electrical Services Operations Manager PR 1JX (\$80,442 - \$112,627) <ul style="list-style-type: none"> <li>Minimum recruitment is at \$84,937 and may be at any rate in the range with DER approval</li> </ul> (One Position)	Electrical Services Operations Manager PR 1JX (\$80,442 - \$112,627) <ul style="list-style-type: none"> <li>Minimum recruitment is at \$90,399 and may be at any rate in the range with DER approval</li> </ul> (One Position)
Water Plants Operation Manager 1PR 1IX (\$75,478 - \$105,669) <ul style="list-style-type: none"> <li>Minimum recruitment is at 85,000 and may be at any rate in the range with DER approval</li> </ul> (One Position)	Water Plants Operation Manager 1PR 1IX (\$75,478 - \$105,669) <ul style="list-style-type: none"> <li>Minimum recruitment is at \$90,399 and may be at any rate in the range with DER approval</li> </ul> (One Position)
Facilities Manager PR 1HX (\$70,827 - \$99,154) (One Position)	Library Facilities Manager PR 1HX (\$70,827 - \$99,154) <ul style="list-style-type: none"> <li>Minimum recruitment is at \$90,399 and may be at any rate in the range with DER approval</li> </ul> (One Position)
Facilities Maintenance Supervisor PR 1EX (\$58,462 - \$81,844) <ul style="list-style-type: none"> <li>Minimum recruitment is at \$67,917</li> </ul> (One Position)	Library Facilities Maintenance Supervisor PR 1GX (\$66,435 - \$93,010) <ul style="list-style-type: none"> <li>Minimum recruitment is at \$87,933 and may be at any rate in the range with DER approval</li> </ul> (One Position)

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

**Department of Public Works-Water Works**

Current	Recommended
Administrative Assistant III PR 5FN (\$40,516 - \$48,248) FN: Recruitment is at \$42,539 (One Position)	Administrative Services Coordinator PR 5JN (\$47,095 - \$57,144) FN: Recruitment is at \$49,344 (One Position)

Note: Residents receive rates that are 3% higher

**Health Department**

Current	Recommendation
Lead Risk Assessor II PR 3JN (\$45,013 – \$53,379) (14 Positions)	Lead Risk Assessor II PR 3MN (\$48,173 – \$61,023) FN: Recruitment is at \$52,798 and may be at any point in the range with the approval of DER. (14 Positions)

Lead Risk Assessor I PR 3GN (\$40,516 – \$48,248) FN: Recruitment is at \$42,539 (Underfill)	Lead Risk Assessor I PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$49,344 and may be at any point in the range with the approval of DER. (Underfill)
Home Environmental Health Manager PR 1FX (\$62,338 - \$87,270) (One Position)	Home Environmental Health Manager PR 1FX (\$62,338 - \$87,270) FN: Recruitment may be at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

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

Respectfully Submitted,

*Andrea Knickerbocker*

Human Resources Manager

Attachments:   Job Evaluation Reports  
                      Fiscal Impact Statement

**JOB EVALUATION REPORT**

City Service Commission Meeting: January 12, 2021

**DPW-Infrastructure, DPW-Water Works, & Library**

Current	Recommendation
<p>Municipal Services Electrician PR 7QN (\$70,041 - \$70,503) Actual Rates (\$63,169 - \$72,221)</p> <ul style="list-style-type: none"> <li>\$66,494 at probation completion</li> <li>Apprentice's appointed at \$66,494</li> <li>Additional \$1.50 per hour for holding a Type C Contractors Electrical License and/or performing lead work assignments</li> </ul> <p>(94 Positions, 5 Auxiliary Positions)</p>	<p>Municipal Services Electrician PR 7SN (\$82,181)</p> <ul style="list-style-type: none"> <li>Additional \$1.50 per hour for holding a Type C Contractors Electrical License and/or performing lead work assignments</li> </ul> <p>(94 Positions, 5 Auxiliary Positions)</p>
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<p>Electrical Services Manager PR 1GX (\$66,435 - \$93,010)</p> <ul style="list-style-type: none"> <li>Minimum recruitment is at \$81,639 and may be at any rate in the range with DER approval</li> <li>Employee designated to hold Type C Contractors Electrical License receives \$120 biweekly</li> </ul> <p>(Seven Positions)</p>	<p>Electrical Services Manager PR 1GX (\$66,435 - \$93,010)</p> <ul style="list-style-type: none"> <li>Minimum recruitment is at \$87,933 and may be at any rate in the range with DER approval</li> <li>Employee designated to hold Type C Contractors Electrical License receives \$120 biweekly</li> </ul> <p>(Seven Positions)</p>
<p>Electrical Service Manager – Senior PR 1HX (\$70,827 - \$99,154)</p> <ul style="list-style-type: none"> <li>Minimum recruitment is at \$83,272 and may be at any rate in the range with DER approval</li> </ul> <p>One Position</p>	<p>Electrical Service Manager – Senior PR 1HX (\$70,827 - \$99,154)</p> <ul style="list-style-type: none"> <li>Minimum recruitment is at \$90,399 and may be at any rate in the range with DER approval</li> </ul> <p>One Position</p>
<p>Water Plants Manager PR 1KX (\$85,757 - \$120,064)</p> <ul style="list-style-type: none"> <li>Recruitment may be at any rate in the range with DER/FPC Chair approval</li> </ul> <p>(One Position)</p>	<p>Water Plants Manager PR 1KX (\$85,757 - \$120,064)</p> <ul style="list-style-type: none"> <li>Recruitment is at \$90,399 may be at any rate in the range with DER/FPC Chair approval</li> </ul> <p>(One Position)</p>
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*Note: Residents receive a rate that is 3% higher.*

## Background

The Department of Employee Relations has received a request the Commissioner of Public Works Jeff Polenske to study the market rate of pay for Municipal Services Electricians to assist in recruitment and retention for these positions. A market study was performed for these positions in April of 2016, however, the City of Milwaukee is again experiencing difficulty in recruiting and retaining electricians.

The City of Milwaukee employs Municipal Services Electricians in the Department of Public Works in the Infrastructure Services Division and Water Works. The Milwaukee Public Library employs a Municipal Services Electrician in their Facilities and Fleet Section. The chart below shows the position authority within each department and division.

Department/Division	Section	#
DPW-Infrastructure Services - Transportation Operations	Signal Shop	15
	Street Lighting	48
	Underground Communications	17
	Small Cell	3
	Auxiliary Positions	5
DPW-Infrastructure Services - Bridges and Buildings	Bridge Operations & Maintenance	2
DPW-Water Works – Plants	Electrical and Instrumentation	8
Library - Administrative Services	Facilities and Fleet Section	1
Total Positions		99

## Duties and Responsibilities of Positions

### Municipal Services Electrician, DPW-Infrastructure Services & Water Works, Library

These positions are responsible for inspecting, installing, servicing, repairing, and maintaining electrical equipment for the city's street lighting, traffic control, water and sewer instrumentation, communication network systems, buildings, and facilities. A City of Milwaukee electrician will inspect, install, service, repair and/or maintain the following:

- Overhead and underground wires, cables, transformers, switchgear and other accessories, underground conduits, manholes, and vaults.
- Electronic/electrical and mechanical equipment and poles used to carry wires and cable. Computerized systems, monitoring/control systems, DC battery systems, high voltage systems (>7KV), variable speed drive equipment, HVAC systems, alarms, and various motor types.
- Cranes, telemetry, fiber optic and metallic cable, data-line telemetry, parking control, and other electric/electronic systems. Programmable logic controllers and all types of raceway systems.
- Drive or operate commercial and/or non-commercial vehicles as needed in the assigned work unit.

Minimum requirements include two years of experience installing, maintaining and repairing electrical services and equipment, a Commercial Driver's License A, B, and C covering general, air brakes and combination sections within six months of appointment. Desirable qualifications include successful completion of an electrical apprenticeship program and State of Wisconsin certification as a Master or Journey-level Electrician.

Municipal Services Electrician Apprentice, DPW

The Apprentice program provides for the recruitment, selection, and subsequent preparation of employees who have sufficient aptitude and background to underfill Municipal Services Electrician positions as apprentices. Apprenticeship is a system of work-based learning that fulfills the needs of industry by preparing workers for skilled trades by combining on-the-job training with classroom instruction. Each apprentice must complete 8,320 hours of actual work, which includes 720 hours of required classroom work.

Each apprentice will spend significant hours in the six specialty areas, which consists of the following: street lighting, traffic signal shop, water department, buildings and fleet, communications and moveable bridges. Apprentices who satisfactorily complete this program and who are recommended by the Department's Training Advisory Committee and approved by the Department of Employee Relations per City Service Commission rules will then fill Municipal Services Electrician positions in the Department of Public Works.

Apprentices are paid a percentage of the hourly wage paid to Municipal Services Electrician in four increments. (At 50%, 60%, 75%, and 90%). Advancement through the pay steps is based upon satisfactory performance and the number of hours completed in the training program. Currently 10 positions in DPW are filled at the apprentice level.

**Recruitment and Retention Issues**

The following tables provide turnover data and recruitment efforts for Municipal Services Electricians held between 2015 and the present.

Title	Department	Positions	Entries	Exits	Filled as Apprentice	Currently Vacant
Municipal Services Electrician	DPW - Water Works DPW-Infrastructure Library	99	17	36	10	24

This data shows that there is a currently a 24% vacancy rate for Municipal Services Electricians with 10 employees learning the job by completing an apprenticeship. During this same time period, (2015 to present) the DER Staffing Division has conducted the following examinations sessions for the title.

Title	Sessions	Applicants	Rejects	No Shows	Fails	Eligible	Withdrew	Hired
Municipal Services Electrician	19	255	104	71	31	42	8	14

This data shows that, as a result of 19 test administration sessions, the City has been able to successfully hire 14 candidates. In order to meet ongoing work demands, it has been necessary for city departments to engage contractors. In the case of DPW, the cost of outsourcing for an electrician for common electrical repairs is currently \$117 per hour. However, for the cost to contract Electricians with the specialized skills necessary for repairing street lighting facilities is \$150 per hour, generally with a two-person crew. If these services are required outside of normal work hours or on the weekend the hourly rate can be double.

**Market Rates of Pay**

An assessment of labor market rates in southeastern Wisconsin using data from the Economic Research Institute (ERI) and the Bureau of Labor Statistics (BLS) indicate the City's current rate for Electricians is not competitive.

## Journeyman Electrician, ERI December 2020

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
Kenosha	62,539	68,877	77,283	85,364	93,343
Madison	55,745	60,629	67,084	73,408	79,891
Milwaukee	57,290	62,719	69,949	77,017	84,187
Racine	54,765	59,864	66,646	73,277	80,014
Waukesha	57,486	62,973	70,276	77,405	84,623
West Allis	57,567	63,062	70,375	77,513	84,738

Source: ERI. As of December 1, 2020

*ERI defines a Journeyman Electrician as one who installs, connects, tests, and sustains electrical systems for a variety of purposes, including climate control, security, and communications. Figures layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools.*

## Substation Electrician, ERI December 2020

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
West Allis	72,648	78,469	86,231	93,624	101,139
Waukesha	72,556	78,372	86,128	93,515	101,024
Racine	70,387	75,994	83,491	90,656	97,963
Milwaukee	72,224	78,005	85,725	93,089	100,579
Madison	68,156	73,413	80,482	87,271	94,213
Kenosha	75,914	81,970	89,940	97,443	105,010

Source: ERI. As of December 1, 2020

*ERI defines a Substation Electrician as one who installs, inspects, tests, troubleshoots, repairs, and maintains electrical equipment in generating stations, substations, and in-service relays, including transformers, regulators, load tap changers, circuit switches and breakers, motor-operated and manual switches, bus work, wiring, battery banks and chargers, metal clad switchgear, and other electrical equipment and circuits. Performs testing on substation apparatus, such as power factor, transformer turns ratio, megger, ductor, battery load testing, oil sampling in circuit breakers and transformers, dielectric testing, gas sampling and processing, and other analytical tests as assigned.*

## Electricians, BLS, May 2019

Area Name	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Median	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
Milwaukee-Waukesha-West Allis, WI	41,371	55,927	73,481	84,895	96,787

Source: BLS. Published 2019; aged by 2% to approximate 2021 rates.

*BLS defines and Electrician as one who install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Excludes "Security and Fire Alarm Systems Installers."*

Electrical and Electronics Repairers, Powerhouse, Substation, and Relay, BLS, May 2019

Area Name	10 <sup>th</sup> Percentile	25 <sup>th</sup> Percentile	Median	75 <sup>th</sup> Percentile	90 <sup>th</sup> Percentile
Milwaukee-Waukesha-West Allis, WI	62,067	71,206	83,691	97,849	107,110

Source: BLS. Published 2019; aged by 2% to approximate 2021 rates.

*BLS defines this position as one who inspect, test, repair, or maintain electrical equipment in generating stations, substations, and in-service relays.*

An electrician employed by the City of Milwaukee has responsibilities that include inspecting, installing, servicing, repairing, and maintaining electrical equipment for the city’s street lighting, traffic control, water and sewer instrumentation, communication network systems, buildings, and facilities. As such, the City of Milwaukee positions are more similar in nature of work and level of responsibility to that of a Substation Electrician.

**Prevailing Wage Rates**

Historically, the pay rates for Electrical Mechanics at the City of Milwaukee had been established at a rate less than the prevailing wage paid to electricians represented by the Electrical Contractors Association, Milwaukee Chapter NECA, and Local Union 494, IBEW, AFL-CIO. When these employees were previously represented by a union at the City of Milwaukee, the rate of pay negotiated was a percentage of the prevailing wage paid to a Journeyman Wireman employed through the union hall. The last contract settled for 2013 set the city’s rate for an Electrical Mechanic at 95% of the prevailing wage.

The prevailing wage for a Journeyman Wireman under the current contract between Local Union 494 and Milwaukee area contractors as of June 1, 2020 is \$42.84 per hour plus fringe benefits that include vacation and holiday pay, health insurance, and pension. With the current vacancies and low number of new employees hired from recent City of Milwaukee recruitments it is clear that the current pay rates of \$30.37 to \$34.72 hourly (\$63,169 - \$72,221 annual) for Municipal Services Electrician are problematic in terms of attracting viable candidates and in retaining current employees within the current labor market.

**Recommendations**

Municipal Services Electrician

Adjusting the rates of pay for this position is necessary to increase the city’s ability to attract a higher caliber of candidates and retain employees. This report therefore recommends creating a single rate for this position as follows:

Municipal Services Electrician			
Pay Range 7SN	Hourly	Biweekly	Annual
Wage Rate	39.51	3,160.80	82,180.80

Municipal Services Electrician Apprentice

Rates of pay for a Municipal Services Electrician Apprentice are tied to the rates paid to City of Municipal Services Electrician. Accordingly, the pay range below recommends increments that represent 50%, 60%, 75%, and 90% of the rate for Municipal Services Electrician. With the implementation of these recommendations, employees in the Municipal Services Electrician Apprentice title would receive the new rate of pay that is consistent with their current increment.



Municipal Services Electrician Apprentice  
Pay Range 7QN

Increment	1	2	3	4
Hourly	19.76	23.71	29.63	35.56
Biweekly	1,580.40	1,896.48	2,370.60	2,844.72
Annual	41,090.40	49,308.48	61,635.60	73,962.72

Supervisory and Management Positions

The recommended rate of \$82,181 for Municipal Services Electricians is intended to increase the City of Milwaukee's ability to recruit and retain electricians but it will also create pay compression challenges with the current rates of pay for supervisory positions. This report recommends that the pay for these supervisory positions be restructured to provide an incentive for internal candidates to apply for supervisory positions, as well as to retain current incumbents.

Both Municipal Services Electricians and their supervisors are called upon to work significant overtime, and this has resulted in employees being compensated higher than their supervisors based upon overtime eligibility considerations. The chart below shows the proposed rate for Municipal Services Electrician and current rates for related supervisory and management positions. It is inclusive of the chain-of-command within DPW-Infrastructure, DPW-Water Works and the Library.

## Current Supervisory Pay Rates Compared to Proposed Municipal Services Electrician Rate

Dept./Div.	Title	#	PR	Actual Minimum	Actual Maximum	Flexibility
DPW-WW	Water Plants Manager	1	1KX	85,757	120,064	DER/FPC Chair
DPW-Infra	Electrical Services Operations Manager	1	1JX	84,937	112,627	Any DER
DPW-WW	Water Plants Operation Manager	1	1IX	85,000	105,669	Up to 60%
DPW-Infra	Electrical Services Manager – Senior	1	1HX	83,272	99,154	Any DER
Library	Facilities Manager	1	1HX	70,827	99,154	Up to 60%
DPW-Infra DPW-WW	Electrical Services Manager	7	1GX	81,639	93,010	Any DER
Library	Facilities Maintenance Supervisor	1	1EX	67,917	81,844	Up to 60%
DPW-Infra DPW-WW Library	Municipal Services Electrician – <b>Proposed</b>	99	7SN	82,181	82,181	NA

The prevailing wage for a Journeyman Wireman is currently \$42.84 hourly (\$89,107.20 annually). A Foreman receives \$47.12 hourly (\$98,009.60 annually) - 10% higher than the Journeyman rate. A General Foreman receives \$49.27 hourly (\$102,481.60 annually) - 15% higher than the Journeyman rate. All of these positions receive overtime.

All supervisory positions in DPW and the Library are required to work overtime. Supervisors are on call but are not eligible for overtime compensation as they are exempt from the provisions of the Fair Labor Standards Act. As such, a low minimum recruitment rate can be a disincentive to Municipal Services Electrician employees who are considering a promotion to a supervisory position. In order for the departments to have a successful succession plans for electricians to move into the supervisory ranks, the minimum rate of pay for these positions needs to be considered. These recommendations provide increased minimum recruitment rates to ensure that there is not pay compression between Municipal Services Electricians and the supervisors and managers to which they report. Specific recommendations are detailed in the following chart.

Proposed Supervisory Pay Rates Compared to Proposed Municipal Services Electrician Rate

Dept/Div	Title	#	PR	Actual Minimum	Actual Maximum	Flexibility
DPW-WW	Water Plants Manager	1	1KX	90,399	120,064	DER/FPC Chair
DPW-Infra	Electrical Services Operations Manager	1	1JX	90,399	112,627	Any DER
DPW-WW	Water Plants Operation Manager	1	1IX	90,399	105,669	Any DER
DPW-Infra	Electrical Services Manager – Senior	1	1HX	90,399	99,154	Any DER
Library	Library Facilities Manager	1	1HX	90,399	99,154	Any DER
DPW-Infra DPW-WW	Electrical Services Manager	7	1GX	87,933	93,010	Any DER
Library	Library Facilities Maintenance Supervisor	1	1GX	87,933	93,010	Any DER
DPW-Infra DPW-WW Library	Municipal Services Electrician – <b>Proposed</b>	99	7SN	82,181	82,181	N/A

With the proposed pay rate change for Municipal Services Electrician based upon labor market analysis, this report recommends reallocating the Pay Range for Library Facilities Maintenance Supervisor to be consistent with Electrical Services Manager in Pay Range 1GX. However, the minimum rate for an Electrical Services Manager and Library Facilities Maintenance Supervisor will be only slightly above the proposed rate for Municipal Services Electrician. Therefore, the recommendation is to restructure the pay by providing a minimum rate that is 7% above the pay rate for Municipal Services Electrician. This 7% increase is the standard promotional rate for titles in Pay Range 1GX. This recommended change will impact the pay for five incumbent supervisors and provide incentive for Municipal Services Electricians to consider being promoted to a supervisory position. Also included is the recommendation for recruitment flexibility with Employee Relations approval.

This report further recommends the minimum rate for the Water Plants Manager, Electrical Services Operations Manager, Water Plants Operation Manager, Electrical Services Manager – Senior, and Library Facilities Manager titles to be above the proposed pay for Municipal Services Electrician. Therefore, the recommendation is to restructure the pay by providing a minimum rate that is 10% above the pay rate for Municipal Services Electrician. This 10% increase is the standard promotional rate for titles in Pay Ranges 1KX, 1JX, 1IX, and 1HX. This recommended change will impact the pay for two incumbent supervisors. Also included is the recommendation for recruitment flexibility.

**Action Required – Effective Pay Period 2, 2021 (January 10, 2021)**

In the Salary Ordinance

Under Pay Range 1GX

Delete the following footnotes from the title of ‘Electrical Services Manager’ (4) (14) and add the following footnotes:

- (4) Recruitment is at following rate with recruitment at any point in the range with DER approval:

Biweekly	3,382.06
Annual	87,933.46

- (14) Recruitment is at following rate with recruitment at any point in the range with DER approval:

Biweekly	3,483.51
Annual	90,571.26

Add the title ‘Library Facilities Maintenance Supervisor (4) (14)’

Under Pay Range 1HX

Delete the current footnotes from the title of ‘Electrical Services Manager-Senior’ (4) (9) and replace with the following:

- (4) Recruitment is at the following rate and may be at any point in the range with DER approval:

Biweekly	3,479.88
Annual	90,398.88

(9) Recruitment is at the following rate and may be at any point in the range with DER approval:

Biweekly	3,581.18
Annual	93,110.68

Add the title 'Library Facilities Manager (4) (9)'

Under Pay Range 1IX

Remove the current footnotes from the title of 'Water Plants Operations Manager (5) (12)' and create and replace with the following footnotes:

(8) Recruitment is at the following rate and may be at any point in the range with DER approval:

Biweekly	3,479.88
Annual	90,398.88

(16) Recruitment is at the following rate and may be at any point in the range with DER approval:

Biweekly	3,581.18
Annual	93,110.68

Under Pay Range 1JX

Delete the current footnotes from the title of 'Electrical Services Operations Manager' (3) (6) and replace with the following:

(3) Recruitment is at the following rate and may be at any point in the range with DER approval:

Biweekly	3,479.88
Annual	90,398.88

(6) Recruitment is at the following rate and may be at any point in the range with DER approval:

Biweekly	3,581.18
Annual	93,110.68

Under Pay Range 1KX

Remove the current footnotes from the title of 'Water Plants Manager (1) (2) and create and replace with the following footnotes:

(2) Recruitment is at the following rate and may be at any point in the range with DER approval:

Biweekly	3,479.88
Annual	90,398.88

(4) Recruitment is at the following rate and may be at any point in the range with DER approval:

Biweekly	3,581.18
Annual	93,110.68

Under Pay Range 7KN

Delete the title of 'Municipal Services Electrician Apprentice' and footnotes (6) (7) (14) (15) and renumber accordingly.

Under Pay Range 7QN

Delete the title of 'Municipal Services Electrician' and footnotes (4) (5) (10) (11) and renumber accordingly.

Add the title of 'Municipal Service Electrician Apprentice' and create footnotes (4) (9) to say the following:

(4) Apprenticeship Position. Recruitment is at the minimum of the following range. An employee will advance through the following range after 2,080 hours of work at each increment. These increments represent 50%, 60%, 75% and 90% of the biweekly probationary increment rate for Municipal Services Electrician, respectively:

Biweekly	1,580.40	1,896.48		2,370.60	2,844.72
Annually	41,090.40	49,308.48		61,635.60	73,962.72

(9) Apprenticeship Position. Recruitment is at the minimum of the following range. An employee will advance through the following range after 2,080 hours of work at each increment. These increments

represent 50%, 60%, 75% and 90% of the biweekly probationary increment rate for Municipal Services Electrician, respectively:

Biweekly	1,627.81	1,953.37	2,441.72	2,930.06
Annually	42,323.06	50,787.62	63,484.72	76,181.56

Create Pay Rate 7SN with the following rates:

Wage Rate:

Hourly	39.51
Biweekly	3,160.80
Annually	82,180.80

Resident Wage Incentive:

Hourly	40.70
Biweekly	3,255.62
Annually	84,646.12

Add the title 'Municipal Services Electrician (1) (2)' and create the following footnotes:

(1) Additional \$1.50 per hour for holding a Type C Contractors Electrical License and/or performing lead work assignments.

(2) Additional \$1.50 per hour for holding a Type C Contractors Electrical License and/or performing lead work assignments.

#### In the Positions Ordinance

Under the Library, Administrative Services Decision Unit, Facilities and Fleet Section:

Delete one position of 'Facilities Manager (X) (Y)'

Delete one position of 'Facilities Maintenance Supervisor (X) (Y)'

Add one position of 'Library Facilities Manager (X) (Y)'

Add one position of 'Library Maintenance Supervisor (X) (Y)'

Prepared by: Arielle Ewing

Arielle Ewing, Human Resources Analyst-Senior

Reviewed by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

**JOB EVALUATION STUDY**

City Service Commission Meeting: January 12, 2021

**Department of Public Works-Water Works**

Current	Recommended
Administrative Assistant III PR 5FN (\$40,516 - \$48,248) FN: Recruitment is at \$42,539 (One Position)	Administrative Services Coordinator PR 5JN (\$47,095 - \$57,144) FN: Recruitment is at \$49,344 (One Position)

Note: Residents receive rates that are 3% higher

**Background**

The Department of Employee Relations has received a request for reclassification of one Administrative Assistant III within the Department of Public Works - Milwaukee Water Works (MWW). Discussions were held with Amy Heffer, Water Works Personnel Officer and Pat Pauly, Water Works Administration Manager, and a new job description was provided.

**Duties and Responsibilities**

This position serves as the executive assistant to the Superintendent and provides administrative support to the Administration Manager and Personnel Officer. The position requires strong communication skills, a high level of independent judgement and exceptional organization. The position has a high level of responsibility and requires interaction with government officials, executive management, and the general public. The position coordinates the Superintendent's activities and ensures the timely flow of information to and from the Superintendent. This position also assists with the human resources functions of the utility by preparing, processing, and tracking documents required for all types of personnel actions. Duties and responsibilities include:

- 40% Manage office details by relieving the Superintendent of routine requests and matters, and keep apprised of potential problems and concerns; schedule and maintain the Superintendent's calendar and establish appointment priorities; schedule and coordinate meetings; make travel and conference arrangements; prepare and distribute meeting notices, agendas, supplementary materials, minutes, and summaries; prepare and submit expense reports; exercise judgement when prioritizing and responding to telephone inquiries and emails from Common Council members, other elected officials, government agencies, and the public; coordinate activities at multiple MWW (Milwaukee Water Works) locations with the utility management team; monitor aldermanic service requests; monitor and submit regulatory reports, coordinate with all MWW section managers to provide data including uploading documents to the PSC (Public Service Commission) electronic filing system; maintain utility wide DNR certification and licensing documentation as required by the DNR; and monitor status of open records requests.
- 25% Create requisitions for vacant positions using the JobAps software; process internal and DER documents for hiring, promotion, and separation actions; assist with FMLA designation processing and monitor FMLA usage using CityTime; and coordinate employee emergency paid sick leave approvals and emergency FMLA tracking.
- 20% Provide confidential administrative support; process and coordinate documents required for disciplinary meetings and actions; maintain internal employee status spreadsheet (VOI); create and update spreadsheets for tracking personnel actions including query reports from HCM; update employee personal information forms and staff phone lists; register MWW employees for seminars and training classes; and process tuition reimbursement requests for all MWW employees.
- 5% Provide administrative support for the Financial Manager, Business Operations Manager, Water Security Manager, Water Marketing Specialist, and Water Systems and Project Manager; oversee and coordinate the workload for the Office Assistant IV assigned to the administration section; monitor and document leave requests

for the administration section personnel; update organizational charts; schedule interviews for administration personnel and section heads; and manager memberships for AWWA (American Water Works Association) and US Water Alliance.

- 5% Ensure front office is organized and well maintained; greet and screen visitors; ensure telephone calls and email correspondence are handled properly, professionally, and redirected appropriately; order office supplies and print jobs; schedule shipping pick-ups; serve as Division Coordinator for programs and events such as the Combined Giving Campaign, Summer Youth Interns, and UPAF; coordinate various DPW training programs; and assume responsibilities of the administration section Office Assistant IV in his/her absence.

Minimum qualifications include five years' of progressively responsible, executive level administrative support experience with at least two years' experience at the Office Assistant IV level. These requirements have not yet been assessed by Employee Relations-Staffing Services for the purpose of hiring.

### **Analysis and Recommendation**

In considering other positions within city departments, the scope of responsibility for this position is now comparable to the high-level paraprofessional classification of Administrative Services Coordinator in Pay Range 5JN. Other positions with these titles exist in the Department of Administration-Intergovernmental Relations Division (DOA-IRD); Department of City Development (DCD); Common Council-City Clerk (CCCC); Election Commission; Department of Employee Relations (DER); and Fire Department.

The Administrative Services Coordinator in DOA-IRD coordinates the review of state/federal legislation affecting the City of Milwaukee and is responsible for reporting the city's lobbying activity and adhering to Government Accountability Board regulations. The position is liaison to the Common Council Judiciary and Legislation Committee, the Mayor's Office, city departments, and other government and organizations.

The Administrative Services Coordinator in DCD provides executive level administrative support to the Commissioner-DCD, the Deputy Commissioner-DCD, and the DCD Human Resources Officer; as well as administrative support to all DCD divisions.

The Administrative Services Coordinator in CCCC assists the City Clerk with the introduction of new matters to the Common Council and standing committees. The position arranges publication of matters as required by City Charter and Statutes.

The Administrative Services Coordinator in DER provides executive level support to the Employee Relations Director; provides staff assistant for all City Services Commission meetings and activities; provides administrative coordination across the DER division and sections; and provides administrative support to the Labor Relations and Compliance Section.

The Administrative Services Coordinator in the Fire Department provides executive level support to the Fire Chief and three Assistant Fire Chiefs; assist in the research, data compilation and preparation of reports on confidential personnel matters and other areas as requested by the Chiefs; assist the Fire Personnel Officer with human resources duties.

The duties and responsibilities of this position have increased over the last three years. This Administrative Services Coordinator in the Water works serves as the executive assistant to the Water Works Superintendent that manages a public utility, and now also provides support to the Water Works Administration Manager and the Water Works Personnel Officer in support of the duties and responsibilities of these positions. These responsibilities are at a now at a level comparable to other Administrative Services Coordinators within city government and is functioning as a high-level paraprofessional.

Based upon this analysis, this report therefore recommends reclassifying one position of Administrative Assistant III in Pay Range 5FN (\$40,516 - \$48,248 with recruitment at \$42,539) to Administrative Services Coordinator in Pay Range 5JN (\$47,095 - \$57,144 with recruitment at \$49,344).

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

In the Positions Ordinance

Under Department of Public Works – Water Works, Business Organization, Administration

Delete one position of Administrative Assistant III and add one position of Administrative Services Coordinator.

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

**Job Evaluation Report**

City Service Commission Meeting: January 12, 2021

**Health Department**

Current	Recommendation
Lead Risk Assessor II PR 3JN (\$45,013 – \$53,379) (14 Positions)	Lead Risk Assessor II PR 3MN (\$48,173 – \$61,023) FN: Recruitment is at \$52,798 and may be at any point in the range with the approval of DER. (14 Positions)
Lead Risk Assessor I PR 3GN (\$40,516 – \$48,248) FN: Recruitment is at \$42,539 (Underfill)	Lead Risk Assessor I PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$49,344 and may be at any point in the range with the approval of DER. (Underfill)
Home Environmental Health Manager PR 1FX (\$62,338 - \$87,270) (One Position)	Home Environmental Health Manager PR 1FX (\$62,338 - \$87,270) FN: Recruitment may be at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel. (One Position)

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

**Background**

The Department of Employee Relations has received a request from the Milwaukee Health Department to conduct a market study for the Lead Risk Assessor (LRA) title series and the Home Environmental Health Manager position. Job descriptions were provided and discussions were held with Claire Evers, Deputy Commissioner of Environmental Health; Marivel Montejano, Consumer Environmental Health Supervisor; Rocio Serna, Human Resources Officer; and Sarah Wangerin, Human Resources Analyst - Senior.

Lead Risk Assessor I/II

The Lead Risk Assessor (LRA) assigned to the Home Environmental Health unit within the City of Milwaukee Health Department (MHD) is responsible for conducting citywide inspections and risk assessments of residential properties for lead exposure in children. The LRA is also responsible for facilitating lead hazard reduction and conducting enforcement activities as needed. Duties and responsibilities include:

- Communicate lead poisoning hazard and prevention information to parents and guardians of lead poisoned children.
- Research all possible sources of lead exposure for lead poisoned children.
- Proactively collaborate with nursing staff regarding elevated blood lead cases.
- Inspect homes for defective lead based painted surfaces using x-ray fluorescence equipment, visual and dust wipe tests.
- Generate and issue work orders to correct lead based paint hazards.
- Prepare reports and summaries of investigations and maintain records of work performed.
- Inform property owners of hazard correction and order compliance requirements; work with property owners to achieve compliance.
- Issue citations and appear in court as a witness for prosecution of cases as necessary.



- Conduct ongoing lead paint abatement project monitoring to ensure code compliance.
- Conduct all necessary enforcement actions related to lead abatement project completion.
- Communicate with contractors regarding proper lead abatement and code compliance.
- Report findings of lead abatement project investigation as needed.
- Document inspections in the program database and creates detailed reports according to protocols and program requirements.
- Conduct research related responsibilities and assist in special projects as assigned.
- Provide observational field opportunities as necessary and demonstrate lead hazard reduction field activities to public health staff, interns, and community leaders.
- Participate in community meetings, landlord associations, and conferences as requested.
- Provide information regarding lead hazard reduction activities and primary prevention activities.

Minimum requirements include a bachelor's degree in environmental health and one year of experience in a related field such as lead, asbestos, environmental remediation, housing rehabilitation or construction. Note: Equivalent combination of education and experience may be considered.

#### Promotional Criteria for Lead Risk Assessor II Level

- Registered as a Lead Risk Assessor with the State of Wisconsin.
- Two years of continuous experience at the LRA I level.
- Demonstrated initiative and active participation (at least 6 months) in research studies or special lead hazard reduction project as assigned.
- Successful completion of Building Code or Home Inspection Courses as determined by the supervisor.

#### Home Environmental Health Manager

Under the direction of the Home Environmental Health Director, the Home Environmental Health Manager provides leadership for all MHD programs which identify and address hazards in the home environment shown to impact children's health, including toxic substances (lead), air quality (mold and other allergens), and personal safety (trips/falls). The incumbent in this position simultaneously manages community and program needs assessment, program planning, coordination and evaluation, staff supervision, research activities, grant funding, and policy development while maintaining numerous collaborative relationships.

#### *Leadership /Coordination*

- Develop and oversee all activities of the Childhood Lead Poisoning Prevention Program (CLPPP), and other home health areas including asthma, injury avoidance and personal safety, and air quality in order to provide multi-faceted services to children and their families, community, and housing-based primary prevention initiatives. Research projects to determine effective and cost-efficient wellness and prevention strategies.
- Provide leadership for multi-disciplinary strategic planning which results in development, implementation, and evaluation of programmatic strategies.
- Work collaboratively with managers, staff, other city departments, elected officials and various work teams to achieve program goals and objectives in a timely manner.
- Hire, train, support, coach, supervise and evaluate staff responsible for new and innovative community interventions and housing strategies.
- Develop, prepare, monitor and coordinate all budgets from external resources, including HUD and CDBG grant funding.
- Assist in the planning and preparation of proposals for grants or contracts.
- Ensure that grant deliverables meet compliance standards and are finalized and submitted on time.

- Ensure that the program maximizes collaboration with community partners and leverages community resources focused on improving home environmental health.

*Program Evaluation /Policy Development*

- Engage in a variety of needs assessment activities including evaluating program capacity, community needs, the geographic burden of childhood lead poisoning, and the success of previous/current activities and projects.
- Direct program evaluation and research activities including an analysis of service impact on target populations, data collection, comparative analysis of various housing interventions, and surveillance of key lead poisoning indicators.
- Ensure that programs are in compliance with internal and external deliverables and expectations, including state statutory, HUD and CDC requirements.
- Assess programs and work activities, including administering staff performance management tools, in order to improve and streamline internal processes, ensure compliance standards are met, and provide effective program administration.
- Develop and maintain program policies in compliance with state and federal requirements and national best practice.
- Develop and maintain a data dashboard of key performance metrics to assure program process, impact and outcome objectives are met.
- Utilize opportunities to contribute to local, state, and federal policy and program formation.

*Advocacy and Coalition Building*

- Cultivate and maintain collaborative relationships with other city departments, state and federal regulatory and funding agencies, medical providers, housing providers, community-based organizations, advocacy agencies, and academic institutions in order to coordinate and consult on comprehensive city-wide efforts.

Minimum requirements include a bachelor's degree in environmental health, nursing, public health, healthcare management, administration, social work, community health, human services or other related field from an accredited college or university; and five years of progressively responsible experience in program management, healthcare program planning, policy development, community health assessment, health administration, or health service supervision.

**Retention Challenges**

The Milwaukee Health Department currently has authority for fourteen positions of Lead Risk Assessor I/II. As shown in the table below, during the past five years twelve Lead Risk Assessors terminated employment within the title of Lead Risk Assessor.

Lead Risk Assessor I/II Separations					
2016	2017	2018	2019	2020	Total
3	2	2	1	4	<b>12</b>

According to turnover data, Lead Risk Assessors maintain employment within this title for one year and five months on average. It is believed that employees who voluntarily terminate employment within this title, generally do so for career advancement opportunities - either comparable positions internally that offer higher salaries or for external comparable positions with higher wages. As an example, the State of WI Department of Health Services current salary for Lead and Asbestos Inspector - Senior is \$27.00 - \$31.00 per hour (\$56,160 - \$64,480 annually).

**Analysis and Recommendation**

Lead Risk Assessors

To help determine the rates of pay for the Lead Risk Assessors, the following survey data was gathered from the Economic Research Institute (ERI) for the title of Environmental Health and Safety Specialist. The rates shown from ERI reflect the minimum and maximum rates of pay for the 10<sup>th</sup>, 25<sup>th</sup>, mean, 75<sup>th</sup>, and 90<sup>th</sup> percentiles of the labor market.

Environmental Health and Safety Specialist (Southeastern WI)					
Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	\$50,034	\$54,501	\$60,416	\$66,147	\$71,954
6	\$48,393	\$52,713	\$58,442	\$63,977	\$69,594
5	\$46,659	\$50,824	\$56,356	\$61,684	\$67,100
4	\$44,847	\$48,850	\$54,178	\$59,289	\$64,494
3	\$42,975	\$46,811	\$51,926	\$56,814	\$61,802
2	\$41,061	\$44,727	\$49,626	\$54,285	\$59,050
1	\$39,128	\$42,621	\$47,300	\$51,728	\$56,269

Source: ERI. As of October 1, 2020

*The Environmental Health and Safety Specialist conducts inspections and audits and recognizes hazards, prepares solutions to environmental or safety concerns, keeps records of programs as required by law and internal procedures, and coordinates training for safety and health matters and accident prevention.*

In addition to survey data, comparisons were made to other related city positions. In comparing this position with akin positions within the Milwaukee Health Department, this position has been found to be most comparable to the Environmental Health Specialist (MHD) in Pay Range 3LN (\$42,539 - \$59,095). The Environmental Health Specialist's given duties and responsibilities are listed below.

<p>Title: Environmental Health Specialist Pay Range: 3LN (\$42,539 - \$59,095) Footnote: Minimum Recruitment at \$49,344 Department: Health Department</p>	<p>Under the direction of the Consumer Environmental Health Supervisor, the Environmental Health Specialist (EHS) applies environmental and public health control measures to preserve human health, safety, and welfare and protects consumers from fraudulent practices in all commercial transactions involving determinations of quantity.</p>
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In considering the market data and the analysis of the duties listed above, this report concludes that this position holds comparable levels of responsibility in areas of inspections, hazard reduction and enforcement activities.

This report therefore recommends that the title of 'Lead Risk Assessor II' be placed in Pay Range 3MN (\$48,173 - \$61,023 with recruitment at \$52,798). It also recommends the underfill title of 'Lead Risk Assessor I' be placed in PR 3LN (\$42,539 - \$59,095 with recruitment at \$49,344).

Home Environmental Health Manager

Finally, this report recommends recruitment flexibility for the title of 'Home Environmental Health Manager'. The titles and rates of pay for classification that report directly to this manager title includes the following:

#	Title	PR	Actual Minimum	Actual Maximum
1	Home Environmental Health Manager	1FX	62,338.38	87,270.30
5	Environmental Health Coordinator	2FN	59,450.04	67,615.60
1	Lead Project Specialist	2EN	45,305.78	63,426.48
2	Environmental and Disease Control Specialist	2DN	47,583.64	59,497.88

While adding this footnote will not have an impact on the current incumbent, it will allow the department to address any potential pay compression with Environmental Health Coordinators and the Home Environmental Health Manager with future incumbents.

**Action Required – Effective Pay Period 02, 2021 (January 10, 2021)**

In the Salary Ordinance

Under Pay Range 3JN

Delete the title of ‘Lead Risk Assessor II’

Under Pay Range 3GN

Delete the title of “Lead Risk Assessor I (2) (5)”

Under Pay Range 3MN

Add the title of ‘Lead Risk Assessor II’ and create the following footnotes:

(4) Recruitment is at:

Biweekly	2,030.68
Annual	52,797.63

and may be at any point in the range with the approval of DER

(8) Recruitment is at:

Biweekly	2,091.60
Annual	54,381.56

and may be at any point in the range with the approval of DER

Under Pay Range 3LN

Add the title of ‘Lead Risk Assessor I’ and create the following footnotes:

(7) Recruitment is at:

Biweekly	1,897.83
Annual	49,343.58

and may be at any point in the range with the approval of DER.

(14) Recruitment is at:

Biweekly	1,954.77
Annual	50,823.89

and may be at any point in the range with the approval of DER

Under Pay Range 1FX

Add the following footnotes to the title of ‘Home Environmental Health Manager’

(2) Recruitment may be at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel.

(11) Recruitment may be at any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel.

Prepared by: Arielle Ewing  
Arielle Ewing, Human Resources Analyst – Senior

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 1/7/2020 **File Number** \_\_\_\_\_  **Original**  **Substitute**  
**Subject** Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission

**B** **Submitted By (Name/Title/Dept./Ext.)** Bill Christianson/Capital & Debt Specialist/DOA-Budget&Management/x5588

**C** **This File**

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

**D** **Charge To**

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

	Purpose	Specify Type/Use	Expenditure	Revenue
<b>E</b>	Salaries/Wages	Increase to wages for Municipal Service Electricians and Electrical Services Manager	\$1,094,848.00	\$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
	<b>TOTALS</b>		<b>\$1,094,848.00</b>	<b>\$ 0.00</b>

**F** **Assumptions used in arriving at fiscal estimate.** Municipal Services Electrician wages increased to \$39.51/hr for non residents and \$40.70/hr (92.2% and 95% of Local 494 wages, respectively), an increase of 16.7% from current average wages. Electrical Services Managers currently making less than 7% more than the new rate for Municipal Services Electricians are increased to 7% higher than the MSE wage. Apprentice hourly wages increase in proportion with MSE wages (16.7%).

**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    This file will result in an ongoing increase from the following funding sources: City O&M- \$615,099; Reimbursable- \$114,017; Capital Programs- \$247,670; Water Works O&M- \$118,062

1-3 Years     3-5 Years

1-3 Years     3-5 Years

**H** **List any costs not included in Sections D and E above.** Fringe Benefit costs are not reflected in these estimates.

**I** **Additional information.** Cost to O&M Budget: \$615,099 annually. Affects 84 Municipal Services Electrician positions in 3 City departments (DPW-Infrastructure, Water Works, Library) and 4 Electrical Services Manager positions in 2 City departments (DPW-Infrastructure, Water Works)

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



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b> <u>1/11/2021</u> <b>File Number</b> <u>201160</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 the classification studies scheduled for the January 12, 2021 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
Supplies/Materials		\$0.00	\$0.00
		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
		\$0.00	\$0.00
Services		\$0.00	\$0.00
		\$0.00	\$0.00
Other		\$0.00	\$0.00
		\$0.00	\$0.00
<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>



**F**Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet**G**

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

 1-3 Years       3-5 Years 1-3 Years       3-5 Years 1-3 Years       3-5 Years**H**

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

**I**

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

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

**Department of Employee Relations  
Fiscal Note Spreadsheet**

City Service Commission Meeting of January 12, 2021-MWW Adm Svcs Coord  
Finance and Personnel Committee Meeting of January 13, 2021

**NEW COSTS FOR 2020**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Water Works	Administrative Assistant III	5FN	Administrative Services Coordinator	5JN	\$43,815	\$50,824	\$7,009	\$1,223	\$8,232
1								\$7,009	\$1,223	\$8,232

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

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	DPW-Water Works	Administrative Assistant III	5FN	Administrative Services Coordinator	5JN	\$43,815	\$50,824	\$7,009	\$1,223	\$8,232
1								\$7,009	\$1,223	\$8,232

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



# City of Milwaukee Fiscal Impact Statement

**A** **Date** 1/11/2021 **File Number** 201160  **Original**  **Substitute**

**Subject** Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action related to the Lead Risk Assessor's Position in the Health Department

**B** **Submitted By (Name/Title/Dept./Ext.)** Molly King Fiscal Planning Specialist – Senior - DOA x 8527

**C** **This File**

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

**D** **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) O&M Salary Account /CDBG Grant & HUD Grant
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
<b>E</b>	Salaries/Wages	Fourteen Lead Risk Assessor's Position reclassification	\$86,581.82	\$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
		<b>TOTALS</b>		<b>\$86,581.82</b>

F

Assumptions used in arriving at fiscal estimate.

Fourteen Lead Risk Assessor's Position are being reclassified. The Lead Risk Assessors I; annual salary will be increased from average of \$42,000 to \$49,344. The Lead Risk Assessors II annual salary will be increase from ~\$47,000 to ~ \$52,798

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

This file will result in an ongoing increase from the following funding sources: City O&M by \$86,581 & Grant Funds by \$14,222.00 cost above will incur and review at year end.

H

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

Fringe Benefit cost are not included reflected in the above cost estimates.

I

Additional information.

J

This Note     Was requested by committee chair.