



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

September 30, 2022

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 220783– Communication from the Department of Employee Relations relating to classification studies approved at the September 27, 2022 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on September 27, 2022.

DPW - Infrastructure

Current	Recommended
Management Civil Engineer - Senior PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$92,207 and may be at any rate in the pay range with DER and F&P Chair approval (One Position)	Civil Engineer V PR 1JX (\$82,051 - \$114,879) FN: Recruitment is at \$92,207 and may be at any rate in the pay range with DER and F&P Chair approval (One Position)
Business Support Liaison PR 2HX (\$55,962 - \$78,342) (One Position)	Marketing and Communications Officer PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 and may be at any rate in the pay range with DER approval. (One Position)
Land Surveyor PR 2IN (\$59,632 - \$83,481) FN: Recruitment is at \$67,651 and may be at any rate in the pay range with DER and F&P Chair approval (One Position)	Survey Geospatial Manager PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$92,207 and may be at any rate in the pay range with DER and F&P Chair approval (One Position)

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

Various General City Departments

Current	Recommended
Business Operations Manager – Neighborhood Services PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position - DNS)	Finance and Administration Manager PR 1JX (\$82,051 - \$114,879) FN: Recruitment is at \$100,920 (One Position - DNS)

Budget and Management Reporting Manager PR IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position – DCD)	Budget Manager – City Development PR IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position – DCD)
Accounting and Grant Specialist PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position – MHD)	Grant Budget Specialist PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position – MHD)
Senior Financial Analyst PR 2JX (\$63,585 - \$89,016) (One Position – Comptroller)	Senior Financial Analyst PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position – Comptroller)
Financial Analyst PR 2IX (\$59,632 - \$83,481) (Underfill title – Comptroller)	Financial Analyst PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 (Underfill title – Comptroller)
Program Assistant II PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 (One Position – DCD) (One Position – DNS)	Human Resources Analyst PR 2IX (\$59,632 - \$83,481) FN: Recruitment is at \$65,594 (One Position – DCD) (One Position – DNS)
Anti-Graffiti Program Coordinator PR 2DN (\$43,350 - \$60,688) (One Position – DNS)	Community Outreach Project Liaison PR 2FX (\$49,643 - \$68,968) (One Position – DNS)
HRIS Compensation Audit Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$57,691 (One Position – DER)	HRIS Audit Coordinator PR 2GN (\$52,498 - \$73,504) FN: Recruitment is at \$63,729 (One Position – DER)
Benefit Services Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$57,691 (One Position – ERS)	Benefit Services Coordinator PR 2GN (\$52,498 - \$73,504) FN: Recruitment is at \$63,729 (One Position – ERS)
Test Administration Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$57,691 (One Position – FPC)	Test Administration Coordinator PR 2GN (\$52,498 - \$73,504) FN: Recruitment is at \$63,729 (One Position – FPC)
Program Assistant III PR 5IN (\$47,274 - \$55,763) FN: Recruitment is at \$48,735 (One Position – Mayor’s Office)	Administrative Support Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$52,854 (One Position – Mayor’s Office)
Administrative Support Specialist PR 2DN (\$43,350 - \$60,688) (Two Positions – FPC) (One Position – DPW Administration) (One Position – DER)	Administrative Support Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$52,854 (Two Positions – FPC) (One Position – DPW Administration) (One Position – DER)
Program Assistant I PR 5EN (\$41,311 - \$47,658) (One Position – DPW Administration)	Accounting Coordinator I PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$49,393 (One Position – DPW Administration)
Program Assistant I PR 5EN (\$41,311 - \$47,658) (One Position – DCD)	Accounting Program Assistant III PR 5GN (\$42,442 - \$50,945) FN: Recruitment is at \$49,396 (One Position – DCD)

Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (One Position – DPW Administration) (Two Positions – DPW MWW)	Accounting Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 (One Position – DPW Administration) (Two Positions – DPW MWW)
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Note: Residents receive a rate that is 3% higher.

Respectfully Submitted,



Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
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Job Evaluation Report

City Service Commission Meeting: September 27, 2022

DPW - Infrastructure

Current	Recommended
Management Civil Engineer - Senior PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$92,207 and may be at any rate in the pay range with DER and F&P Chair approval (One Position)	Civil Engineer V PR 1JX (\$82,051 - \$114,879) FN: Recruitment is at \$92,207 and may be at any rate in the pay range with DER and F&P Chair approval (One Position)
Business Support Liaison PR 2HX (\$55,962 - \$78,342) (One Position)	Marketing and Communications Officer PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 and may be at any rate in the pay range with DER approval. (One Position)
Land Surveyor PR 2IN (\$59,632 - \$83,481) FN: Recruitment is at \$67,651 and may be at any rate in the pay range with DER and F&P Chair approval (One Position)	Survey Geospatial Manager PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$92,207 and may be at any rate in the pay range with DER and F&P Chair approval (One Position)

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

Background

The Department of Employee Relations has received a request from the Department of Public Works – Infrastructure for the reclassification of three positions due to increased duties and responsibilities. Discussions were held with Tim Thur, Infrastructure Administration Manager.

Current	Management Civil Engineer - Senior	PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$92,207 and may be at any rate in the pay range with DER and F&P Chair approval	One Position
Recommended	Civil Engineer V	PR 1JX (\$82,051 - \$114,879) FN: Recruitment is at \$92,207 and may be at any rate in the pay range with DER and F&P Chair approval	One Position

This position plans, schedules, and coordinates the City’s yearly and long-range paving programs. The incumbent also provides oversight of the Major Projects and Multi Modal units. Duties and responsibilities include:

- 40% Coordinates all documents required to program and schedule major transportation, bridge, safety, and enhancement projects as directed by the Facilities Development Manual for Federal/State aided improvement projects.
- 15% Oversees multimodal unit’s daily activities.
- 10% Coordinates and programs projects with federal, state, county, SEWRPC (Southeastern Wisconsin Regional Planning Commission), DNR (Department of Natural Resources), and local agencies and other municipalities.
- 10% Works with Aldermen, DCD (Department of City Development), and neighborhood community groups to provide community sensitive project designs.
- 10% Supervises the maintenance of files containing paving plans, estimates, grades, sidewalk widths, bench marks, and ordinance submittal to the Common Council.
- 5% Prepare the Major Projects’ 6-year capital budget, SEWRPC Transportation Improvement Plan, the Local Road Improvement application, the Major Projects Annual Report, and the Major Projects’ 6-year long range program.
- 5% Conduct special studies and recommend policy changes as necessary due to change in state statutes.
- 5% Other duties as assigned.

Minimum qualifications include a bachelor’s degree in civil engineering from an accredited college or university and five years of professional experience, with at least one year of transportation planning and street pavement design experience.

This position has taken on additional management and leadership responsibilities with a new unit under the Major Projects Section. The number of employees that this position will now directly supervise has doubled from ten to 20 employees.

In comparison with other Civil Engineer V’s within the City, DER has determined that the work performed by this position of Management Civil Engineer – Senior has a comparable scope of responsibility and level of authority to other Civil Engineer V positions within the Department of Public Works – Infrastructure Services – Transportation Infrastructure Decision Unit. We therefore recommend reclassifying one position of Management Civil Engineer – Senior in Pay Range 1IX (\$76,988 - \$107,782) to a Civil Engineer V in Pay Range 1JX (\$82,051 - \$114,879) with a recruitment rate of \$92,207 and recruitment flexibility anywhere in the pay range with DER and Chair of Finance and Personnel approval.

Current	Business Support Liaison	PR 2HX (\$55,962 - \$78,342)	One Position
Recommended	Marketing and Communications Officer	PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943	One Position

Under the general direction of the Engineer in Charge - Transportation Infrastructure and the City Engineer, this position manages and coordinates all services provided by the Department of Public Works

needed to successfully plan, implement, and develop all materials and resources for the Support for Business Program. The Support for Business Program was created to help minimize the impact of paving and bridge projects that are a part of the annual capital improvements program. Many of these projects occur along major arterials and within commercial districts. This position performs liaison duties with members of the common Council, businesses, community organizations, major property owners and residents. Duties and responsibilities include:

- 30% Advocate on behalf of affected businesses and residents and refer problems to appropriate project team members or other agencies when necessary; process business and resident complaints and respond to concerns in a timely, diplomatic, and effective manner.
- 25% Set up public information meetings with area businesses and stakeholders prior to the start of construction; prepare and disseminate information on the various construction projects either by newsletter or email updates; and place project summary, photos, and updates on the “Support for Business Program” website.
- 20% Identify the needs of impacted businesses in advance of construction in order to have appropriate signage fabricated, to determine alternative means for parking, to determine alternative access routes, etc.; and provide information to businesses on how to get assistance in marketing their business during construction projects.
- 10% Work with project engineers to identify which projects would benefit from the Support for Business Program; create a database of businesses that may be impacted by the selected infrastructure projects; and develop a program implementation plan for those projects.
- 10% Annually evaluate and further improve the tools available within the Support for Business Program.
- 5% Other duties as assigned, including creating and assisting internal staff teams as directed to proactively manage infrastructure projects.

Minimum qualifications include a bachelor’s degree in communications or a closely related field from an accredited college or university; five years of experience performing duties related to this position.

This position has evolved from Business Support centered responsibilities to include communication and marketing responsibilities over the past three years. The shift was accelerated most recently due to the need for enhanced communications on projects happening in the community managed through the Infrastructure division. Furthermore, this position has taken on the duties of branding of materials; design and development of materials; and development of talking points for the Commissioner, City Engineer and other section heads for speaking engagements.

For these reasons, the report recommends reclassifying one position of Business Support Liaison in Pay Range 2HX (\$55,962 - \$78,342) as a Marketing and Communications Officer in Pay Range PR 2JX (\$63,585 - \$89,016) with a recruitment rate of \$69,943 and recruitment flexibility anywhere in the pay range with DER approval.

Current	Land Surveyor	PR 2IN (\$59,632 - \$83,481) FN: Recruitment is at \$67,651 and may be at any rate in the pay range with DER and F&P Chair approval	One Position
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Recommended	Survey Geospatial Manager	PR IIX (\$76,988 - \$107,782) FN: Recruitment is at \$92,207 and may be at any rate in the pay range with DER and F&P Chair approval	One Position
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This position will manage accounting for the state and federal funded and local funded paving and bridge projects and sewer projects; prepare grant reimbursement requests and analyze State Progress Reports; manage the paving and bridge and sewer contracts; prepare reports on special studies as requested; prepare interdepartmental requisition, review and pay invoices, and maintain reimbursable accounts; and manage the AutoCAD Civil 3D design automation process. Duties and responsibilities include:

- Review of Certified Survey Maps or subdivision plats submitted to the City for approval.
- Prepare right-of-way projects, including openings, right-of-way vacations and easements.
- Search legal records, survey records, and land titles to obtain information about property boundaries; write descriptions of property boundary survey for use in deeds or other legal documents.
- Prepare and maintain sketches, maps, reports, and legal descriptions of surveys to describe, clarify, and assume responsibility for work performed.
- Supervise engineering technicians in the preparation of all data, charts, plots, maps, records, and documents related to surveys.
- Draft small to large complex projects using computer aided design software, manual computations, tables, charts, and national, state and local regulations.
- Maintain official maps, quarter sections, and plat pages.
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites; calculate heights, depths, relative positions, property lines, and other characteristics of terrain.
- Train and direct surveyors to establish legal boundaries for properties, based on legal deeds and titles.
- Develop criteria for survey methods and procedures.
- Create and manage new process/program to automate current hand designs via AutoCAD Civil 3D.

Minimum qualifications include completion of an accredited four-year land surveying program or an accredited four-year Civil Engineering program; two years of experience or an associate's degree in land surveying, or a related degree which includes at least 12 credits in surveying; experience with Civil 3D; and four years of municipal experience

This position has taken on the additional responsibilities of managing the AutoCAD Civil 3D Automation process and the creation and management of new process/programs to automate current hand designs via AutoCAD Civil 3D. The incumbent will help this section create workflows in Civil 3D and be available for training of additional staff who will be working on Civil 3D projects.

The department has indicated that this position is extremely difficult to recruit for due to the very few licensed surveyors in Wisconsin. Due to the needs of the City, the incumbent of this position will need to have extensive experience with Civil 3D, which is a new computer software the Section utilizes for project design.

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

Geomatics Project Manager

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
5	\$84,033	\$92,842	\$104,207	\$115,935	\$127,358
4	\$79,831	\$88,173	\$98,971	\$110,117	\$121,024
3	\$75,571	\$83,436	\$93,647	\$104,186	\$114,547
2	\$71,294	\$78,683	\$88,293	\$98,208	\$107,998
1	\$67,046	\$73,963	\$82,972	\$92,253	\$101,457

Source: ERI Data as of August 15, 2022

ERI defines the Geomatics Project Manager as a position that manages various aspects of the geomatics projects consisting of gathering, storing, processing, and delivering geographic information. Oversees the preparation of maps and plats, legal descriptions, and all other deliverables in land surveying projects. Directs activities of the project team, field crews, and technical staff during each phase of projects, and coordinates related quality reviews throughout the project delivery process, working on many different types of surveys including but not limited to boundary and topographic surveys, ALTA,s, subdivision and easement platting, GIS mapping, existing conditions, right-of way, transmission line, transportation, and construction. Assures that all aspects of the projects are followed through to completion, including clients' meetings and project team communication. Reviews and interprets natural gas pipeline plans, utility construction details, grading and storm drainage plans, erosion control plans, and sediment pond design tables, utility profile sheets, and architectural and structural plans. Processes field data and generates or creates topographic contours, staking base files, road alignments, and foundation surveys.

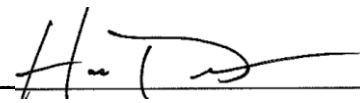
Based off the responsibilities in comparison to the market rates of pay in Southeaster Wisconsin, this report recommends reclassifying one position of Land Surveyor in Pay Range 2IN (\$59,632 - \$83,481) with a recruitment rate of \$67,651 as a Survey Geospatial Manager in Pay Range 1IX (\$76,988 - \$107,782) with a recruitment rate of \$92,207. This report further recommends that recruitment may be at any point in the pay range with DER and Chair of Finance and Personnel approval.

Action Required – Effective Pay Period 23, 2022 (October 30, 2022)

* See addendum included in CCFN 220783 for Salary and Position Ordinance changes.

Prepared by: Sarah Sinsky
Sarah Sinsky, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue, IV, Employee Relations Director



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Job Evaluation Report

City Service Commission Meeting: September 27, 2022

Various General City Departments

Current	Recommended
Business Operations Manager – Neighborhood Services PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position - DNS)	Finance and Administration Manager PR 1JX (\$82,051 - \$114,879) FN: Recruitment is at \$100,920 (One Position - DNS)
Budget and Management Reporting Manager PR IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position – DCD)	Budget Manager – City Development PR IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position – DCD)
Accounting and Grant Specialist PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position – MHD)	Grant Budget Specialist PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position – MHD)
Senior Financial Analyst PR 2JX (\$63,585 - \$89,016) (One Position – Comptroller)	Senior Financial Analyst PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position – Comptroller)
Financial Analyst PR 2IX (\$59,632 - \$83,481) (Underfill title – Comptroller)	Financial Analyst PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 (Underfill title – Comptroller)
Program Assistant II PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 (One Position – DCD) (One Position – DNS)	Human Resources Analyst PR 2IX (\$59,632 - \$83,481) FN: Recruitment is at \$65,594 (One Position – DCD) (One Position – DNS)
Anti-Graffiti Program Coordinator PR 2DN (\$43,350 - \$60,688) (One Position – DNS)	Community Outreach Project Liaison PR 2FX (\$49,643 - \$68,968) (One Position – DNS)
HRIS Compensation Audit Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$57,691 (One Position – DER)	HRIS Audit Coordinator PR 2GN (\$52,498 - \$73,504) FN: Recruitment is at \$63,729 (One Position – DER)

Benefit Services Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$57,691 (One Position – ERS)	Benefit Services Coordinator PR 2GN (\$52,498 - \$73,504) FN: Recruitment is at \$63,729 (One Position – ERS)
Test Administration Coordinator PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$57,691 (One Position – FPC)	Test Administration Coordinator PR 2GN (\$52,498 - \$73,504) FN: Recruitment is at \$63,729 (One Position – FPC)
Program Assistant III PR 5IN (\$47,274 - \$55,763) FN: Recruitment is at \$48,735 (One Position – Mayor’s Office)	Administrative Support Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$52,854 (One Position – Mayor’s Office)
Administrative Support Specialist PR 2DN (\$43,350 - \$60,688) (Two Positions – FPC) (One Position – DPW Administration) (One Position – DER)	Administrative Support Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$52,854 (Two Positions – FPC) (One Position – DPW Administration) (One Position – DER)
Program Assistant I PR 5EN (\$41,311 - \$47,658) (One Position – DPW Administration)	Accounting Coordinator I PR 2DN (\$43,350- \$60,688) FN: Recruitment is at \$49,393 (One Position – DPW Administration)
Program Assistant I PR 5EN (\$41,311 - \$47,658) (One Position – DCD)	Accounting Program Assistant III PR 5GN (\$42,442 - \$50,945) FN: Recruitment is at \$49,396 (One Position – DCD)
Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (One Position – DPW Administration) (Two Positions – DPW MWW)	Accounting Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 (One Position – DPW Administration) (Two Positions – DPW MWW)

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

The Department of Employee Relations has conducted a citywide pay study to evaluate rates of pay for various positions that perform duties related to human resources and business and financial operations. Discussions were held with department personnel, and job descriptions were provided and analyzed. The analysis and recommendation process included a review of a position’s duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience requirements. This process also compared a classification’s rate of pay to the cost of labor in Southeastern Wisconsin. Market data was sourced from ERI, a salary survey to which Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary survey information provided through MRA.

This report’s intent is to capture positions that were missed in the reports submitted and approved at the Civil Service Commission (September 13, 2022), Finance and Personnel Committee (September 14, 2022) and Fire and Police Commission (September 15, 2022). This report encompasses reclassification requests, title changes, and market adjustments to further align the City of Milwaukee’s rates of pay with the competitive labor market as well as internal positions that have through the years have evolved or taken on additional duties.

To follow suit with the prior approved reports, this report recommends that departments be allowing to recruit at any range for the titles in Pay Range 1AX to 1GX, 2AN to 2JN, and 2EX to 2JX with the approval of DER.

Furthermore, this report requests that this is effective Pay Period 20, 2022 as to eliminate transactions that are either duplicative in nature or would create unnecessary inequity with the peers of affected incumbents.

Current	Business Operations Manager – Neighborhood Services	PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456	One Position DNS
Recommended	Finance and Administration Manager	PR 1JX (\$82,051 - \$114,879) FN: Recruitment is at \$100,920	One Position DNS

This position has dual responsibility as the Budget and Financial Manager as well as the Human Resources Manager. Duties and responsibilities include:

- 30% Serves as department's Budget and Financial Manager. Prepares the department budget and revenue estimates, prepares budget revisions as necessary, monitors expenditures and revenues, prepares fund transfer requests & carryover requests. Performs expenditure and revenue forecasting, salary projections, position control and tracks performance measures. Approves payment of all invoices. Prepares financial reports. Prepares grant budgets and amendments, monitors expenditures, ensures that reporting requirements are met. Serves as department resource person for FMIS.
- 15% Advises on Human Resources and personnel operations. Coordinates the filling of vacant positions. Advises on payroll transactions. Utilizes HCM system. Serves as back-up Human Resources manager and FMLA administrator.
- 15% Manages and oversees the Support Services Division, including supervising the Administrative Services Supervisor. Division functions include accounting, billing, cash handling, purchasing, contract administration, and tax roll special charges.
- 10% Supervises the IT section. Duties include day-to-day supervision of Network Manager, advising on the development of the LMS system, perform testing of system to ensure department's needs are met. Serve as back-up liaison to ITMD.
- 5% Supervises the Compliance Programs coordinator, whose functions include running the Compliance Loan Program. Attend loan closing and loan committee meetings. Advise on programmatic policies.
- 5% Supervises the Certification and Communications Coordinator, whose functions include the preparation and/or coordination of all forms of written dept. communication (forms, brochures, etc.), web design, media relations, and other public information. Also includes coordination of departmental training and maintenance of required staff certifications.
- 5% Supervises the Certification and Communications Coordinator, whose functions include the preparation and/or coordination of all forms of written dept. communication (forms, brochures, etc.), web design, media relations, and other public information. Also includes coordination of departmental training and maintenance of required staff certifications.
- 5% Supervises the Property Registration program, including direct supervision of the Property Registration supervisor, indirect supervision of the Property Registration staff, and advising on issues such as ordinance interpretation and fee waivers.

- 5% Represent the department before committees on the Common Council, attend Judiciary Legislation, Finance and Personnel, etc.
- 5% Other duties as assigned.

Minimum qualifications include a bachelor’s degree in business administration, accounting, public administration, human resources, or a related field from an accredited college or university. Three years of management experience in budgeting, accounting, financial management, human resources or a closely related field.

This position reports directly to the Commissioner of Building Inspection and conducts strategic financial planning and budgeting, general business operations, oversight of the Support Services, IT, and Property Registration Sections, and works closely with human resources and payroll. This position exhibits a strong range of responsibility comparable to titles such as the Finance and Administration Manager in the Milwaukee Health Department, the Revenue and Financial Services Manager, and the Police Budget and Administration Manager.

We therefore recommend this position of Business Operations Manager – Neighborhood Services in Pay Range 1IX (\$76,988 - \$107,782) be reclassified as a Finance and Administration Manager in Pay Range PR 1JX (\$82,051 - \$114,879) with a recruitment rate of \$100,920.

Current	Budget and Management Reporting Manager	PR IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456	One Position DCD
Recommended	Budget Manager – City Development	PR IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456	One Position DCD

This position is responsible for budget development and fiscal management of City Development, including the component units, Redevelopment Authority (RACM), Neighborhood Improvement Development Corporation (NIDC), and city programs administered by the Department of City Development.

The Department requests to change the title of the Budget and Management Reporting Manager to be simplified and to more accurately fit the position’s duties and responsibilities. DER supports this request based off of the duties of the position and recommend retitling one position of Budget and Management Reporting Manager in Pay Range IX (\$76,988 - \$107,782 – recruitment rate \$94,456) as a Budget Manager – City Development in Pay Range IX (\$76,988 - \$107,782- recruitment rate \$94,456).

Current	Accounting and Grant Specialist	PR 2KX: \$67,763 - \$94,870 FN: Recruitment is at \$74,539	One Position MHD
Recommended	Grant Budget Specialist	PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539	One Position MHD

Under the direction and supervision of the Budget and Administration Manager, this position is responsible for monitoring the funding, spending, and accounting of the Health Department’s numerous grants. A critical part of this is ensuring eligibility and correct accounting of grant expenses during the grant period and within the City’s fiscal year. This position also assists the Budget and Administration Manager in implementing, planning, and supervising departmental accounting and business activities for Health Department grants.

The Health Department initially submitted a reclassification request for this position. The position was included in the initial Human Resources and Business Operations report that was submitted and approved. While the prior report addressed the level of pay due to the increased duties and functions, it did not affect the title. The Department strongly believes that due to the re-balance of the position to focus more on analytic/planning duties and skills, and growth of reporting duties coupled with the now peripheral accounting obligations, a new title is necessary to reflect its new functions.

This report therefore recommends retitling one position Accounting and Grant Specialist in Pay Range 2KX (\$67,763 - \$94,870 – recruitment rate \$74,539) as a Grant Budget Specialist in Pay Range 2KX (\$67,763 - \$94,870 – recruitment rate \$74,539).

Current	Senior Financial Analyst	PR 2JX (\$63,585 - \$89,016)	One Position Comptroller
Current	Financial Analyst	PR 2IX (\$59,632 - \$83,481)	Underfill Title Comptroller
Recommended	Senior Financial Analyst	PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539	One Position Comptroller
Recommended	Financial Analyst	PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943	Underfill Title Comptroller

The Senior Financial Analyst analyzes and makes recommendations on various complex financial data, in several material forms, in order to aid in decision making processes and the formation of City policy. The position assists in the structuring, issuance, monitoring, and budgeting of bonds and debt service. Duties include gathering, extracting, and analyzing information from various sources; completing, monitoring, and filing disclosure documents for the City’s bond issues, and updating the City’s bond management software. The position also performs financial analysis and research related to tax incremental financing, including feasibility analysis of project plans and amendments, TID debt monitoring, document review, and providing council members with requested information. In addition, the position assists with preparation of Revenue Budget estimates contained in the annual City Budget and monitors revenue throughout the year.

The Senior Financial Analyst and it’s underfill title, Financial Analyst, are comparable to the following classification levels in the Department of Administration – Budget Office:

Classification	Function
Title: Budget and Fiscal Policy Analyst III Pay Range: 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539	Serves as an experienced budget, management, and fiscal policy analyst. Performs functions that are critical to developing the Mayor’s annual budget, monitoring the impact of expenditures, and proposes operating and capital annual budgets, revenues, and fiscal policy.
Title: Budget and Fiscal Policy Analyst II Pay Range: 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943	Serves as a budget, management, and fiscal policy analyst. Assists with the development of the annual Executive Budget, performs fiscal policy analysis, and operating budget administration.

Based off of the aforementioned comparisons and the prior Human Resources and Business Operations submitted and approved, this report recommends aligning the Senior Financial Analyst with the Budget and Fiscal Policy Analyst III, and placing the title in Pay Range 2KX (\$67,763 - \$94,870) with a recruitment rate of \$74,539; and aligning the Financial Analyst with the Budget and Fiscal Policy Analyst II, and placing the title in Pay Range 2JX (\$63,585 - \$89,016) with a recruitment rate of \$69,943.

Current	Program Assistant II	PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390	One Position DCD One Position DNS
Recommended	Human Resources Analyst	PR 2IX (\$59,632 - \$83,481) FN: Recruitment is at \$65,594	One Position DCD One Position DNS

Department of City Development

This position provides confidential administrative support to the Finance and Administration Section's Personnel and Payroll section in the following areas: payroll and personnel transactions and reports, employee benefit information, general employment information and other general personnel administrative support. This position also provides administrative support for grant administration. Duties and responsibilities include:

- 70% Provide personnel and payroll administrative support; enter new DCD employees in the HRMS system and creates personnel files; provide set-up for new employees, including ordering phones and other equipment, preparing new hire paperwork, and submitting request for computer access; maintain employee information in HRMS and personnel files, such as, appointments, sick leave, jury duty, promotions, transfers, discipline, retirements, and separations; perform employee records maintenance/processing, including but not limited to the employee information database, electronic posting of employee time, timecard processing, etc.; maintain and audit personnel and payroll databases and reporting; monitor employee work hours in order to implement vacation benefit or reduction of service credit; advise employees of benefit changes; process and monitor certifications, employee probation periods, FMLA usage, and employee performance reviews; track, analyze, and process various employee processes and reports, including but not limited to sick leave incentive program, annual salary reports, and bi-annual sick leave control program; prepare and correct basic and complex employee time-entry transactions, including but not limited to verification of calculations, special pays, retroactive payments, payroll adjustments, and leave balance and record appropriate information in HRMS; process auto allowance requests and maintain employee auto insurance and driver's license records; assist with recruitment activities, such as scheduling candidates for interviews, and formatting interview materials; and respond to the payroll requests for information, such as pension estimates, unemployment or worker's compensation wage statements.
- 20% Support the Earn and Learn Summer Youth Internship Program (SYIP) by processing the online applications into an excel format, apply an established criteria to identify eligible candidates, sending disposition notices, assembling applications and transcripts, referring ineligible candidates, and screening candidates; promote SYIP through social media, speaking to youth at job fairs, school visits, and other events; and assist the DCD Human Resources Administrator and Youth Coordinator with SYIP job placement, payroll spreadsheets, and record maintenance.
- 5% Assist in updating and maintaining department and SYIP web pages using Titan. Update content, links, and documents as necessary.
- 5% Other duties as assigned.

Department of Neighborhood Services

This position provides administrative and project support to the Human Resources function within the

Department of Neighborhood Services. This support will perform a wide array of HR functions, such as talent acquisition, records management, HR data and reporting, employee relations, talent retention and payroll. Duties and responsibilities include:

- 60% Provide general administrative support for the DNS Human Resources team, which may include running or designing reports, researching information, scheduling interviews/meetings, working on HR projects, and answering basic employee questions.
- 15% Assist with managing confidential personnel records, including interview files, personnel files, and investigatory records.
- 10% Research and analyze data as requested by the DNS Human Resources Administrator, to assist with special reports and/ or projects as needed.
- 10% Assist with payroll by auditing timecards, reviewing supporting documentation, and making HRMS entries.
- 5% Other duties as assigned.

Both Department have requested to reclassify their position of Program Assistant II. The responsibilities of each position now align with the classification of Human Resources Analyst. This recommendation is to reclassify both aforementioned DCD and DNS Program Assistant II's in Pay Range 5FN (\$41,326 - \$49,213 – recruitment at \$43,390) as Human Resources Analysts in Pay Range 2IX (\$59,632 - \$83,481) with a recruitment rate of \$65,594.

Current	Anti-Graffiti Program Coordinator	PR 2DN (\$43,350 - \$60,688)	One Position DNS
Recommended	Community Outreach Project Liaison	PR 2FX (\$49,643 - \$68,968)	One Position DNS

This position works under the direction of the Property Management Program Coordinator to implement the Department’s anti-graffiti activities such as public awareness, prevention, abatement, contracting, education, inspection, grant writing, and other forms of outreach. This position assists the Property Management Program Coordinator in preparing and presenting Landlord Training Programs and assists with staff training and development and other public awareness initiatives as needed. Duties and responsibilities include:

- 35% Assist in implementation and enforcement of the department’s anti-graffiti program including enforcement, abatement, community awareness campaigns, education, and outreach efforts.
- 15% Assist with the preparation and presentation of Landlord Training Programs.
- 15% Conduct field inspections of residential and commercial properties for compliance with graffiti laws and regulations, issue orders, and provide follow up enforcement.
- 10% Establish and maintain collaborative relationships with outside agencies involved in anti-graffiti efforts, including but not limited to MPD, City Departments, District Attorney, community-based organizations, public and private schools, residents, community groups and other organizations.
- 8% Assist the Property Management Program Coordinator in seeking out grant opportunities including assisting with grant applications, writing grant narratives, providing necessary data, etc.

for the Landlord Training Program, anti-graffiti program, and other departmental initiatives.

- 5% Participate in data collection and documentation of program accomplishments, and preparation of reports pertinent to program objectives and goals as assigned by the Property Management Program Coordinator.
- 5% Direct contractors, city crews, community groups, volunteers, and others in the efficient abatement of graffiti.
- 4% Represent the department at the City’s Anti-Graffiti Committee meetings and provide other graffiti related presentations to interested parties.
- 3% Maintain and coordinate the use of various anti-graffiti camera equipment.

Minimum qualifications include a bachelor’s degree in public administration, education or a related field from an accredited college or university and a year of work experience coordinating public or community-based programs related to housing. Equivalent combinations of experience and education may be considered.

This position has evolved over the years by taking on roles more akin to that of a Community Outreach Project Liaison, such as: establishing and maintaining collaborative relationships with outside agencies involved in DNS programming, including community-based organization, public and private schools, residents, community groups, and other organizations; coordinating DNS’ day to day outreach efforts; and coordinating the Department’s Artistic Board Up Project.

The Department of Neighborhood Services has sited the expansion of outreach to go beyond that of Anti-Graffiti and to encompasses more DNS initiatives and programs and is community education focused and driven. Due to the expanded focus and duties of this position, DER Compensation has determined that this position performs work of similar level and complexity to that of other classified Community Outreach Project Liaisons.

This report recommends reclassifying this position of Anti-Graffiti Program Coordinator in Pay Range 2DN (\$43,350 - \$60,688) as a Community Outreach Project Liaison in Pay Range 2FX (\$49,643 - \$68,968).

Current Title	Current Pay Range	New Title	Recommended Pay Range
HRIS Compensation Audit Specialist One Position - DER	2DN: \$43,350 - \$60,688 Recruit Rate: \$57,691	HRIS Audit Coordinator	2GN: \$52,498 - \$73,504 Recruit Rate: \$63,729
Benefit Services Coordinator One Position - ERS	2EN: \$46,212 - \$64,695 Recruit Rate: \$57,691	N/A	
Test Administration Coordinator One Position – FPC			

These three positions perform duties and responsibilities that are similar in complexity and require the same breadth of experience and knowledge in their fields.

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

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
5	\$57,614	\$61,828	\$67,589	\$72,867	\$78,356

4	\$55,467	\$59,513	\$65,067	\$70,148	\$75,451
3	\$53,082	\$56,934	\$62,251	\$67,105	\$72,193
2	\$50,537	\$54,171	\$59,222	\$63,825	\$68,674
1	\$47,939	\$51,329	\$56,092	\$60,426	\$65,019

Source: ERI Data as of August 15, 2022

ERI defines the HRIS Coordinator as a position that inputs data into the Human Resources Information Systems (HRIS) modules including, but not limited to, compensation, payroll, and benefits, and verifies accuracy of data through audits and query generation. Processes human resources changes, such as new hires, terminations, and salary changes, and alters data as necessary. Assists with report generation, maintenance, and distribution. Reviews new hire, termination, and data change forms for accuracy. Participates in the review, testing, and implementation of HRIS upgrades and patches. Helps troubleshoot issues. Supports the development of user procedures, guidelines, and policies and documents the process and its results.

Compensation and Benefits Specialist

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
5	\$55,778	\$60,503	\$66,829	\$72,932	\$79,157
4	\$53,508	\$58,025	\$64,091	\$69,930	\$75,901
3	\$51,163	\$55,462	\$61,256	\$66,818	\$72,523
2	\$48,776	\$52,844	\$58,354	\$63,631	\$69,060
1	\$46,387	\$50,211	\$55,429	\$60,412	\$65,559

Source: ERI Data as of August 15, 2022

ERI defines the Compensation and Benefits Specialist as administrates and monitors compensation and wellness programs including development of strategies and communications. Assists supervisors and management in implementation health and welfare plans including medical, dental, vision, and life insurance. Assesses and ensures that company is in compliance with IRS and DOL reporting requirements. Acts as point of contact between company and benefit program vendors. Issues annual wage statements for employees and processes payrolls and wage adjustments. May prepare tax returns for city, state or federal governments. Delivers communications regarding compensation and benefits programs including plan initiations, enrollments, changes and terminations.

The last time that the Test Administration Coordinator was reviewed in 2010, parallels were made to a level that “does not perform the higher-level function of job analysis and test development” as a Human Resources Analyst, but “it does have some responsibilities that are similar including test administration and coordination, recruitment, reviewing applications for minimum requirements, and responding to questions from applicants and Departments.” This position is unique in nature, as stated in the 2010 report, but it was benchmarked at a similar level as that of the HRIS Audit Coordinator and the Benefit Services Coordinator.

Therefore, this report recommends that based off of market: the HRIS Compensation Audit Specialist in Pay Range 2DN (\$43,350 - \$60,688 – recruitment rate is \$57,691) be retitled to HRIS Audit Coordinator and move to Pay Range 2GN (\$52,498 - \$73,504) with a recruitment rate of \$63,729. To keep these titles in alignment, this report further recommends that the Benefit Services Coordinator and Test Administration Coordinator move to Pay Range 2GN (\$52,498 - \$73,504) with a recruitment rate of \$63,729.

Current	Program Assistant III	PR 5IN (\$47,274 - \$55,763)	One Position
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		FN: Recruitment is at \$48,735	Mayor's Office
Recommended	Administrative Support Specialist	PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$52,854	One Position Mayor's Office

This position performs any and all office management duties including, but not limited to: preparation of office budget, provide efficient accounting practices, handle all accounts payable/receivable, record management, manage office payroll, set up and maintain all new and existing employees in the HCM system, purchase necessary supplies and equipment, do all paperwork/electronic entries related to Board and BID appointments and reappointments for the Mayor, and assist staff with projects as needed. Duties and responsibilities include:

- Assists in the preparation of the Mayor's Office budget, maintain budgetary records and manage accounts.
- Maintains confidential personnel records as well as all office records from mail, gifts, etc.
- Handles all details regarding payroll, including recordkeeping and establishing payroll procedures.
- Maintains all HCM entries for current and new employees.
- Orders and maintains inventory of all Mayor's office supplies.
- Checks all bills coming into the Mayor's Office and prepares forms of payment.
- Prepares Board and BID appointment/reappointment documents for Mayor's appointments to Common Council.
- Prepares all City employee retirement certificates and letters on behalf of the Mayor.
- Assists staff with on-going projects and helps with reception duties when needed.
- Assists with documentation and recordkeeping related to open records requests.
- Works as Wellness Champion for the office.
- Works with staff on HR related issues when able or gives direction when needed.
- Works with office contact on UPAF and Combined Giving campaigns.
- Catalogue and handle display/donation/storage of all gifts given to the Mayor.
- Assist interns when needed with questions and procedures.
- Keeps staff on track with open enrollment, payroll, tax information, and any other relevant notifications.
- Helps with the Mayor's holiday drive during November and December with collecting, sorting, ordering extras, and packing.

Minimum qualifications include an associate's degree in human resources, accounting, business or a closely related field and two years of experience providing high level administration support. Equivalent combinations of education and experience may be considered.

This position is responsible for managing higher level administrative support functions such as: support to the Department's budget process; monitoring departmental accounts; manages purchasing related processes; provides orientation and training for new departmental staff; prepares job descriptions; prepares confidential correspondence and reports; and completes special projects.

Based upon the duties and responsibilities of this position in comparison with other city positions with responsibility for managing higher level administrative functions, this report recommends reclassifying one position of Program Assistant III in Pay Range 5IN (\$47,274 - \$55,763 – recruitment is at \$48,735) to the title Administrative Support Specialist in Pay Range 2DN (\$43,350 - \$60,688) with a recruitment rate of \$52,854.

On this note, we are requesting that the recruitment rate for the Administrative Support Specialist in Pay Range 2DN (\$43,350 - \$60,688) receive a higher recruitment rate of \$52,854 to align with the established

Emergency Communications Administrative Support Specialist in Pay Range 2DN. This will also affect the following positions:

Current Title	Current Pay Range	New Title	Recommended Pay Range
Administrative Support Specialist Two Positions – FPC One Position – DPW Administration One Position – DER	2DN: \$43,350 - \$60,688	N/A	2DN: \$43,350 - \$60,688 Recruit Rate: \$52,854

Current	Program Assistant I	PR 5EN (\$41,311 - \$47,658)	One Position DPW- Admin
Recommended	Accounting Coordinator I	PR 2DN (\$43,350- \$60,688) FN: Recruitment is at \$49,393	One Position DPW- Admin

This position is responsible for processing, analyzing, and billing reimbursable jobs for Public Works. Responsibilities also include coordination of close-out processes for damages to division facilities by contractors, motor vehicles accidents, and other City departments. Duties and responsibilities include:

- 50% Analyze, calculate and produce billings; respond to telephone inquiries regarding billings; prepare end-of-year internal and external billings; research and resolve unpaid DPW invoices; respond to requests from private parties and insurance companies regarding invoices.
- 20% Create letters for damages in DPW job order program; create listing of monthly damage costs.
- 15% Review open jobs for close-out processing.
- 5% Review Electrical Services jobs and submittal of corrections.
- 5% Generate and issue reimbursable project numbers.
- 5% Assist with Accounts Payable when needed.

In comparing the base functions of this position to internal City of Milwaukee position and the labor market using the Economics Research Institute (ERI), a salary survey to which DER subscribes, parallels were drawn to the recently classified Accounting Coordinator I title:

Accounting Coordinator, ERI

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$53,367	\$56,455	\$60,822	\$64,561	\$68,621
6	\$51,678	\$54,658	\$58,884	\$62,490	\$66,416
5	\$49,854	\$52,714	\$56,785	\$60,246	\$64,026
4	\$47,901	\$50,629	\$54,530	\$57,834	\$61,454
3	\$45,839	\$48,430	\$52,146	\$55,280	\$58,730
2	\$43,693	\$46,153	\$49,674	\$52,627	\$55,898
1	\$41,486	\$43,832	\$47,169	\$49,934	\$53,016

ERI as of 8/15/2022

Processes incoming and outgoing payments and performs quarterly and annual financial audits. Generates and prepares accounting reports and records journal entries that outline the integrity of financial data. Assists in general accounting work such as calculating time worked and entering timesheets, reviewing and maintaining cash receipts, and analysis and reconciliation of company

accounts. Assists in proofing of sales orders and invoices. Completes and updates W-9 forms and credit applications. Codes and enters transactions in appropriate accounting systems/databases. Collaborates and communicates with Human Resources as necessary. Collects, reviews and prepares metric reports.

Based off of the aforementioned market data and comparable internal City positions, this report recommends that this position of Program Assistant I in Pay Range 5EN (\$41,311 - \$47,658) be reclassified as an Accounting Coordinator I in Pay Range 2DN (\$43,350- \$60,688) with a recruitment rate of \$49,393.

Current	Program Assistant I	PR 5EN (\$41,311 - \$47,658)	One Position DCD
Recommended	Accounting Program Assistant III	PR 5GN (\$42,442 - \$50,945) FN: Recruitment is at \$49,396	One Position DCD

This position provides loan servicing and financial management support for the Neighborhood Improvement Development Corporations (NIDC) and Department of City Development activities related to the City’s rehabilitation loan programs. Duties and responsibilities include:

- 60% Review client and loan information related to new loans; make revisions to documents as required; enter loan into Loan Ledger system, mail loan coupons, and create internal loan folder; review and process Subordination and Assumption requests according to NIDC policy; process and execute loan satisfactions; deposit final payments for loan satisfactions; review and establish legal documents related to NIDC liens and loan closings; act as liaison to clients, lawyers, title companies, financial institutions, and City staff regarding NIDC loans; remove non-sufficient (NSF) payments from accounts and issue NSF letters to clients; implement collection efforts according to NIDC policy; issue delinquency and collection letters, manage payoff or monthly payment amounts with clients, and report collection/delinquency activity to management; handle client phone calls
- 30% Retrieve loan deposits, coupons, and posting sheets from financial institutions on a daily basis; record loan payment in the Loan Ledger system; reconcile loan coupons and checks copies to bank posting sheets; create/update internal financial spreadsheets to reflect loan activity; monitor loan applications, client history, and provide NIDC financial staff with loan information as needed; prepare year-end loan statements and 1098 Interest forms for clients; enter loan ‘closeout’ adjustments and notations to client records as needed; manage Loan Ledger accounts; balance accounts as necessary; and provide NIDC loan summary information to management and City agencies as required.
- 10% Provides back-up to accounting staff; and performs other duties as assigned.

In comparing the base functions of this position to internal City of Milwaukee positions, this position performs the same level of responsibilities as the positions located in the Comptroller’s Office: audit sub-recipients cost reports to ensure accuracy, completeness, consistence with approved budget/cost allocation plan; monitor inconsistencies or discrepancies in cost reports; verify proof of liability insurance coverage prior to payment approval; maintain accurate records of grant contracts; verify invoices and budgetary line information and charges; schedule payments, budget check, assemble attachments and related supporting documents for the voucher; approve vouchers for timely payment and posting in the city’s FIMS system; and ensure that grant funds are administered in compliance with grantors requirements.

Based off of the comparison of similar scope and responsibility, this report recommends that this position of Program Assistant I in Pay Range 5EN (\$41,311 - \$47,658), be reclassified as an Accounting Program Assistant III in Pay Range 5GN (\$42,442 - \$50,945) with a recruitment rate of \$49,396.

Current	Accounting Assistant II	PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888	One Position DPW –Admin Two Positions DPW - MWW
Recommended	Accounting Assistant III	PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144	One Position DPW –Admin Two Positions DPW - MWW

DPW – Administration:

This position creates vouchers for payment of vendors, invoices from vendors for goods and services. This involves using PeopleSoft Financials to verify and establish vendors, produce vouchers for vendor payment, employee travel expenses, petty cash, and ProCard. This position also creates purchase orders and verifies payments for divisions in the Department of Public Works. Duties and responsibilities include:

- 70% Using PeopleSoft Financial: create control groups, purchase orders and new orders, research and resolve budget check errors when they occur, process bi-weekly ProCard statements, and check status of vendor contracts.
- 25% Verify vendors and request W-9's when necessary; review invoices for pending credits and discounts, resolving problems prior to voucher creation; sort incoming invoices by payment category and distribute mil for the Financial section.
- 5% Maintain logs for voucher control groups and files for paid vendor invoices.

DPW – Milwaukee Water Works:

This position is responsible for performing various accounts payable and general accounting support functions, especially related to lead service line replacement program, Safe Drinking Water Loan program, and other functions for the Accounting, Rates and Finance section of the Milwaukee Water Works. Duties and responsibilities include:

- 40% Enter invoices for MWW on the City's FMIS system and process for payment; process water bill refunds and miscellaneous payments such as sundry invoices; create direct purchase orders, requisitions and service orders as needed; copy and batch control groups to submit to the Comptroller's Office as needed and scan documents; and update tracker and create payments for safety shoe reimbursement.
- 20% Process Interdepartmental Requisitions and Invoices (IRI's) received from and given to other departments, getting approvals, and making copies for filing.
- 10% Process hydrant refunds.
- 10% Review open encumbrances and PO's from prior year on disposition of issues and make adjustments once the Comptroller's Office has posted carryovers from prior year.
- 10% Prepare numerous reports such as sundry receivables, spending reports, etc.
- 10% Other duties as assigned.

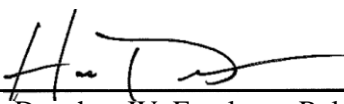
Both Department have requested to reclassify their position(s) of Accounting Assistant II. The scope and responsibilities of each position now align with the classification of Accounting Assistant III. This recommendation is to reclassify both aforementioned DPW - Admin and DPW – MWW’s Accounting Assistant II’s in Pay Range 6HN (\$37,821 - \$42,701– recruitment at \$41,888) as Accounting Assistant III’s in Pay Range 5EN (\$41,311 - \$47,658) with a recruitment rate of \$43,144.

Action Required – Effective Pay Period 20, 2022 (September 18, 2022)

* See addendum included in CCFN 220783 for Salary and Position Ordinance changes.

Prepared By: Sarah Sinsky
Sarah Sinsky, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>9/30/2022</u>	File Number	<u>220783</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on September 27, 2022.</u>				

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

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

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

F

Assumptions used in arriving at fiscal estimate. 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. _____

JThis Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet for Report for Various Departments**

City Service Commission Meeting of September 27, 2022
Finance and Personnel Committee Meeting of October 5, 2022

NEW COSTS FOR 2022										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	DPW-Infra Svcs	Mgmt Civil Eng - Senior	1IX	Civil Engineer V*	1JX	\$92,207	\$101,428	\$1,419	\$199	\$1,617
1	DPW-Infra Svcs	Business Support Liaison	2HX	Marketing and Communications Officer*	2JX	\$56,789	\$69,943	\$2,024	\$283	\$2,307
1	DPW-Infra Svcs	Land Surveyor	2IN	Survey Geospatial Manager*	1IX	\$79,003	\$92,207	\$2,031	\$284	\$2,316
1	Neighborhood Services	Business Ops Mgr-Neighborhood Svcs	1IX	Finance and Administration Mgr	1JX	\$81,209	\$103,948	\$6,122	\$857	\$6,979
1	City Development	Budget & Mgmt Reporting Mgr	1IX	Budget Mgr - City Development	1IX	N/A	N/A	N/A Title Change Only		
1	Health	Accounting & Grant Specialist	2KX	Grant Budget Specialist	2KX	N/A	N/A	N/A Title Change Only		
1	Comptroller's Office	Senior Financial Analyst	2JX	Senior Financial Analyst	2KX	\$67,667	\$76,775	\$2,452	\$343	\$2,795
1	City Development	Program Assistant II	5FN	Human Resources Analyst	2IX	\$45,866	\$67,562	\$5,841	\$818	\$6,659
1	Neighborhood Services	Program Assistant II	5FN	Human Resources Analyst	2IX	\$44,691	\$67,562	\$6,158	\$862	\$7,020
1	Neighborhood Services	Anti-Graffiti Program Coordinator	2DN	Community Outreach Project Liaison	2FX	\$50,678	\$54,226	\$955	\$134	\$1,089
1	Employee Relations	HRIS Compensation Audit Specialist	2DN	HRIS Audit Coordinator	2GN	\$59,422	\$65,640	\$1,674	\$342	\$2,016
1	Employee's Retirement Sy:	Benefit Services Coordinator	2EN	Benefit Services Coordinator	2GN	\$57,691	\$63,729	\$1,626	\$332	\$1,958
1	Fire & Police Comm	Test Administration Coordinator	2EN	Test Administration Coordinator	2GN	\$57,691	\$63,729	\$1,626	\$332	\$1,958
1	Mayor's Office	Program Assistant III	5IN	Administrative Support Specialist	2DN	\$53,269	\$56,998	\$1,004	\$205	\$1,209
1	Fire & Police Comm	Administrative Support Specialist	2DN	Administrative Support Specialist	2DN	N/A	N/A	N/A Above New Recruitment Rate		
1	Fire & Police Comm	Administrative Support Specialist	2DN	Administrative Support Specialist	2DN	\$43,350	\$52,854	\$2,559	\$523	\$3,082
1	DPW-Admin	Administrative Support Specialist	2DN	Administrative Support Specialist	2DN	\$45,546	\$54,440	\$2,395	\$490	\$2,884
1	Employee Relations	Administrative Support Specialist	2DN	Administrative Support Specialist	2DN	\$43,350	\$52,854	\$2,559	\$523	\$3,082
1	DPW-Admin	Program Assistant I	5EN	Accounting Coordinator I	2DN	\$46,181	\$50,875	\$1,264	\$258	\$1,522
1	City Development	Program Assistant I	5EN	Accounting Program Assistant III	5GN	\$47,290	\$50,878	\$966	\$198	\$1,164
1	DPW-Admin	Accounting Assistant II	6HN	Accounting Assistant III	5EN	\$41,888	\$43,144	\$338	\$69	\$407
1	DPW-Water Works	Accounting Assistant II	6HN	Accounting Assistant III	5EN	\$41,888	\$43,144	\$338	\$69	\$407
1	DPW-Water Works	Accounting Assistant II	6HN	Accounting Assistant III	5EN	\$42,550	\$44,678	\$573	\$117	\$690
								\$43,922	\$7,240	\$51,163

Assume effective date is Pay Period 20, 2022 (September 18, 2022) unless indicated otherwise.

*Assume effective date is Pay Period 23, 2022 (October 30, 2022).

NEW COSTS FOR FULL YEAR										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	DPW-Infra Svcs	Mgmt Civil Eng - Senior	1IX	Civil Engineer V	1JX	\$92,207	\$101,428	\$9,221	\$1,291	\$10,512
1	DPW-Infra Svcs	Business Support Liaison	2HX	Marketing and Communications Officer	2JX	\$56,789	\$69,943	\$13,154	\$1,842	\$14,996
1	DPW-Infra Svcs	Land Surveyor	2IN	Survey Geospatial Manager	1IX	\$79,003	\$92,207	\$13,204	\$1,849	\$15,053
1	Neighborhood Services	Business Ops Mgr-Neighborhood Svcs	1IX	Finance and Administration Mgr	1JX	\$81,209	\$103,948	\$22,739	\$3,183	\$25,922
1	City Development	Budget & Mgmt Reporting Mgr	1IX	Budget Mgr - City Development	1IX	N/A	N/A	N/A Title Change Only		
1	Health	Accounting & Grant Specialist	2KX	Grant Budget Specialist	2KX	N/A	N/A	N/A Title Change Only		
1	Comptroller's Office	Senior Financial Analyst	2JX	Senior Financial Analyst	2KX	\$67,667	\$76,775	\$9,108	\$1,275	\$10,383
1	City Development	Program Assistant II	5FN	Human Resources Analyst	2IX	\$45,866	\$67,562	\$21,696	\$3,037	\$24,733
1	Neighborhood Services	Program Assistant II	5FN	Human Resources Analyst	2IX	\$44,691	\$67,562	\$22,871	\$3,202	\$26,073
1	Neighborhood Services	Anti-Graffiti Program Coordinator	2DN	Community Outreach Project Liaison	2FX	\$50,678	\$54,226	\$3,548	\$497	\$4,045
1	Employee Relations	HRIS Compensation Audit Specialist	2DN	HRIS Audit Coordinator	2GN	\$59,422	\$65,640	\$6,218	\$1,272	\$7,490
1	Employee's Retirement Sy:	Benefit Services Coordinator	2EN	Benefit Services Coordinator	2GN	\$57,691	\$63,729	\$6,038	\$1,235	\$7,273

1	Fire & Police Comm	Test Administration Coordinator	2EN	Test Administration Coordinator	2GN	\$57,691	\$63,729	\$6,038	\$1,235	\$7,273
1	Mayor's Office	Program Assistant III	5IN	Administrative Support Specialist	2DN	\$53,269	\$56,998	\$3,729	\$763	\$4,492
1	Fire & Police Comm	Administrative Support Specialist	2DN	Administrative Support Specialist	2DN	N/A	N/A	N/A Above New Recruitment Rate		
1	Fire & Police Comm	Administrative Support Specialist	2DN	Administrative Support Specialist	2DN	\$43,350	\$52,854	\$9,504	\$1,944	\$11,448
1	DPW-Admin	Administrative Support Specialist	2DN	Administrative Support Specialist	2DN	\$45,546	\$54,440	\$8,894	\$1,819	\$10,713
1	Employee Relations	Administrative Support Specialist	2DN	Administrative Support Specialist	2DN	\$43,350	\$52,854	\$9,504	\$1,944	\$11,448
1	DPW-Admin	Program Assistant I	5EN	Accounting Coordinator I	2DN	\$46,181	\$50,875	\$4,694	\$960	\$5,654
1	City Development	Program Assistant I	5EN	Accounting Program Assistant III	5GN	\$47,290	\$50,878	\$3,588	\$734	\$4,322
1	DPW-Admin	Accounting Assistant II	6HN	Accounting Assistant III	5EN	\$41,888	\$43,144	\$1,256	\$257	\$1,513
1	DPW-Water Works	Accounting Assistant II	6HN	Accounting Assistant III	5EN	\$41,888	\$43,144	\$1,256	\$257	\$1,513
1	DPW-Water Works	Accounting Assistant II	6HN	Accounting Assistant III	5EN	\$42,550	\$44,678	\$2,128	\$435	\$2,563
								\$178,388	\$29,028	\$207,416

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