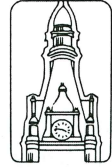


**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

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Maria Monteagudo  
Department of Employee Relations  
City of Milwaukee  
200 E Wells St, Room 706

January 22, 2019

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 181551 – Communication from the Department of Employee Relations relating to bilingual designations for positions of Library Technology Specialist and Library Circulation Assistant I*

Dear Committee Members:

This communication requests an amendment to the 2019 Positions Ordinance to designate six positions as bilingual that are assigned to south side branches within the Milwaukee Public Library (MPL) system. These include:

- One (1) position of Library Technology Specialist
- Five (5) positions of Library Circulation Assistant I

The changing demographics of residents, based upon federal census data, indicate that over half of the households within this area are Spanish-speaking. The library branches located on the south side include:

1. Mitchell Street
2. Zablocki
3. Bay View
4. Tippecanoe

The Library Technology Specialist is responsible for developing the curriculum for and facilitating MPL's computer training classes and also conducting Drop-In Job Center workshops where residents receive assistance with job search and resume writing skills. Approximately 90% of this position's job duties involve regular and frequent contact with Spanish-speaking residents. Since 2015, approximately 36% of the computer classes taught by the Library Technology Specialist were in Spanish. In addition, the Library Technology Specialist provides assistance with technology (e.g. printing, using software, navigating the internet and library-provided databases) and assists patrons with technology-related questions regarding résumés, job applications, and job searching.

The Library Circulation Assistant I is responsible for checking library materials in and out, collecting payments, answering general and directional inquiries regarding library events and services, answering the telephone and transferring calls to appropriate staff members, and assisting with self-checks, library card registration, and the replacement of lost cards. Over 45% of these Library Circulation Assistant I positions' job duties involve regular and frequent contact with Spanish-speaking residents when staffing a customer service desk.

Applying these provisions will allow Milwaukee Public Library to further its public service responsibility and positively impact initiatives to increase Technology & Digital Inclusion and Workforce Development & Business Growth. The actions below will implement these recommendations.

**Action Required – Effective Pay Period 05, 2019 (February 24, 2019)**

In the Positions Ordinance

Under Library, Administrative Services Decision Unit, Information Technology Section:

Delete one position of "Library Technology Specialist (X)".

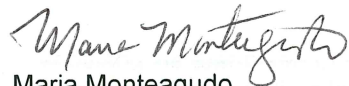
Add one position of "Library Technology Specialist – Bilingual (X)".

Under Library, Branch Library Services Decision Unit, Branch Library Services Pool:

Delete five positions of "Library Circulation Assistant I".

Add five positions of "Library Circulation Assistant I – Bilingual".

Respectfully submitted,



Maria Monteagudo  
Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b>	1/22/2019	<b>File Number</b>	181551	<input checked="" type="checkbox"/> <b>Original</b>	<input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b>	Communication from the Department of Employee Relations relating to bilingual designations for positions of Library Technology Specialist and Library Circulation Assistant I				

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b>	Derek Reilly / Human Resources Analyst / Employee Relations / x3143
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<b>C</b>	<b>This File</b>	<input 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.	

<b>D</b>	<b>Charge To</b>	<input 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)		

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

**F**

Assumptions used in arriving at fiscal estimate. \_\_\_\_\_

**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.