



CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

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

February 17, 2021

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 201435 - "Communication from the Department of Employee Relations amending the Salary Ordinance to add recruitment flexibility to the title of Facilities Manager."

Dear Committee Members:

This communication requests amendment to the 2021 Salary Ordinance to allow recruitment flexibility for the title of Facilities Manager in Pay Range 1HX (\$70,827 - \$99,154 wage rate) (\$72,952 - \$102,129 resident incentive rate). The Milwaukee Police Department is recruiting a new Facilities Manager and in an effort to recruit and appoint the most qualified individual, Acting Chief of Police, Jeffrey Norman, is requesting a footnote that allows the department to recruit at any rate in the pay range with approval of the Department of Employee Relations and the Chair of the Finance and Personnel Committee.

The Facilities Manager oversees the Facilities Services Division, which is responsible for the repairs, remodeling, and maintenance of fourteen Police buildings and MPD's Printing and Supplies Section. In addition to enforcing the rules and regulations of the department as they apply to the Facilities Services Division, this position is responsible for the fiscal planning and oversight of the Facilities Services Division's \$2.2 million budget, as well as the successful implementation of all projects. Lastly, the Facilities Manager is responsible for overseeing service contracts, handling personnel issues, participating in safety and training, and overseeing development of equipment specifications.

This requested recruitment flexibility will assist the Milwaukee Police Department hiring the most qualified candidates for this critical position. There is also position authority for a Facilities Manager within the Department of Public Works – Infrastructure Services. While DPW's position is currently filled, this recruitment flexibility would also assist in hiring the most qualified candidates for that position in the future.

This communication therefore requests the creation of footnotes that allow recruitment at any rate in the pay range with the approval of DER and the Chair of the Finance and Personnel Committee.

Action Required – Effective Pay Period 6 2021 (March 7, 2021)

In the Salary Ordinance

Under Pay Range 1HX

Add footnote designations (1) and (6) to the title of "Facilities Manager"

Respectfully Submitted,

Andrea Knickerbocker
Human Resources Manager



City of Milwaukee Fiscal Impact Statement

A **Date** 2/20/2021 **File Number** 201435 **Original** **Substitute**
Subject Communication from the Department of Employee Relations amending the Salary Ordinance to add recruitment flexibility to the title of Facilities Manager.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / Employee Relations / x2398

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) _____
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

	Purpose	Specify Type/Use	Expenditure	Revenue
E	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.

J

This Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of February 24, 2021

NEW COSTS FOR 2021

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
2	Police & DPW-Infrastructure	Facilities Manager	1HX	Facilities Manager	1HX	N/A	N/A	N/A Recruitment Flexibility		
2								\$0	\$0	\$0

Assume effective date is Pay Period 6, 2021 (March 7, 2021).

Costs will depend on the actual request for an individual being appointed to this position.

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
2	Police & DPW-Infrastructure	Facilities Manager	1HX	Facilities Manager	1HX	N/A	N/A	N/A Recruitment Flexibility		
2								\$0	\$0	\$0