

June 8, 2004

To the Honorable  
The Common Council  
City of Milwaukee

Dear Common Council Members:

We request to open a file to report on the Status of Requests for Classification Studies received by the Department of Employee Relations. A spreadsheet detailing current requests is attached.

Also enclosed is a copy of the Department of Employee Relations document—Reclassifications, Reallocations, and Title changes: Approach and Procedures. This document addresses the principles and practices of conducting these studies in addition to what Employee Relations looks for in evaluating requests, the procedure for initiating requests, and steps in the study process. We welcome the opportunity to provide an overview of this information to the Committee.

Sincerely,

Florence Dukes  
Employee Relations Director

Attachments

FHD:AK:pb