



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

City Service Commission Meeting: June 17, 2025

### Employees' Retirement System

Employees' Retirement System Operations Director PR 1MX (\$103,384 - \$144,744) (One Vacant Position)	ERS Human Resources Administrator PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Vacant Position)
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Note: Residents receive a 3% Resident Incentive Allowance.

ERS Deputy Director Melody Johnson has requested to repurpose one position of ERS Operations Director in Pay Range 1MX (\$103,384 - \$144,744) as an ERS Human Resources Administrator in Pay Range 1IX (\$80,098 - \$112,137). The department has provided a new job description. This report is to supersede the report that was approved at the May 20, 2025 CSC meeting. The position indicated in that report, ERS Business Operations Analyst, was not the position the department intended to repurpose.

### Duties, Responsibilities, and Requirements

The ERS Human Resources Administrator oversees HR processes, encompassing employee relations, training, performance management, and development, while ensuring compliance with ERS rules and procedures. This role involves assisting section managers, Deputy Directors, and the Executive Director with job classifications, promotions, and filling vacant positions. Additionally, the HR Administrator collaborates with senior management to develop and implement HR strategies, and analyzes HR metrics to optimize the allocation of human resources in support of ERS's mission.

- Serve as point of contact for employee concerns, questions and conflicts; promoting a positive work environment. Assist staff with the proper DER filings required for fulfillment of employee benefits and reporting.
- Develop and maintain performance management systems, compliance measures, and reporting to senior staff. Ensures ERS staff compliance with ERS rules and procedures, as well as compliance with federal, state, and local employment laws.
- Oversee the administration of retiree benefits, including health, dental, and group life.
- Provide leadership and guidance for all Human Resources activities within the ERS including hiring, compliance, disciplinary action and medical leave.
- Collaborate with senior management in completing performance reviews and coaching of ERS staff.
- Identify training needs and develop processes to assist staff in accessing training and education.
- Monitor and evaluate effectiveness of various training programs.
- Responsible for facilitating ERS new employee orientations and onboarding.

Minimum requirements include a bachelor's degree in human resources, public administration, business management, communications or related field; extensive background and experience in a

human resources, communication, or benefits administration in a governmental environment; and a minimum of five years of applicable experience. Experience in preparing and managing communication and education programs. Experience assessing position qualifications, assessing candidates for open positions, conducting employee interviews, background investigations, and assessment exercises.

#### Analysis and Recommendation

This new Human Resources Administrator in ERS is comparable in level of responsibility and competency to other Human Resources Administrators throughout City government. Current positions in city government with these responsibilities include:

Department/Division	Title
Department of Administration	Administrative Services Manager
City Attorney	City Attorney Human Resources Administrator
Department of City Development	DCD Human Resources Administrator
Department of Neighborhood Services	DNS Human Resources Administrator
Department of Emergency Communications	Emergency Communications Human Resources Administrator
Fire	Fire Human Resources Administrator
Health	Health Human Resources Administrator
DPW-Infrastructure Services	Infrastructure Human Resources Administrator
Milwaukee Public Library	Library Human Resources Administrator
DPW-Operations	Operations Human Resources Administrator
Police	Police Human Resources Administrator
Port Milwaukee	Port Finance and Administration Officer
DPW-Water Works	Water Works Human Resources Administrator

Based upon these comparisons, this job study recommends reclassifying this position as ERS Human Resources Administrator in Pay Range 1IX (\$80,098 - \$112,137) with a recruitment rate of \$98,272.

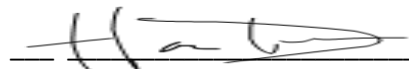
#### **Action Required - Effective Pay Period 15, 2025 (July 6, 2025)**

\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared By:

  
Andrea Knickerbocker, Human Resources Manager

Approved By:

  
Harper Donahue, IV, Employee Relations Director