



Department of Employee Relations

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Mayor

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Job Evaluation Report

City Service Commission Meeting: July 21, 2026

City Wide

Current	Recommended
New Underfill Title	Accountant II PR 2JX (\$66,154 - \$95,390) FN: Recruitment rate is at \$72,768 (Underfill)

Note: Residents receive a 4% Resident Incentive Allowance.

Common Council – City Clerk

Current	Recommended
Executive Administrative Assistant PR 2DN (\$45,101 - \$65,034) FN Recruitment rate is at \$51,440 (12 Positions)	Executive Administrative Assistant PR 9ON (\$44,317 - \$57,058) FN: Recruitment rate is at \$51,440 (12 Positions)

Note: Residents receive a 4% Resident Incentive Allowance.

Milwaukee Public Library

Current	Recommended
New Underfill Title	Temporary Librarian II PR 9HN (\$51,250 - \$73,907) FN: Recruitment rate is at \$67,949 FN: Incumbents limited to the footnoted recruitment rate. (Underfill)
New Underfill Title	Temporary Librarian I PR 9HN (\$51,250 - \$73,907) FN: Recruitment rate is at \$63,503 FN: Incumbents limited to the footnoted recruitment rate. (Underfill)

Note: Residents receive a 4% Resident Incentive Allowance.

The Department of Employee Relations has received the request to classify one City-wide underfill title, and two underfill titles for the Milwaukee Public Library. There is also a request to move a classification from the Professionals pay ranges to the Part-Time and Intermittent pay ranges due to the nature of the classification.

Current	New Underfill Title		Underfill
Recommended	Accountant II	PR 2JX (\$66,154 - \$95,390) FN: Recruitment rate is at \$72,768	Underfill

The Accountant II would provide professional accounting and related financial management support department accounting activities. Duties and responsibilities include:

- Responsible for preparing grant reimbursement requests for contracts, prepare interdepartmental requisition invoices (IRI), and create equipment requisitions.
- Prepare annual fiscal statements and reports.
- Prepare the department's annual budget, including assembling backup documents and work papers.
- Maintain petty cash work papers and complete semi-annual reports.
- Prepare and coordinate the development of the department's audit work papers and act as a liaison for auditors.
- Monitor local and grant related accounts to ensure that projects are fully funded for work orders, contracts, and change orders.
- Review and pay invoice, and resolve any problems with vendors.
- Monitor service contracts, equipment purchases, and reimbursable accounts.
- Complete retrievals in Peoplesoft and prepare analyses of local and grant projects.
- Process transfers required to close out local and grant related projects.
- Review ProCard purchases for accuracy and compliance with city purchasing policies.
- Review and analyze complex financial statements and perform related data entry.
- Other duties as assigned.

Minimum qualifications include a bachelor's degree in accounting from an accredited college or university and one year of full-time professional (post-degree) accounting experience.

This report recommends classifying the underfill classification as an Accountant II and placing it in Pay Range 2JX (\$66,154 - \$95,390) with a recruitment rate of \$72,768.

Current	Executive Administrative Assistant	PR 2DN (\$45,101 - \$65,034) FN Recruitment rate is at \$51,440	12 Positions
Recommended	Executive Administrative Assistant	PR 9ON (\$44,317 - \$57,058) FN: Recruitment rate is at \$51,440	12 Positions

The Executive Administrative Assistant provides part-time staff assistance to the members of the Common Council representing the City of Milwaukee. Specific job duties are assigned at the discretion of each Council member, and may include any of the following duties and responsibilities:

- Answer written and phone inquiries, complaints and requests.
- Meet with individual constituents.
- Process the follow-up on service requests or complaints.
- Act as aldermanic liaison with City departments, community groups, and agencies or other levels of government.
- Represent Council members in planning for and securing district services.
- Use established tracking systems for logging constituent calls.
- Keep Council members informed of constituent communications.

- Review all committee agendas and brief Council members on items pertaining specifically to their district or to policy issues as pursued by individual Council members.
- Represent Council members at various civic and governmental functions, including community and neighborhood meetings.
- Plan, schedule, and occasionally host town hall, community, and neighborhood meetings in the aldermanic district.
- Research current issues that impact the aldermanic district.
- Make recommendations to address current issues and problems.

Minimum qualifications include two years of office support experience coordinating and working on a variety of assignments related to the essential functions, such as serving customers, using computers to enter data and prepare documents, and organizing files.

These positions work part-time, flexible and consistent schedules averaging 19 hours per week. As such, this report recommends moving the Executive Administrative classification from the Professionals pay range 2DN and placing it in the Part-Time and Intermittent pay range 9ON with the recruitment rate of \$51,440.

Current	New Underfill Titles		Underfill
Recommended	Temporary Librarian II	PR 9HN (\$51,250 - \$73,907) FN: Recruitment rate is at \$67,949 FN: Incumbents limited to the footnoted recruitment rate.	Underfill
	Temporary Librarian I	PR 9HN (\$51,250 - \$73,907) FN: Recruitment rate is at \$63,503 FN: Incumbents limited to the footnoted recruitment rate.	

The Temporary Librarian I performs basic bibliographic, reference, readers' advisory, and programming work as well as participate in a full range of librarian activities, including reference service, community service, outreach, programming, basic collection development, and readers' advisory service. Emphasis is placed upon developing a comprehensive background in all phases of librarianship throughout the library system and includes children's, young adult, and/or adult services.

The Temporary Librarian II performs some of the same functions as a Librarian I, but also assume higher level responsibilities, such as assisting in training and supervising Librarians Is and other subordinate employees and developing ways to extend the services of the Library to the community through programs, information gathering, and knowledge of community needs.

Essential Functions:

- Provide reference services for adults, young adults, and children using professional knowledge; search standard reference materials, including online sources and the Internet, to answer patrons' reference questions. Refer patrons to community resources.
- Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information.
- Locate library materials for patrons, including books, periodicals, and other types of media.
- Provide readers' advisory services; locate unusual or unique information in response to specific requests.
- Teach library patrons to search for information using databases.

- Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
- Develop the Library's collection; review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
- Develop special programs appealing to people of various age groups, cultures, and interests to inform, educate, and entertain them.
- Promote library services through outreach to schools, community organizations, and individuals.
- Assist patrons with basic computer applications and usage.
- Maintain security of library facilities, equipment, and people.
- As assigned, act as librarian-in-charge of a branch library, with overall responsibility of the branch's operations, including staff, performance, customer service, and security.
- As assigned, participate in maintaining the library's presence on social media platforms.
- Actively promote the library's vision, mission, and goals by participating in staff meetings and serving on committees.
- Stay current with the latest news and advances in library and information science through workshops and reading.

Minimum Requirements:

Temporary Librarian I: A master's degree in library and information studies or equivalent from an ALA-accredited program.

Temporary Librarian II: A master's degree in library and information studies or equivalent from an ALA-accredited program and two years of successful post-MLS librarian experience in a public library.

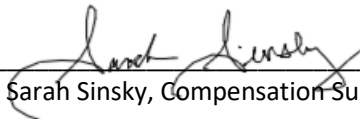
Historically the Temporary Librarian III classification was created to assist the Milwaukee Public Library in having seasoned retired Librarians help fill in temporarily for various reasons such as gaps in schedules, programming needs, etc. The Library has expanded their weekend hours and in doing so, the need for a larger Temporary Librarian pool is needed and the department wishes to be able to recruit at various levels in order to have a larger candidate pool.

This report recommends the following: classifying two new underfill titles, one as Temporary Librarian II and placing it in pay range 9HN with a recruitment rate of \$67,949 and the other as Temporary Librarian I and placing it in pay range 9HN with a recruitment rate of \$63,503.

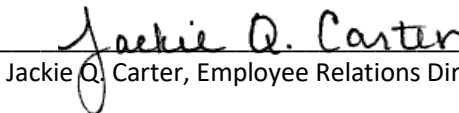
Action Required – Effective Pay Period 17, 2026 (August 2, 2026)

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

Prepared by:


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Reviewed by:


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