



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

June 6, 2022

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Subject: Common Council File No. 220241 - Communication from the Department of Employee Relations amending the Salary Ordinance to add an assignment rate to the position of HRIS Compensation Audit Specialist.

Dear Committee Members:

This communication requests to amend the 2022 Salary Ordinance to add an assignment rate to the classification of HRIS (Human Resources Information Systems) Compensation Audit Specialist in Pay Range 2DN (\$43,350 – \$60,688) with a recruitment rate of \$57,691. This would allow an employee in this classification to be paid rates consistent with a promotion to the classification of HRIS Analyst when assigned to perform the work of an HRIS Analyst. HRIS Analyst is in Pay Range 2GX (\$52,498 - \$73,504) with a recruitment rate of \$67,928. The basic functions of the two classifications are listed below.

HRIS Compensation Audit Specialist – is responsible for auditing citywide HRMS entries on a weekly basis; provides guidance to payroll and human resources personnel; interprets and administers policies and procedures relating to compensation, pay progression, and HRIS entries including the Salary and Positions Ordinances, Section 350 of the Milwaukee Code of Ordinances, and other city, state and federal rules, regulations and statutes; and collaborates with the Pay Services Supervisor and HRIS Analyst on training payroll and human resources staff.

HRIS Analyst – has the lead role in providing system support for the PeopleSoft Human Resources Management System (HRMS); provides application work in the configuration, design, development, implementation, improvement, and maintenance of HRMS; and is responsible for creating and maintaining reports, auditing and maintaining the integrity of the data, reviewing internal practices and recommending efficiencies, and providing support to city departments related to HRMS.

Action Required – Effective Pay Period 12, 2022 (May 29, 2022)

In the Salary Ordinance

Under Pay Range 2DN:

- Create footnotes (19) and (38) and renumber accordingly.

(19) To be paid rates consistent with a promotion to HRIS Analyst in Pay Range 2GX when assigned to perform the work of a HRIS Analyst.

(38) To be paid rates consistent with a promotion to HRIS Analyst in Pay Range 2GX when assigned to perform the work of a HRIS Analyst.

- Add footnotes (19) and (38) to the title of “HRIS Compensation Audit Specialist”

Respectfully Submitted,



Renee Joos
Interim Employee Relations Director





City of Milwaukee Fiscal Impact Statement

A	Date	<u>6/10/2022</u>	File Number	<u>220241</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations amending the Salary Ordinance to add an assignment rate to the position of HRIS Compensation Audit Specialist.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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C	This File	<input checked="" 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.

D	Charge To	<input checked="" 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)	
		<u></u>	

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. 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 June 15, 2022

NEW COSTS FOR 2021

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Employee Relations	HRIS Comp Audit Specialist	2DN	HRIS Analyst	2GX	\$59,422	\$67,928	\$981	\$137	\$1,119

Assume effective date is Pay Period 12, 2022 (May 29, 2022).

Note: Cost estimate is based on the position being assigned for an average of three pay periods per year.

NEW COSTS FOR 2022

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Employee Relations	HRIS Comp Audit Specialist	2DN	HRIS Analyst	2GX	\$59,422	\$67,928	\$981	\$137	\$1,119

Note: Totals may not be to the exact dollar due to rounding.