



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

April 7, 2022

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 211881– Communication from the Department of Employee Relations relating to classification studies scheduled for the April 12, 2022 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled to be heard at the City Service Commission meeting on April 12, 2022.

**Employee Relations, Health, DPW-Administration, Fire & Police Commission, Library**

Current	Recommended
<p><b>Risk Management and Safety Officer</b> (One DER Position)</p> <p>PR 2JX (\$63,585 - \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel.</p>	<p><b>Risk Management and Safety Officer</b> (One DER Position)</p> <p>PR 2JX (\$63,585 - \$89,016) FN: Recruitment at \$77,182 FN: Appointment may be at any rate in the pay range with the approval of DER.</p>
<p><b>Benefits and Wellness Supervisor</b> (One DER Position) <b>Pay Services Supervisor</b> (One DER Position) <b>Workforce Planning and Certification Supervisor</b> (One DER Position)</p> <p>PR 1EX (\$59,632 - \$83,481) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel.</p>	<p><b>Benefits and Wellness Supervisor</b> (One DER Position) <b>Pay Services Supervisor</b> (One DER Position) <b>Workforce Planning and Certification Supervisor</b> (One DER Position)</p> <p>PR 1EX (\$59,632 - \$83,481) FN: Recruitment at \$77,182 FN: Appointment may be at any rate in the pay range with the approval of DER.</p>
<p><b>Employee Assistance and Resource Coordinator</b> (One DER Position)</p> <p>PR 2IX (\$59,632 - \$83,481) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel.</p>	<p><b>Employee Assistance and Resource Coordinator</b> (One DER Position)</p> <p>PR 2IX (\$59,632 - \$83,481) FN: Recruitment at \$77,182 FN: Appointment may be at any rate in the pay range with the approval of DER.</p>

<p><b>Human Resources Representative *</b> (Seven DER positions, One Health Position, Two DPW Positions, Two Fire &amp; Police Commission Positions) <b>Leave Administration Coordinator**</b> (One DER Position) <b>Worker's Compensation Specialist **</b> (One DER Position)</p> <p>PR 2HX (\$55,962 - \$78,342) FN: Appointment may be at any rate in the pay range with the approval of DER. * FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of F&amp;P.**</p>	<p><b>Human Resources Representative</b> (Seven DER Positions, Two Health Positions, One Library Position, Three DPW-Admin Positions, Two Fire &amp; Police Commission Positions) <b>Leave Administration Coordinator</b> (One DER Position) <b>Worker's Compensation Specialist</b> (One DER Position)</p> <p>PR 2HX (\$55,962 - \$78,342) FN: Recruitment at \$72,383 FN: Appointment may be at any rate in the pay range with the approval of DER.</p>
<p><b>Human Resources Analyst-Senior</b> (One Position Health, One Position Library)</p> <p>PR 2FX (\$49,643 - \$68,968)</p>	<p><b>Benefits Systems Analyst*</b> (One DER Position) <b>Test Administration Specialist**</b> (One DER Position)</p> <p>PR 2GX (\$52,498 - \$73,504) *FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. **FN: Recruitment at \$67,927 **FN: Appointment may be at any rate in the pay range with the approval of DER.</p> <p><b>HRIS Analyst</b> (One DER Position) PR 2EX (\$49,643 - \$64,695) FN: Appointment may be at any rate in the pay range with the approval of DER.</p>
<p><b>Human Resources Assistant</b> (One DPW-Admin Position)</p> <p>PR 5IN (\$47,274 - \$55,763) FN: Recruitment at \$48,735</p>	<p><b>Benefits Systems Analyst</b> (One DER Position) <b>Test Administration Specialist</b> (One DER Position) <b>HRIS Analyst</b> (One DER Position)</p> <p>PR 2GX (\$52,498 - \$73,504) FN: Recruitment at \$67,928 FN: Appointment may be at any rate in the pay range with the approval of DER.</p> <p><b>Diversity Recruiter</b> (One DER Position) <b>Recruiter</b> (One Fire &amp; Police Commission Position) <b>Human Resources Analyst-Senior* **</b> (Two DER Positions) <b>Worker's Compensation Analyst**</b> (One DER Position) <b>Business Operations Associate* **</b> (One DER Position)</p> <p>PR 2FX (\$49,643 - \$68,968) *FN: Recruitment at \$61,557 **FN: Appointment may be at any rate in the pay range with the approval of DER</p>
<p><b>Human Resources Analyst-Senior</b> (One Position Health, One Position Library)</p> <p>PR 2FX (\$49,643 - \$68,968)</p>	<p><b>Diversity Recruiter</b> (One DER Position) <b>Recruiter</b> (One Fire &amp; Police Commission Position) <b>Human Resources Analyst – Senior</b> (Two DER Positions) <b>Worker's Compensation Analyst</b> (One DER Position) <b>Business Operations Associate</b> (One DER Position)</p> <p>PR 2FX (\$49,643 - \$68,968) FN: Recruitment at \$63,729 FN: Appointment may be at any rate in the pay range with the approval of DER</p>

<b>Management Trainee</b> (Six DER Positions) PR 2EX (\$49,643 - \$64,695) FN: Incumbents are limited to the minimum of the pay range.	<b>Management Trainee</b> (Six DER Positions) PR 2EX (\$49,643 - \$64,695) FN: Recruitment at \$57,691 Incumbents are limited to the recruitment rate.
<b>Test Administration Coordinator</b> (One Fire & Police Commission Position) <b>Human Resources Analyst</b> (Underfill Title) PR 2DN (\$43,350 - \$60,688)	<b>Test Administration Coordinator</b> (One Fire & Police Commission Position) <b>HRIS Compensation Audit Specialist</b> (One DER Position) <b>Human Resources Analyst</b> (Underfill Title) PR 2DN (\$43,350 - \$60,688) FN: Recruitment at \$57,691 FN: Appointment may be at any rate in the pay range with the approval of DER
<b>Human Resources Assistant</b> (One DER Position) PR 5IN (\$47,274 - \$55,763) FN: Recruitment at \$48,735	
<b>Benefits Services Specialist</b> (Two DER Positions) <b>Human Resources Assistant</b> (Two DER Positions, One DPW-Admin Position) PR 5IN (\$47,274 - \$55,763) FN: Recruitment at \$48,735	<b>Benefits Services Specialist</b> (Two DER Positions) <b>Human Resources Assistant</b> (Three DER Positions, One DPW-Admin Position, Two Fire & Police Commission Positions) PR 5IN (\$47,274 - \$55,763) FN: Recruitment at \$49,396 FN: Appointment may be at any rate in the pay range with the approval of DER
<b>Program Assistant II</b> (One DER Position, Two Fire & Police Commission Positions) PR 5FN (\$41,326 - \$49,213) FN: Recruitment at \$43,390	

Note: Residents receive a rate that is 3% higher.

**City Clerk, Department of City Development, Department of Employee Relations, Department of Administration, DPW - Administration, Health, Library**

Current	Recommended
Community Relations and Engagement Director PR 1FX (\$63,585 – \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of F&P. (One Position)	Community Relations and Engagement Director PR 1FX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER and Chair of F&P approval. (One Position)
Public Information Manager PR 1FX (\$63,585 – \$89,016) (One Position)	Public Information Manager PR 1FX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER and Chair of F&P approval. (One Position)
Community Engagement and Achievement Collaborative Manager PR 2JX (\$63,585 – \$89,016) (One Position)	Community Engagement and Achievement Collaborative Manager PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval. (One Position)
Health Marketing and Communications Officer PR 2JX (\$63,585 – \$89,016) FN: Recruitment at \$68,571/any point with DER approval. (One Position)	Marketing and Communications Officer PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval. (Four Positions)

Marketing and Communications Officer PR 2JX (\$63,585 – \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of F&P. (Two Positions)	<i>CONT.</i> Marketing and Communications Officer PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval. (Four Positions)
DER Marketing and Communications Officer PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 and appointment may be at any rate in the pay range with the approval of DER. (One Position)	

Note: Residents receive a rate that is 3% higher.

**Common Council – City Clerk**

Current	Recommended
City Clerk PR 1LX (\$93,232- \$130,521) (One Position)	City Clerk PR 1MX (\$99,369 - \$139,123) FN: Recruitment at \$111,295 and at any point in the range with the approval of DER and Chair of Finance. (One Position)

Note: Residents receive a rate that is 3% higher.

**Department of Administration - ITMD**

Current	Recommended
Telecommunications Manager PR 1IX (\$76,988 - \$107,782) (One Position)	Telecommunications Analyst – Project Leader PR 2LX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)

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**Department of Employee Relations**

Current	Recommended
New Position	Research and Policy Coordinator PR 2HX (\$55,962 - \$78,342) FN: Recruitment at \$58,737 and at any point in the range with the approval of DER. (One Position)

Note: Residents receive a rate that is 3% higher.

**Department of Public Works – Administration**

Current	Recommended
Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587. (One Position)	Administrative Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587. (One Position)
Office Supervisor II PR 2CN (\$40,678 - \$56,941) (One Position)	Administrative Specialist - Senior PR 2EX (\$49,643 - \$64,695) (One Position)

Note: Residents receive a rate that is 3% higher.

**Health Department**

Current	Recommended
Healthcare Access Program Manager PR 1DX (\$55,962 - \$78,342) (One Position)	Healthcare Access Program Manager PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$71,134 and at any point in the range with the approval of DER. (One Position)
Program Assistant I PR 5EN (\$41,311 - \$47,658) (One Position)	Program Assistant III PR 5IN (\$47,274 - \$55,763) Recruitment Rate is \$48,735. (One Position)

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**Library**

Current	Recommended
Research and Policy Analyst PR 2FX (\$49,643 - \$68,968) (One Position)	Research and Policy Coordinator PR 2HX (\$55,962 - \$78,342) Recruitment is at \$58,737 and at any point in the range with the approval of DER. (One Position)

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Respectfully Submitted,



Makda Fessahaye  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement

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200 East Wells Street, Room 706, Milwaukee, WI 53202 ▪ Phone (414) 286-3751, TDD 286-2960, Fax 286-0800

Employee Benefits, Room 701 ▪ Medical Benefits Phone (414) 286-3184 ▪ Worker's Compensation Phone (414) 286-2020

Labor Relations, Room 701 ▪ Phone (414) 286-3398, Fax 286-0900

[www.milwaukee.gov/der](http://www.milwaukee.gov/der)



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### Job Evaluation Report

City Service Commission Meeting: April 12, 2022

The report recommends an increase in minimum recruitment rates for human resources positions due to difficulty with recruiting and retaining employees. Recommendations are based upon an analysis of the cost of labor within southeastern Wisconsin. This report also recommends reclassification of a number of positions based upon the level of responsibilities and competencies.

This is the first of a number of reports that will address the rates of pay for both human resource and closely related titles across city departments.

#### **Employee Relations, Health, DPW-Administration, Fire & Police Commission, Library**

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### Market Rates of Pay

The majority of the recommendations in this report are related to the cost of labor in southeastern Wisconsin. Staff reviewed market data from the Bureau of Labor Statistics, the Economic Research Institute (ERI), a salary survey to which DER subscribes, and MRA, a salary survey to which DER subscribes.

The breadth of data shown below represents the competitive rates of pay for the positions reviewed in this report. This review reveals that the rates of pay for City of Milwaukee human resources positions are below market. As a result, City departments have had difficulty recruiting and retaining employees in these positions.

### Benefits Supervisor, ERI

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	77,754	84,377	93,086	101,612	110,147
6	75,299	81,717	90,169	98,436	106,729
5	72,802	79,009	87,198	95,199	103,241
4	70,271	76,264	84,183	91,911	99,693
3	67,716	73,489	81,134	88,582	96,099
2	65,147	70,698	78,064	85,228	92,474
1	62,576	67,902	74,986	81,863	88,833



Typical Duties Include:

- *Supervises employee benefits program for establishment.*
- *Plans and directs implementation and administration of benefits programs designed to ensure employees against loss of income because of illness, injury, layoff, or retirement.*
- *Heads preparation and distribution of informational literature and verbal presentations to notify and advise employees of eligibility for benefits programs, such as insurance plans, paid time off, bonus pay, and special employer-sponsored activities.*

**Human Resources Supervisor, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	71,174	77,725	86,299	94,815	103,300
6	69,031	75,385	83,714	91,979	100,228
5	66,900	73,057	81,140	89,152	97,163
4	64,780	70,739	78,577	86,334	94,106
3	62,671	68,432	76,023	83,525	91,055
2	60,573	66,135	73,478	80,724	88,011
1	58,487	63,847	70,942	77,931	84,973

Typical Duties Include:

- *Supervises activities of employees engaged in compensation, training, employment, benefits administration, employee records, labor relations, safety, affirmative action and employment equity programs, and/or personnel research.*
- *Aids in developing and implementing methods and procedures for monitoring work activities, such as preparation of records of expenditures and progress reports, in order to inform management of current status or work activities.*
- *When supervising employees engaged chiefly in one functional area, is required to be adept in activities of employees supervised.*
- *When supervising employees in several functional areas, is required to possess general knowledge of the activities involved.*

**Safety & Health Occupational Specialist, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	76,309	81,776	89,127	96,013	103,080
6	73,743	79,028	86,147	92,806	99,653
5	71,001	76,091	82,959	89,371	95,980
4	68,105	72,987	79,589	85,737	92,090
3	65,090	69,751	76,073	81,943	88,025
2	61,995	66,427	72,456	78,039	83,838
1	58,869	63,066	68,795	74,082	79,592

Typical Duties Include:

- *Reviews, evaluates, and analyzes work environments and work procedures in public or private sectors.*
- *Designs, develops, and implements programs, policies, and procedures to control, eliminate, and prevent disease or injury to workers and damage to property or the environment caused by chemical, physical, radiological, and biological hazards or ergonomic factors.*
- *Executes inspections of machines, environment, air quality, and practices in workplaces; examines the workplace for environmental or physical factors that could affect employee health, safety, comfort, and performance, such as lighting, equipment, materials, ventilation; and identifies hazards.*

**Human Resources Generalist Senior, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	71,697	77,809	85,876	93,749	101,664
6	70,204	76,190	84,098	91,811	99,574
5	68,753	74,616	82,369	89,924	97,539
4	67,338	73,079	80,681	88,082	95,550
3	65,951	71,573	79,025	86,274	93,597
2	64,583	70,087	77,392	84,489	91,668
1	63,227	68,613	75,770	82,716	89,751

Typical Duties Include:

- Shares responsibilities of the Human Resources Manager, minus supervising a staff full time; and performs Human Resources Generalist duties.
- Ensures the organization employs the right balance of staff in terms of skills and experience, and that training and development resources are available to enhance performance and achieve the business strategy.
- Assesses and responds to high level personnel issues including employee misconduct, harassment, and discrimination investigations.

**Labor Relations Associate, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	62,605	68,352	75,933	83,431	90,963
6	60,141	65,651	72,937	80,131	87,374
5	57,541	62,797	69,768	76,638	83,570
4	54,827	59,813	66,451	72,976	79,581
3	52,034	56,734	63,020	69,186	75,447
2	49,206	53,600	59,519	65,312	71,217
1	46,384	50,464	56,001	61,411	66,952

Typical Duties Include:

- Implements personnel administration, employee relations, and labor relations programs and practices incorporating activities such as recruitment, selection and placement, classification and salary administration, employee training and development, employee relations, benefits and employee record information programs, and labor relations.
- Aids in coordinating labor relations contract proposals, recommending economic guidelines for settlement, researching current labor relations issues, preparing information and testimony concerning negotiated contracts or other labor relations matters, and advising agency officials in matters of contract interpretation or employee discipline.
- Reviews management information data regarding employment trends, analyzes employment conditions, and recommends areas for improvement.

**Human Resources Analyst, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	61,311	66,529	73,475	80,207	87,037
6	59,834	64,922	71,704	78,270	84,940
5	58,395	63,354	69,975	76,377	82,890
4	56,988	61,820	68,283	74,524	80,883
3	55,607	60,315	66,621	72,703	78,908
2	54,247	58,830	64,980	70,904	76,957
1	52,899	57,357	63,352	69,118	75,019

Typical Duties Include:

- *Assesses personnel policies, programs, and procedures, and informs employee and management personnel on the interpretation of them.*
- *Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research*

**Employment Recruiter, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	56,852	62,056	68,954	75,741	82,589
6	55,050	60,078	66,757	73,318	79,951
5	53,195	58,037	64,488	70,814	77,223
4	51,297	55,947	62,160	68,243	74,420
3	49,372	53,820	59,789	65,621	71,559
2	47,437	51,674	57,390	62,967	68,660
1	45,509	49,529	54,985	60,300	65,745

Typical Duties Include:

- *Converses with and asks questions of job applicants to select people meeting employer qualifications.*
- *Checks employment applications and examines work history, education and training, job skills, compensation needs, and other qualifications of applicants.*
- *Records additional knowledge, skills, abilities, interests, test results, and other data pertinent to selection and referral of applicants.*
- *Reviews job orders and matches applicants with job requirements, utilizing manual or computerized file search*

**Human Resources Technician, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	54,349	59,396	66,131	72,703	79,326
6	52,705	57,578	64,108	70,478	76,917
5	51,049	55,741	62,058	68,219	74,467
4	49,392	53,890	59,986	65,931	71,981
3	47,738	52,034	57,900	63,621	69,466
2	46,089	50,184	55,808	61,300	66,934
1	44,445	48,354	53,722	58,977	64,394

Typical Duties Include:

- *Performs clerical and administrative support to one or more functional areas within Human Resources.*
- *Work is distinguished from Personnel Clerk in that the Technician is capable of handling more complex aspect of the Personnel Clerk duties; the Personnel Technician requires more in-depth knowledge of personnel programs, company policies, and administrative procedures.*
- *Answers more complex employee questions.*
- *Explains more complex aspects of company personnel programs such as salary and benefit administration, recruitment and placement, employee development, employee relations and services, equal employment opportunity, and/or labor relations.*

**Benefits Specialist, BLS**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	51,344	55,652	61,463	67,043	72,766
6	49,738	53,891	59,510	64,897	70,435
5	48,071	52,056	57,474	62,658	68,001
4	46,366	50,176	55,381	60,355	65,495
3	44,631	48,263	53,245	58,000	62,930
2	42,867	46,336	51,083	55,612	60,327
1	41,079	44,408	48,920	53,216	57,711

Typical Duties Include:

- Examines, assesses, and combines data to provide information on benefits and group insurance programs and utilization.
- Pinpoints needs for modification or changes in program design and administrative procedures.
- Records employee enrollment in benefits.
- Explains and interprets more complex aspects of company insurance programs to employees and dependents.
- Utilizes specialty in a more complex aspect of the Benefit Clerk duties, requiring more in-depth knowledge of benefit programs, company policies, and administrative procedures than the Benefit Clerk.
- This is a paraprofessional job

**Human Resources Administrator, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	50,735	54,990	60,733	66,243	71,898
6	49,163	53,265	58,820	64,141	69,614
5	47,528	51,465	56,821	61,943	67,224
4	45,844	49,605	54,750	59,662	64,742
3	44,118	47,704	52,624	57,317	62,187
2	42,356	45,782	50,465	54,932	59,586
1	40,561	43,854	48,303	52,534	56,967

Typical Duties Include:

- Provides general Human Resources support to the Human Resources staff.
- Administers policies, procedures, and programs relating to all aspects of human resource activity.
- Assures compliance with applicable Federal, State, and local laws as well as regulations from other applicable agencies.
- Organizes, updates, and maintains personnel files; prepares and manages HR documents, and performs data entry for the HRIS system software.

**Human Resources Associate, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	49,888	53,458	58,439	62,978	67,768
6	48,773	52,237	57,093	61,516	66,196
5	47,455	50,791	55,493	59,775	64,321
4	45,941	49,134	53,649	57,763	62,150
3	44,258	47,305	51,604	55,525	59,730
2	42,440	45,357	49,428	53,130	57,132
1	40,527	43,341	47,205	50,669	54,451

Typical Duties Include:

- Assists in the creation and management of long-term human resource programs including employee policies, recruitment and onboarding procedures, engagement initiatives and other employee-related matters.
- Serves as a primary point of contact to answer general HR-related inquiries and responds to questions or concerns timely and accurately.
- Assesses job descriptions for accuracy and inputs job postings to online or physical job boards.

**Human Resources Assistant, Personnel Clerk, ERI**

Years of Exp	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	43,189	46,155	50,318	54,112	58,198
6	42,238	45,142	49,189	52,866	56,845
5	41,096	43,937	47,858	51,393	55,241
4	39,758	42,539	46,333	49,705	53,395
3	38,238	40,962	44,642	47,847	51,351
2	36,571	39,233	42,821	45,870	49,179
1	34,837	37,399	40,909	43,833	46,961

Typical Duties Include:

- Assists one or more functional areas within Human Resources.
- Performs diversified clerical and administrative activities.
- Makes files on all new personnel, photographing and assigning employee number.
- Records changes on all employee status as necessary; e.g., change of address, departmental transfers, rate increases, terminations, etc.
- Verifies payroll changes with computer printout.
- Enrolls new employees in programs.
- Processes and records information, such as personal data, compensation, benefits, tax data; attendance, performance reviews or evaluations, and termination date and reason.
- Processes employment applications; and assisting in other employment activities.

**Analysis and Recommendations****Risk Management and Safety Officer (One DER Position)**

PR 2JX (\$63,585 - \$89,016), Recruitment at \$77,182

Appointment may be at any rate in the pay range with the approval of DER.

The Risk Management and Safety Officer is responsible for designing, implementing, and evaluating all risk management and safety programs, activities, and initiatives to provide a safe and secure work environment for all general city employees by preventing injuries and minimizing exposure to risk. This position is expected to provide policy and administrative oversight to general City departments in the development and implementation of an overall safety strategy to drive results.

**Benefits and Wellness Supervisor** (One DER Position)  
**Pay Services Supervisor** (One DER Position)  
**Workforce Planning and Certification Supervisor** (One DER Position)  
 PR 1EX (\$59,632 - \$83,481), Recruitment at \$77,182  
 Appointment may be at any rate in the pay range with the approval of DER.

The Benefits and Wellness Supervisor works with the City's Employee Benefits Director to manage and administer all aspects of the City's benefits programs including but not limited to health and dental insurance, comprehensive wellness program, onsite clinics, onsite nurse liaison, flexible spending and health reimbursement arrangements, long term disability insurance, life insurance, tuition reimbursement, commuter value pass and other voluntary benefits with a special focus on healthcare and wellness. This position manages and leads the benefits team to implement and execute new and existing benefit programs, helps ensure proper administration of benefit plans while overseeing customer service provided to employees regarding benefits. This position also works with the benefits team to identify process improvements and implement efficiencies including partnering with ITMD as appropriate to develop solutions. Other duties include assisting the Employee Benefits Director in managing the regulatory guidelines of all benefit programs to ensure compliance, analyze the City's health, wellness and safety data trends and develop strategies to effectively manage the programs and encourage employee participation and engagement, assist with annual benefit plan design review and implementation, strategic planning, and communication and marketing of the City's comprehensive benefits and wellness programs.

The Pay Services Supervisor oversees and manages the Pay Services team in the Compensation Division; oversees the integrity of the City's HRIS system, which includes compliance with City Ordinances, policies, Chapter 350, and active unions, as well as state and federal compensation laws.

The Workforce Planning and Certification Supervisor oversees all functions related to certification of employees hired into City positions, the pre-employment process and related recordkeeping. This position monitors vacancies within general City employment by creating and producing reports, EEO (Equal Employment Opportunity) statistics, anticipated retirements, attrition and other factors related to retention, succession planning and recruitment.

**Employee Assistance and Resource Coordinator** (One DER Position)  
 PR 2IX (\$59,632 - \$83,481), Recruitment at \$77,182  
 Appointment may be at any rate in the pay range with the approval of DER.

The Employee Assistance and Resource Coordinator provides short-term onsite counseling to improve the overall mental health and job satisfaction of employees while responding to sensitive, challenging and confidential matters. This position plays a critical role in helping coordinate employee benefits programs and provides training and education sessions to employees and customized training to managers and supervisors. This position works collaboratively with all departments and a variety of vendor partners to ensure employees understand and access program services when needed. The position plays a critical role in the strategic direction and development of the City of Milwaukee Employee Assistance program to ensure the program is relevant to employee and department needs and has a high level of participant engagement.

**Human Resources Representative** (Seven DER Positions, Two Health Positions, One Library Position, Three DPW-Admin Positions, Two Fire & Police Commission Positions)  
**Leave Administrator Coordinator** (One DER Position)  
**Worker's Compensation Specialist** (One DER Position)  
 PR 2HX (\$55,962 - \$78,342), Recruitment at \$72,383  
 Appointment may be at any rate in the pay range with the approval of DER.

The Human Resources Representative positions in DER and other City departments including the Health Department, Library and DPW-Administrative Services Division provide a full range of professional personnel services to City managers employees, and the public. Human Resources Representatives in



DER assigned to Staffing, Compensation, and Labor Relations/Compliance perform specialized work within those functional areas. Across City departments, incumbents of these positions perform independent analyses of complex human resources issues within their area of expertise and across the field of human resources.

Based upon revised job descriptions submitted by the DPW-Administration Division, the Health Department, and the Library, this report recommends reclassifying additional positions to the level of a Human Resources Representative. This includes reclassifying one Human Resources Assistant in the DPW-Administration Division, one Human Resources Analyst-Senior in the Health Department and one Human Resources Analyst-Senior in the Library. The job descriptions for these positions indicate that the current incumbents have been providing professional personnel services at the responsibility and competency level of a Human Resources Representative.

The Human Resources Representative in the Milwaukee Public Library provides a full range of professional human resources duties to 360 staff members working throughout the Milwaukee Public Library (MPL) system in 13 sites. Responsibilities include staffing, training and development, as well as FMLA administration and employee relations. The position supervises human resources staff, is second-in-command to the Human Resources Officer, and assumes the duties and responsibilities of that position in his or her absence. Duties include:

- Recruitment, staffing, and probation: Prepare and update job descriptions and other forms required by the Finance and Personnel Committee (F&P) and the Department of Employee Relations (DER); request new recruitments/examinations and provide justifications for; work with DER in developing job announcement sheets, exams, and hiring from eligibility lists; track vacant positions, requests to fill positions in JobApps, and the position budget, working closely with the Library Business Manager; consult with managers regarding the preparation of job-related entry-level and promotional interview questions and interview panels; coordinate interview process, reference and background checks, and offer; implement resulting decisions, including completion of necessary communication and forms; supervise MPL's new employee onboarding orientation and probationary review process; monitor the Position and Salary Ordinances for changes and updates and communicate these changes with the Human Resources Officer for action; and oversee MPL's volunteer and training programs; coordination of Summer Youth and other interns and temporary workers.
- Medical and Safety: Administer state and federal Family Medical Leave Act (FMLA); track and approve staff FMLA usage to ensure staff does not exceed the limits provided in addition to keeping managers informed of FMLA updates; under the direction and guidance of the Human Resources Officer, administer the federal ADA program in conjunction with FMLA under the law; handle all facets of the library's employee accident-reporting system; compile information, investigate accidents, review cases with claims investigators and DER, and prepare necessary OSHA reports; assist with safety training for supervisors and employees.
- Employee Relations: Provide counseling to members of staff related to employment, education, training, and advancement opportunities; counsel supervisors and employees on issues regarding Civil Service Rules, library work rules, policies and procedures, employment law; and assist with employee disciplinary matters, performance improvement plans, or other activities that serve to improve overall employee and leader performance.
- Payroll and HR Administration: Coordinate the library's biweekly timecard process including attendance policies and the sick leave control program and related reporting; work with supervisors in cases of excessive absence and/or tardiness; monitor employee absence analysis calendars; update and maintain Pay Progression spreadsheet for annual employee evaluation process; answer related employee inquiries; prepare necessary budgetary and other statistical reports for analysis and action serve on various MPL committees; and perform other duties as assigned

The Human Resources Representative in the Health department is responsible for acquiring and onboarding talent, performs a full-range of professional duties relating to the human resources function, and serves as back-up to the second Human Resources Representative. Duties include:



- **Talent Acquisition:** Update and maintain current job descriptions for all MHD positions, ensuring accuracy of essential job functions, competencies and compliance with ADA requirements; serve as a liaison between hiring managers and DER to ensure recruitment and examination activities are moving forward in an efficient manner, maintaining strong communications in all directions throughout the process; provide guidance and training to hiring managers in the preparation of interview questions, rating tools, and the hiring process; verify employment, education requirements, and review background check information; extend job offers and shepherd candidates through the pre-employment process; work with the Managers to notify candidates who are not selected for employment with MHD; serve as a back up to conduct new employee orientation, welcoming new hires at MHD and setting them up for success; collaborate with leaders to determine effective, creative, targeted recruitment strategies; lead diversity recruitment initiatives, ensuring the recruitment of a diverse workforce at all levels; coordinate hiring events, including job fairs, to boost quality applicant pools; monitor, prepare and process requisitions, promotion and transfer requests, and temporary and exempt appointment requests.
- **Workforce Planning and Management:** Proactively and regularly meet with leaders to determine current and future staffing needs; analyze turnover, contract worker usage, overtime, and sick time usage to develop comprehensive plans to address worker shortages.
- **Maintain Position Management tracking in HCM and enter new hires based on tracking information;** create guides and standard operating procedures for the Department to use for HRMS and CityTime to facilitate tracking of staff movement and staff payroll activity; produce staff reports and gather data requested from leadership including annual reports, BOI, MHD EEO data, etc.; lead the tracking and review of probationary reporting, as well as assist and advise MHD Supervisors on probationary extensions or other City Service policies and procedures.
- **Compensation Administration:** Work closely with MHD supervisors to identify pay gaps and make recommendations to DER's compensation team for appropriate pay based on classification; make pay recommendations based on market analysis and equity within the department.
- **Employee Safety:** Coordinate MHD's accident reporting system; ensure the timely completion and follow-up related to employee accident or injury information; review cases with claim investigator to determine if injury was work-related; communicate with medical providers regarding release to return to work and work restrictions/limitations; compiles accident information and prepares necessary OSHA reports; participates as a member of the MHD Safety Committee.
- **Other Duties:** Provide training to staff members on recruitment and other city policies on the request of the HR Officer; lead with payroll transaction auditing; work with the City Attorney's office for all employment related issues; provide back up to the MHD Payroll and MHDHR mailbox; provide feedback on new employee orientation presentation and process; provide back up to conduct new employee orientation; work with the MHD HR team and the DER Certification team to identify pre-employment requirements for all MHD Positions; answer employee or manager questions about work rules and policies; participate in various HR projects; serve on MHD committees as needed; provide back-up to the HR Officer and second HR Representative as needed; respond to an emergency or broad impact event.

The Human Resources Representative in the DPW-Administration Division has responsibility to oversee, maintain and audit various personnel and payroll databases for the Federal Medical Leave Act (FMLA). The position creates and maintains the DPW Safety and Payroll websites and perform complex data collection and analysis. This position is also responsible for Department of Transportation (DOT) verifications, FMCSA (Federal Motor Carrier Safety Administration) compliance, and compliance with training in which all DPW employees participate.

- Oversight and maintenance of FMLA database. Tracks and determines FMLA eligibility for employees engaged in injury process. Audits accuracy of absences and FMLA by comparing entries with salary payments. Check for compliance of necessary supporting documentation. Write reports using structured query language. Provide training to staff members and managers on use of databases and reports.
- Complete DOT Verifications for all DPW CDL positions as required by federal regulations. Maintain DPW compliance with FMCSA Clearinghouse pre-employment and annual query regulations.

Creates pulls, maintains, and ensures compliance of Random Drug & Alcohol program in conjunction with the Designated Employer Representative.

- Website Creation and Maintenance for DPW Safety and Payroll. Provide forms electronically (using HCM) for our employees. Develop content, update and maintain Safety MINT page in partnership with other sections of Administrative Service
- Researches, plans & develops safety/customer service training modules. Provides training to principles (Management and employees). Acts as Training Coordinator to gather and maintain data on training
- Makes recommendations for new initiatives and leads special projects. Data collection and analysis as needed by Administration Services Director, as well as Admin and Safety Management.

This report therefore recommends reclassifying one position of Human Resources Assistant and two positions of Human Resources Analyst-Senior to Human Resources Representative in Pay Range 2HX.

The Leave Administrator Coordinator is responsible for overseeing the intake, processing, administration, and compliance of all Federal and State Family Medical Act leave requests. The position ensures uniform and consistent tracking of leave utilization, and accurate record keeping. The position serves as the main point of contact for employees and department representatives on all matters related to leave benefits under both Federal and State Family Medical Acts.

The Worker's Compensation Specialist assists in overseeing the administration and contract compliance of the Worker's Compensation process involving claims with a high degree of complexity and subrogation/recovery activities. These responsibilities require problem-solving abilities and negotiation skills. The position is responsible for conducting claims quality review of Worker's Compensation claim activities and assist in third party administrator (TPA) oversight; assists in providing direction and training to claims staff (both internally and with the TPA); managing litigated claims and negotiating settlements; acting as backup to the Worker's Compensation Manager; administering and supervising Bridge to Work (BTW) participants; functioning as the back-up to the Employee Assistance and Resource Coordinator; and assisting with administration of the Employee Assistance Program.

**Benefits Systems Analyst** (One DER Position)

**Test Administration Specialist** (One DER Position)

**HRIS Analyst** (One DER Position)

PR 2GX (\$52,498 - \$73,504), Recruitment at \$67,928

Appointment may be at any rate in the pay range with the approval of DER.

The Benefits Systems Analyst assists with the overall administration and delivery of City-wide benefits to ensure members are enrolled and receiving benefits correctly. This position is responsible for oversight of the PeopleSoft Human Resource Management System (HRMS) benefits module which includes updating rules, processing benefit events and monitoring ongoing changes related to multiple employee benefit programs. This position assists in benefits planning providing guidance on technical feasibility within the PeopleSoft system. The position works closely with ITMD, the Comptroller, payroll personnel and other benefits staff to monitor system health and trouble-shoot, implement and communicate critical changes that pertain to employee benefits. This includes making recommendations for system changes. In addition, this position develops and coordinates systems testing strategies to ensure benefits processes and HRMS are working as expected. This position also oversees the City's open enrollment period which includes scheduling and facilitating open enrollment fairs, updating new benefit plan specifications in HRMS, facilitating informational sessions for employees and processing and finalizing all benefit elections for the following year. The position administers the City's Consolidated Omnibus Budget Reconciliation Act (COBRA) program that provides continuation of health and dental benefits to active, separated and retired members. This position coordinates IRS reporting of health plan coverage for employees and retirees to meet the Affordable Care Act (ACA) regulations including the issuance of member statements and the City's annual report. The position serves as a critical back-up to other benefit staff members, service areas and functions including special projects as requested by the Employee Benefits Director.

The Test Administration Specialist oversees all aspects of the test administration process for all Civil Service Exams conducted by DER. This includes monitoring and administering Civil Service written and performance exams, scoring examinations, and has become the subject matter expert for the City of Milwaukee regarding all aspects of the applicant tracking software utilized within the DER and FPC. The position also directly supervises the Test Administration staff while providing training and support to the Staffing Division, all Test Administration Coordinators, and interacts directly with new and existing city department hiring managers throughout the City of Milwaukee.

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

- Implementation of ‘mass’ rate changes specific to pay administration, as well as updates to action/reason, codes, job codes, etc.
- Setting up and maintaining HRIS/HCM system codes and ensuring proper functioning
- Functioning as a technical expert related to Oracle’s PeopleSoft and other Oracle software
- Serving as the Information Security Officer within DER in providing access to the HRIS/HCM system and level of security granted. These designations are then provided to DOA-ITMD.
- Auditing and validating timekeeping entries; partners with appropriate payroll and/or department representatives to resolve problematic HCM entries.
- Guiding city payroll personnel, managers and employees in making accurate entries in the MCM system; corrections to entry errors; and as necessary has authority to correct entry errors.
- Collaborating with the Pay Services Supervisor, HRIS Compensation Audit Specialist, and city departments in the functional application and maintenance of city pay practices including recruitment matrices, merit based pay progression, and mass rate changes. Serving as a subject matter expert responsible for bringing improvements to the HRIS/HCM system.
- Calculating pay rates, benefit service dates, years of service credit, seniority, residency and other salary or benefit information as needed. Researching employment history as requested.
- Training city department personnel on the administration of the City’s policies and procedures as related to pay administration and pay progression as related to the HRIS/HCM system.
- Collaborates with the HRIS Compensation Audit Specialist in the maintenance of the audit table/system to ensure the accuracy and data integrity of electronic personnel records.
- Collaborate with the City’s Enterprise Team in DOA-ITMD on system upgrades and serves as the DER liaison in regards to module usage, analysis, development of functionality, and investigation of system issues.

The level of responsibility and expertise of this position are comparable to the Benefits Systems Analyst and Test Administration Specialist in DER, the Financial Systems Analyst in the Comptroller’s Office, and the Systems Analyst-Associate in DOA-ITMD. Responsibilities held by those positions include the analysis of work systems that require the creation of computer solutions, design of computer solutions, completion of the related detail work, and documentation of existing and developed solutions. This report therefore recommends reallocating the HRIS Analyst to Pay Range 2GX.

**Diversity Recruiter** (One DER Position)

**Recruiter** (One Fire & Police Commission Position)

**Human Resources Analyst – Senior** (Two DER Positions)

**Worker’s Compensation Analyst** (One DER Position)

**Business Operations Associate** (One DER Position)

PR 2FX (\$49,643 - \$68,968), Recruitment at \$63,729

Appointment may be at any rate in the pay range with the approval of DER

The Diversity Recruiter is responsible for ensuring a consistent, recognizable City of Milwaukee recruitment presence and educating Milwaukee residents on how to obtain employment with the City of

Milwaukee. The position develops and implements recruitment strategies to produce well-qualified and diverse candidate pools for non-sworn general city positions.

The Recruiter works closely with the Fire and Police departments, and the Fire & Police Commission Staffing Section to recruit candidates for entry-level positions in the Fire and Police departments. The position develops and implements recruitment strategies to produce well-qualified and diverse candidate pools for sworn positions.

The Human Resources Analyst - Seniors in the DER Compensation and Staffing-Certification Section provide a full range of professional personnel services to City departments, employees, and the public in meeting all facets of City departments' human resources needs.

The Human Resources Analyst - Senior in Compensation is responsible for preparing complex classification reports; editing reports for the Division, preparing communications for the City Service and Fire & Police Commissions; and the Finance and Personnel Committee; maintaining the Compensation Section calendar and scheduling meetings; preparing and overseeing Salary and Positions Ordinance changes made through report action or administrative corrections; coordinates meetings with city department representatives to implement the recommendations of job evaluation studies and assists with those implementations; creates and inactivates job codes; prepares a spreadsheet with all title/new rates for the Staffing Certification Section in order for that workgroup to 'certify' and direct departments to implement job evaluation report changes; tracks all pending and completed job evaluation requests; ensure that departments have submitted proper documentation related to a job evaluation request; collaborate with the Pay Services staff to support auditing and guidance to city human resources and payroll staff including interpretation and administration of policies and procedures relating to Compensation and HCM entries; represent the DER Classification staff in meetings with departments; serve as the point of contact for job descriptions and classification reports; assist the Pay Services Supervisor and Human Resources Manager with special rate letters including gathering needed information; compile statistical information for budget and AIM meetings; audit the Salary Ordinance on changes that were certified by the Common Council City Clerk; serves as the point of contact for any issues/mistakes within the salary ordinance, submits corrections to the Finance and Personnel Committee, and ensures that incumbent employees are not negatively impacted by the error and/or correct the pay of incumbent employees in collaboration with the Staffing Certification Section; serves as back-up to the Administrative Services Coordinator in regards to preparing materials for CSC, creating an agenda and uploading necessary documents onto Legistar, emailing Commissioners documentation, and if needed, overseeing the CSC meeting by recording and documenting actions taken; update forms and documents for the Compensation Section as needed.

The Human Resources Analyst - Senior in the Staffing Certification section is responsible for assisting City departments in filling vacant positions through eligible lists, referrals, transfers, demotions, etc. This position also certifies appointments in a timely and efficiently manner in accordance with Civil Service Rules (if applicable), the Positions Ordinance, and the Salary Ordinance. Responsibilities include overseeing eligible lists by consolidating, surveying and updating; verifying Finance & Personnel Committee approval to fill positions; tracking all requisitions for City of Milwaukee vacancy requests; advising departments of hiring procedures and verifying the appropriateness of the appointment; maintaining and updating eligible lists and reinstatement lists in accordance with the Civil Service Rules; consolidating, expiring and abolishing eligible lists in accordance with Civil Service Rules and other guidelines; documenting and notifying candidates of appointments, removal, and the restoration of an eligible list; coordinating with Human Resources Representatives on complex comparable eligible list issues; assisting city departments and candidates regarding status of eligible lists; issuing Certifications for all appropriate appointments made to the City of Milwaukee; assisting with updating certification guidelines as outlined by Civil Service Rules, the Salary Ordinance and eligible rules list changes; verifying rates of pay, status on eligible lists for appointments, and civil service status for appointments; certifying all reclassification, market study, or re-allocated positions based on Common Council file approvals; sending out certifications accurately and timely for all appointments; reviewing CSC Rules IV-6 and IV-9 requests for appropriate supporting documentation; verifying the appropriateness of the promotion based on the promotional checklist and civil service rules; advising and providing guidance to



new and existing hiring managers on the promotional process; verifying rates of pay and amend promotions based on special rate approvals as needed; reviewing the work of the Human Resources Assistant on promotional entries for accuracy; submitting reviewed promotional requests to the Workforce Planning and Certification Supervisor for approval/denial; processing Temporary Appointment requests in the absence of the Workforce Planning and Certification Supervisor; generating list of positions for potential DEPP placements for the Workforce Planning and Certification Supervisor; providing position recommendations to departments for candidates on the Reinstatement List; generating statistics for the annual budget; assisting the Staffing Test Administration section with e-list redacting and military credit reconciliation; represents the Certification section at all departmental vacancy meetings; assisting with processing I-9s for new hires and rehires; providing back-up support to front-desk reception operations; assisting with the training of new Staffing-Certification section staff; generating reports as needed using various systems and software; participating in the development of Staffing-Certification section city-wide training events.

The Worker's Compensation Analyst assists in administration and contract compliance of the Worker's Compensation process involving claims with a high degree of complexity that requires critical problem solving abilities. This position routinely conducts Worker's Compensation audits and identifies compliance issues and workflow issues; reviews and processes Duty Disability applications and reexaminations, assists in coordination of City's Safety Glasses Program; supports the subrogation and recovery efforts; and provides backup to all Bridge to Work activities and Litigation Activities.

The Business Operations Associate has responsibility for administering the City's Tuition Benefit Program, coordinating training events and updating the course lists, supporting the Business Operations Analyst in budget preparation, expenditure processing and tracking, accounts payable, accounts receivable, and assisting with department payroll processing.

**Management Trainee** (Six DER Positions)  
PR 2EX (\$49,643 - \$64,695), Recruitment at \$57,691  
Incumbents are limited to the recruitment rate.

A Management Trainee gains professional level experience within a City of Milwaukee department in Finance, Human Resources, Operational Support/Management Analysis, and/or Planning by working in one area during a limited term assignment. Responsibilities include managing resources and processes to effectively and efficiently ensure the timely completion of assigned duties; communicating orally and in writing to internal and external customers to ascertain and effectively meet their needs; reading and interpreting technical material, rules and regulations, and policies to discern key ideas and main themes; using computers and work related software to prepare reports, analyze and store data and written material; and effectively develop and complete assigned tasks; engaging in problem solving, decision making, and various types of analysis by employing critical thinking and effective use of information; using creativity to develop new methods where current methods are ineffective or inefficient; employing mathematical and statistical reasoning to solve various concrete problems; managing interaction with co-workers and supervisor to ensure that project/program goals are met; promoting a high level of performance for self and co-workers; and other assigned duties.

**Test Administration Coordinator** (One Fire & Police Commission Position)  
**HRIS Compensation Audit Specialist** (One DER Position)  
**Human Resources Analyst** (Underfill Title)  
PR 2DN (\$43,350 - \$60,688), Recruitment at \$57,691  
Appointment may be at any rate in the pay range with the approval of DER

The Test Administration Coordinator, under the direction of the F&PC Staffing Services Manager is responsible for planning, coordinating, scheduling, and documenting the recruitment and testing processes and procedures for entry-level and promotional processes for the Fire and Police Department.

The HRIS Compensation Audit Specialist is responsible for auditing Citywide HCM entries on a weekly basis. The position provides guidance to HR and payroll functions throughout the City. Responsibilities

include interpreting and administering policies and procedures relating to compensation/pay progression and HRIS entries (to include, but not be limited to: Salary and Position Ordinance, Chapter 350, City/State and Federal rules, regulations, statutes, etc.). This position collaborates with the Pay Services Supervisor and the HRIS Analyst in training all payroll and HR staff. Duties include:

- Develop and maintain auditing methods (to include, but not limited to excel tables, proper documentation and authorizations and/or certifications) to ensure accuracy and data integrity of HRIS/HCM transactions
- Audit and validate daily timekeeping entries. Partner appropriate Payroll, HR and/or departmental representative(s) on resolving problematic HCM entries.
- Provide guidance and direction for city payroll personnel, managers and employees in making accurate entries in the HCM system, and contact appropriate parties within appropriate department to make corrections to entry errors. In special circumstances this position has authority to correct entry errors.
- Provide support to, as well as consult with City department staff, and the HRIS Analyst in the functional application/maintenance of City pay practices including, recruitment matrices, merit based pay progression, mass rate changes, etc.
- Facilitate training regarding the administration of the City's policies and procedures as related to pay administration, and pay progression as related to the City's HRIS/HCM system.
- Calculate pay rates, benefit service dates, years of service credit, seniority, residency and/or other salary and/or benefit information as needed.
- Research employment history as requested by Employee's Retirement System and others as needed.
- Collaborate with the Pay Services team on design and implementation process improvements to the HRIS/HCM system.

The responsibilities and competencies of this position are comparable to those of the City Payroll Specialist in the Comptroller's Office. City Payroll Specialists edit, processes, and pre-audit all data required for the proper operation of PeopleSoft Human Resources System (HRMS) to ensure the accuracy of payments made to approximately 10,000 City of Milwaukee employees. These positions answer questions and resolve problems related to employee pay, deductions, leave balances, and other payroll issues, and are the final authority to ensure compliance with the provisions of labor agreements and ordinances covering all personnel.

The HRIS Compensation Audit Specialist performs complex personnel/payroll work that requires thorough understanding of salary ordinance pay provisions, civil service rules, as well as provisions of the Milwaukee Code of Ordinances. The position serves in a lead capacity to ensure the accurate processing of payroll and personnel transactions Citywide and serves as a resource to department payroll staff. This report therefore recommends reclassifying this position to HRIS Compensation Audit Specialist in Pay Range 2DN

The Human Resources Analyst title serves as an underfill title to both the Human Resources Analyst-Senior and Human Resources Representative titles in DER and other City departments including the Health Department, Library and DPW-Administrative Services Division. Responsibilities include providing a full range of professional personnel services to City managers employees, and the public.

**Benefits Services Specialist** (Two DER Positions)

**Human Resources Assistant**

(Three DER Positions, One DPW-Admin Position, Two Fire & Police Commission Positions)

PR 5IN (\$47,274 - \$55,763), Recruitment at \$49,396

Appointment may be at any rate in the pay range with the approval of DER.

The Benefit Services Specialists in the Medical Benefits Section perform the administrative and membership coordination (including waivers of coverage) for the HCM (human capital management) benefits administration for health/pharmacy and dental benefits for active employees and their dependents including various agencies under an intergovernmental agreement with the City of Milwaukee (HACM, RACM, MEDC and Wisconsin Center District). Each position ensures that no health/dental benefits

coverage gap exists for employees entering city employment or retirement and are responsible for conducting new employee orientation and providing the employee benefits overview. These positions monitor and execute periodic adjustments to payroll to accurately reflect enrollment changes in health/dental benefits for employees as well as monitor/perform pension adjustments for retirees as needed. The positions also oversee the Commuter Value Pass (CVP) Program and help enroll employees and provide information about the program. The positions serve as the lead coordinators for the reporting of health benefits information for the Affordable Care Act (ACA) and complete health verification for social security administration and state child support. The positions assist with the City's open enrollment period and the various events and duties pertaining to that function. The positions provide customer support and assist with claim inquiries, issues and general questions through the benefits customer support line and email account.

The Human Resources Assistant positions in DER and other City departments are paraprofessional positions that perform moderately complex work under limited supervision and seek guidance and direction when confronted with unique problems or situations. Incumbents are expected to have solid knowledge and understanding of civil service rules, federal and state employment laws, the Milwaukee Code of Ordinance, and comparable regulations. These paraprofessional positions serve as entry level jobs for professional level human resource positions within the City.

The Human Resources Assistants in the Fire & Police Commission's Staffing Section provide administrative support by scheduling, administering and scoring examinations; by developing and maintaining eligible lists; by providing information verbally and in writing to applicants, candidates, departmental representatives and other interested parties regarding hiring processes; by preparing statistical reports and by establishing and maintaining computer and paper files of examination-related records.

The Human Resources Assistant in the DER Staffing Division reports to the Test Administration Specialist and is responsible for scheduling, preparing, and monitoring of civil service written and performance exams. This includes test administration (written and performance tests), scoring, and candidate communication. The position also monitors vacancies within nonsworn positions and maintains metrics related to selection timeframes and quality.

The level of responsibility and expertise of these Human Resources Assistants in DER and F&PC are comparable to the responsibilities other Human Resource Assistants in DER and other City departments. This report therefore recommends reclassifying these three positions to Human Resources Assistant in Pay Range 5IN.

### **Next Steps and Implementation**

Again, this City Service Commission (CSC) report is the first of a number of reports that will recommend rates of pay for both human resource and closely related titles across City departments. The next report will make recommendations to the Fire and Police Commission (FPC) for titles comparable to those in this report but instead for titles in the Fire and Police Departments. A third and fourth report will make recommendations to the CSC and the FPC for higher-level human resources titles. A fifth and sixth report will send recommendations to the CSC and FPC for other closely related titles.

In addition, the Department of Employee Relations is preparing a series of reports for business operations titles. As with the human resources titles, these reports will be sent to both the CSC and FPC in order to encompass all City departments.

### **Actions Required -Effective Pay Period 6, 2022 (March 6, 2022)**

#### In the Salary Ordinance

Under Pay Range 2JX:

- Remove footnotes (2) and (10) from the title 'Risk Management and Safety Officer'



- Create footnotes (9) and (18):

(9) Recruitment is at:

Biweekly	2,968.54
Annual	77,182.04

(18) Recruitment is at:

Biweekly	3,057.60
Annual	79,497.60

- Apply footnotes (4) (9) (13) and (18) to the title 'Risk Management and Safety Officer'.

Under Pay Range 1EX:

- Remove footnotes (2) and (18) from the titles 'Benefits and Wellness Supervisor', 'Pay Services Supervisor', and 'Workforce Planning and Certification Supervisor'.
- Create footnotes (17) and (34):

(17) Recruitment is at:

Biweekly	2,968.54
Annual	77,182.04

(34) Recruitment is at:

Biweekly	3,057.60
Annual	79,497.60

- Apply footnotes (13) (17) (30) and (34) to the titles 'Benefits and Wellness Supervisor', 'Pay Services Supervisor', and 'Workforce Planning and Certification Supervisor'.

Under Pay Range 2IX:

- Remove footnotes (5) and (14) from the title 'Employee Assistant and Resource Coordinator'
- Create footnotes (10) and (20):

(10) Recruitment is at:

Biweekly	2,968.54
Annual	77,182.04

(20) Recruitment is at:

Biweekly	3,057.60
Annual	79,497.60

- Apply footnotes (4) (10) (14) and (20) to the title 'Employee Assistant and Resource Coordinator'.

Under Pay Range 2HX:

- Remove footnotes (2) and (8) from the titles 'Leave Administration Coordinator' and 'Worker's Compensation Specialist'
- Create footnotes (7) and (14):

(7) Recruitment is at:

Biweekly	2,783.96
Annual	72,382.96

(14) Recruitment is at:

Biweekly	2,867.48
Annual	74,554.48

- Apply footnotes (7) and (14) to the title 'Human Resources Representative'.
- Apply footnotes (1) (7) (8) and (14) to the titles 'Leave Administration Coordinator' and 'Worker's Compensation Specialist'.

Under Pay Range 2GX:

- Remove footnotes (3) and (12) from the title 'Benefits Systems Analyst'
- Remove footnotes (8) and (17) from the title 'Test Administration Specialist'
- Add the title 'HRIS Analyst'
- Create footnotes (10) and (20):

(10) Recruitment is at:

Biweekly	2,612.62
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Annual	67,928.12
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(20) Recruitment is at:

Biweekly	2,691.00
Annual	69,966.00

- Apply footnotes (10) and (20) to the title 'Test Administration Specialist'.
- Apply footnotes (7) (10) (17) and (20) to the titles 'Benefits Systems Analyst' and 'HRIS Analyst'.

Under Pay Range 2FX:

- Update rates in footnotes (5) and (10) to show:

(5) Recruitment is at:

Biweekly	2,451.12
Annual	63,729.12

(10) Recruitment is at:

Biweekly	2,524.65
Annual	65,640.90

- Apply footnotes (5) and (10) to the title 'Worker's Compensation Analyst'.
- Apply footnotes (4) (5) (9) and (10) to the titles 'Diversity Recruiter' and 'Recruiter'.

Under Pay Range 2EX:

- Remove the title 'HRIS Analyst'.
- Update footnotes (1) and (6) to read:

(1) Incumbents are limited to the minimum recruitment rate.

(6) Incumbents are limited to the minimum recruitment rate.

- Create footnotes (6) and (12):

(6) Recruitment is at:

Biweekly	2,218.88
Annual	57,690.88

(12) Recruitment is at:

Biweekly	2,285.45
Annual	59,421.70

- Add footnotes (6) and (12) to the title 'Management Trainee'.

Under Pay Range 2DN:

- Add title 'HRIS Compensation Audit Specialist'
- Create footnotes (18) and (36):

(18) Recruitment is at:

Biweekly	2,218.88
Annual	57,690.88

(36) Recruitment is at:

Biweekly	2,285.45
Annual	59,421.70

- Apply footnotes (15) (18) (33) and (36) to the titles 'Test Administration Coordinator', 'HRIS Compensation Audit Specialist', and 'Human Resources Analyst'.

Under Pay Range 5IN:

- Remove footnotes (1) and (7) from the titles 'Benefits Services Specialist' and 'Human Resources Assistant'.
- Apply footnotes (2) (6) (8) and (12) to the titles 'Benefits Services Specialist' and 'Human Resources Assistant'.

In the Positions Ordinance:

Under Department of Employee Relations

## Staffing and Certification Services

- Delete one position 'Program Assistant II'
- Add one position 'Human Resources Assistant'

## Compensation and Pay Administration Services

- Delete one position 'Human Resources Assistant'
- Add one position 'HRIS Compensation Audit Specialist'
- Remove the heading 'Training and Development Services'

## Management Training Program

- Delete six positions 'Management Training Positions'
- Add six positions 'Management Trainee'

## Under the Fire and Police Commission

## Staffing Services

- Delete two positions 'Program Assistant II'
- Add two positions 'Human Resources Assistant'

## Under the Health Department, Office of the Commissioner and Health Administration

## Human Resources

- Delete one position 'Human Resources Analyst-Senior (X)'
- Add one position 'Human Resources Representative (X)'

## Under Library, Administrative Services

## Human Resources Section

- Delete one position 'Human Resources Analyst-Senior (X)'
- Add one position 'Human Resources Representative (X)'

## Under Department of Public Works – Administrative Services Division

## Finance &amp; Planning Section

- Delete one position 'Human Resources Assistant'
- Add one position 'Human Resources Representative'

Prepared by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

Reviewed by: 

Makda Fessahaye, Employee Relations Director

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[www.milwaukee.gov/der](http://www.milwaukee.gov/der)



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Director  
Employee Benefits

**Nicole Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: April 12, 2022

**City Clerk, Department of City Development, Department of Employee Relations, Department of Administration, DPW - Administration, Health, Library**

Current	Recommended
Community Relations and Engagement Director PR 1FX (\$63,585 – \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of F&P. (One Position)	Community Relations and Engagement Director PR 1FX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER and Chair of F&P approval. (One Position)
Public Information Manager PR 1FX (\$63,585 – \$89,016) (One Position)	Public Information Manager PR 1FX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER and Chair of F&P approval. (One Position)
Community Engagement and Achievement Collaborative Manager PR 2JX (\$63,585 – \$89,016) (One Position)	Community Engagement and Achievement Collaborative Manager PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval. (One Position)
Health Marketing and Communications Officer PR 2JX (\$63,585 – \$89,016) FN: Recruitment at \$68,571/any point with DER approval. (One Position)	Marketing and Communications Officer PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval. (Four Positions)
Marketing and Communications Officer PR 2JX (\$63,585 – \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of F&P. (Two Positions)	
DER Marketing and Communications Officer PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 and appointment may be at any rate in the pay range with the approval of DER. (One Position)	

Note: Residents receive a rate that is 3% higher.

**Background**

The Department of Employee Relations previously completed a classification report to study rates of pay for various positions citywide. In that report, one position of DER Marketing and Communications Officer was classified in Pay Range 2JX (\$63,585 – \$89,016) with a footnote which added a recruitment rate of \$69,943 and provided recruitment flexibility. To ensure internal equity and to align with the previously written report, DER recommends applying the same footnote to the following comparable positions:

Title	Pay Range	Position(s)	Department(s)
Health Marketing and Communications Officer	PR 2JX (\$63,585 – \$89,016)	1	MHD
Marketing and Communications Officer	PR 2JX (\$63,585 – \$89,016)	2	DPW, DCD
Community Engagement and Achievement Collaborative Manager	PR 2JX (\$63,585 – \$89,016)	1	DOA
Community Relations and Engagement Director	PR 1FX (\$63,585 – \$89,016)	1	MPL
Public Information Manager	PR 1FX (\$63,585 – \$89,016)	1	CC-CC

**Cost of Labor**

In conducting a cost of labor analysis for these titles, staff collected pay rates for similar internal positions, data from the Bureau of Labor Statistics (BLS), and data from the Economic Research Institute (ERI), a salary survey service to which the Department of Employee Relations subscribes.

DER Marketing and Communications Officer (One Position) Pay Range 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval.
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The DER Marketing and Communications Officer manages functions associated with marketing and communications, media and community relations, and graphics/web services for the Department of Employee Relations (DER).

**Media and Public Affairs**

- Serve as the spokesperson for the department.
- Respond to inquiries from the media and the public.
- Develop and implement media relations and public relations strategies.
- Represent the department and serve as a liaison with other City departments and the Mayor’s Office communications staff.
- Attend events on behalf of the Employee Relations Director.

**Marketing and Communications**

- Create marketing campaigns to assist with recruitment efforts on behalf of the City of Milwaukee.
- Develop communication tools such as the annual report and strategic plan.
- Write, develop, and produce communications, including E-Notify, press releases, speeches, and presentations.
- Work closely with Employee Resource Groups (ERGs) to promote activities and events.
- Manage social media and other mediums for the Department.

- Manage the departmental website.

**Professional Development**

- Stay apprised of trends and development in the field by reading and conducting research.
- Participate in training and professional development related to public relations, media, marketing, and communications.
- Other duties as assigned.

Minimum qualifications include a bachelor’s degree in media relations, communications, marketing, journalism, public administration, or a closely related field from an accredited college or university; Four years of progressively responsible experience in journalism, marketing, media or public relations, or communications performing duties related to this position.

The recruitment rate for the position of DER Marketing and Communication Officer is slightly above the minimum of Pay Range 2JX (\$63,585 – \$89,016). The recruitment rate for this position aligns with current market rates of pay for comparable positions with related years’ experience in Southeastern, WI.

**Cost of Labor for Public Relations Specialist, BLS**

Area Name	Annual 10th% wage	Annual 25th% wage	Annual median wage	Annual 75th% wage	Annual 90th% wage
Milwaukee-Waukesha-West Allis, WI	\$39,239	\$50,092	\$64,076	\$81,682	\$100,725

Source: BLS. As of May 2021. Data aged 2% to reflect 2022 rates.

*BLS describes Public Relations Specialist as a position that promotes or creates an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. May specialize in using social media.*

**Cost of Labor for Public Relations Representative, ERI**

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	\$57,592	\$62,824	\$69,734	\$76,527	\$83,351
6	\$55,412	\$60,434	\$67,086	\$73,618	\$80,191
5	\$53,095	\$57,886	\$64,258	\$70,507	\$76,812
4	\$50,667	\$55,210	\$61,281	\$67,226	\$73,245
3	\$48,169	\$52,441	\$58,191	\$63,813	\$69,529
2	\$45,645	\$49,623	\$55,031	\$60,315	\$65,713
1	\$43,114	\$46,812	\$51,852	\$56,784	\$61,852

Source: ERI as of 01/01/22.

*ERI describes Public Relations Representative as a position that plans and organizes public relations program designed to create and maintain favorable public image for employer or client; Plans and oversees development and communication of information designed to keep the public informed of employer's programs, accomplishments, or point of view; Coordinates public relations efforts in order to meet needs, objectives, and policies of individual, special interest group, business concern, nonprofit organization, or governmental agency; and Represents organization as in-house staff member or serves as an outside consultant.*

Cost of Labor for Public Relations Supervisor, ERI

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	\$69,731	\$76,075	\$84,351	\$92,570	\$100,772
6	\$67,460	\$73,603	\$81,627	\$89,581	\$97,526
5	\$65,136	\$71,070	\$78,836	\$86,517	\$94,199
4	\$62,768	\$68,486	\$75,988	\$83,391	\$90,804
3	\$60,369	\$65,864	\$73,095	\$80,216	\$87,356
2	\$57,952	\$63,220	\$70,171	\$77,007	\$83,871
1	\$55,534	\$60,568	\$67,235	\$73,782	\$80,368

Source: ERI as of 01/01/22

*ERI defines Public Relations Supervisor as a position that supervises an organization's public relations efforts; Aids the administration with the presentation and the representation of the organization to the general public, customers, local communities, shareholders, and the financial community; Contributes to the development and maintenance of the organization's corporate image and identity; Oversees writing of and/or writes news releases and articles; Collaborates with management in setting the short- and long-term strategic objectives while providing the supervision necessary to achieve profits, growth, or other goals of the organization.*

**Analysis and Recommendations**

The recommendations that follow take into consideration the cost of labor in Southeastern Wisconsin as well as the rates of pay for comparable classifications within City government. Because of the potential of internal pay inequities, recommendations include a minimum recruitment rate. Further, to assist departments in recruiting the most qualified candidates, recommendations include recruitment at any point in the pay range with DER approval.

Duties and Responsibilities

Health Marketing and Communications Officer (One Position)  
 Pay Range 2JX (\$63,585 – \$89,016)  
 FN: Recruitment at \$68,571/any point with DER approval.

This position manages staff and functions associated with marketing and communications, media and community relations, and graphics/web services for the Milwaukee Health Department; functions as the public information officer and media liaison for MHD and represents the department at community events, committees, or task forces; and is responsible for drafting and executing a consistent, long-term public relations plan and providing oversight to the components within. Duties and responsibilities include:

Communication Responsibilities

- Develop and draft communications materials including: press releases, media advisories, opinion-editorial pieces, bylined articles, correspondence, and reports.
- Coordinate the dissemination of information to the media, the general public, community organizations, other public health organizations, and community partners.
- Write speeches, presentations, and campaigns regarding public health matters for the Commissioner, Division Directors, and others as assigned.



- Identify and recommend opportunities to inform the general public, interest groups, administration, Common Council, state and federal agencies, and community partners of MHD's policies, activities and accomplishments.
- Develop, coordinate, and implement a strategic communications plan and policies for the department and employees; and coordinate the preparation of annual reports.

#### Media and Community Relations

- Serve as primary contact for social media and act as spokesperson for the department as appropriate opportunities are identified.
- Coordinate local state, and national media relations and serve as a media resource for all divisions for the department.
- Foster and maintain positive, cooperative working relationships with community organizations, public health organizations, and media representatives.
- Arrange special events, new conferences, editorial board meetings, media coverage, and coordinate staff participation as appropriate.
- Serve as the MHD's liaison to the Mayor's Office, elected officials, and other department heads for press releases, special announcements, and other public relations matters.
- Represent the Milwaukee Health Department in public forums, at media events, committees, and task force groups.
- Provide leadership and consultation to the Health Commissioner on media and public relations aspects of mission-critical initiatives and crucial departmental policy and public health practice proposals.

#### Marketing Responsibilities

- Oversee the department's website, editing and submitting content, and supervising webmaster in the ongoing development of the site.
- Manage and direct departmental image branding, health communications graphics; manage and work with senior-level management, community partners, and advertising/promotional agencies to effectively execute marketing strategies.
- Develop time and action plans and direct associated marketing campaigns throughout the department to promote awareness and education.
- Manage activities of outside advertising/promotional agency (development and execution of programs).
- Track/manage all communication platforms for analytics and performance management reporting.

#### Supervision

- Manage and direct one Marketing and Communications Coordinator position and one Graphic Designer II position plus oversee some work performed by a Creative Design and Brand Specialist.

#### Peripheral Duties

- Perform other duties as assigned, including responding to an emergency or broad impact event.

#### Recommendation

Based upon comparisons of duties and consideration of the cost of labor in Southeastern Wisconsin, this job study recommends increasing the rate of pay for this title consistent with the current level of the DER Marketing and Communications Officer in Pay Range 2JX.

Current	Health Marketing and Communications Officer	PR 2JX (\$63,585 – \$89,016) FN: Recruitment at \$68,571/any point with DER approval.	One Position
Recommended	Marketing and Communications Officer	PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval.	One Position

Duties and Responsibilities

**Department of City Development**

Marketing and Communications Officer (One Position) Pay Range PR 2JX (\$63,585 – \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of F&P.
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This position plans and implements media relations and public relations activities for the Department of City Development, the Redevelopment Authority of the City of Milwaukee, the Milwaukee Economic Development Corporation, and the Port Milwaukee.

Media and Public Affairs

- Initiate and respond to external contacts, including those from the news media; serve as the primary spokesperson and media resource for the Department of City Development (DCD), the Redevelopment Authority of the City of Milwaukee (RACM), Milwaukee Economic Development Corporation (MEDC) and the Port Milwaukee.
- Coordinate and develop information required to respond to external requests for information.
- Provide strategic advice regarding media inquiries.
- Serve as the liaison with Mayor’s Office, other City departments, and other units of government, business owners, and business associations concerning communications relative to economic development activity.

Production and Written Communication

- Write speeches and create the associated visual support such as PowerPoint presentations; create op-ed pieces and statements for the DCD, RACM and the Port Milwaukee.
- Write annual communication plans for the DCD, RACM, and the Port Milwaukee.
- Develop communications tools, including annual reports.
- On behalf of DCD, RACM and Port Milwaukee, coordinate the response to sensitive requests for information generated by media representatives through the Wisconsin Open Records law.
- Represent the DCD, RACM and Port Milwaukee in regular meetings with other City governmental communications managers.
- Other duties as assigned.

**Department of Public Works - Administration**

Marketing and Communications Officer (One Position) Pay Range PR 2JX (\$63,585 – \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of F&P.
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This position manages staff and functions associated with marketing and communications, media and community relations, and graphics/web services for the City of Milwaukee Department of Public Works (DPW). This position functions as the public information officer and media liaison for the department and represents the department at community events, Committees, or task forces. Furthermore, this position is

responsible for drafting and executing a consistent, long-term public relations plan and providing oversight to the components within.

#### Communications

- Develop and draft communications materials including: press releases, media advisories, opinion-editorial pieces, bylined articles, correspondence, and reports.
- Coordinate the dissemination of information to the media, the general public, community organizations, other organizations, and community partners.
- Write speeches, presentations, and campaigns regarding public, interest groups, administration, Common Council, state and federal agencies, and community partners of DPW's policies, activities, and accomplishments.
- Develop, coordinate, and implement a strategic communications plan and policies for the department and employees.
- Coordinate, edit, and oversee the production of the department's newsletter and coordinate the preparation of annual reports.
- Coordinate and monitor responses to requests made to the DPW under Open Records law and maintain respective files.
- Manage all social media ventures to include, but not limited to, Facebook, Twitter, YouTube, and emerging technologies.

#### Marketing

- Oversee the department's website, editing, and submitting content, and supervising webmaster in the ongoing development of the site.
- Manage and work with senior-level management, community partners, and advertising/promotional agencies to effectively execute marketing strategies.
- Develop time and action plans, and direct associated marketing campaigns throughout the department to promote awareness and education.
- Manage activities of outside advertising/promotional agencies (development and execution of programs)

#### Media and Community Relations

- Serve as primary contact for media and act as spokesperson for the department as appropriate opportunities are identified.
- Coordinate local, state, and national media relations and serve as a media resource for all divisions of the department.
- Foster and maintain positive, cooperative working relations with community organizations, public works, organizations, and media representatives.
- Arrange special events, news conferences, editorial board meetings, media coverage, and coordinate staff participation as appropriate.
- Serve as the DPW liaison to the Mayor's Office, elected officials, and other department heads for press releases, special announcements, and other public relations matters.
- Represent DPW in public forums, at media events, committees, and task force groups.
- Provide leadership and consultation to the Public Works Commissioner on media and public relations aspects of mission-critical initiatives and crucial departmental policy and public works proposals.

#### Supervision

- Manage and direct the activities of contract employees and interns.

Recommendation

Based upon comparisons of duties and consideration of the cost of labor in Southeastern Wisconsin, this job study recommends increasing the rate of pay for this title consistent with the current level of the DER Marketing and Communications Officer in Pay Range 2JX.

Current	Marketing and Communications Officer	PR 2JX (\$63,585 – \$89,016)	One Positions
Recommended	Marketing and Communications Officer	PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval.	One Positions

Duties and Responsibilities

Community Engagement and Achievement Collaborative Manager (One Position) Pay Range 2JX (\$63,585 - \$89,016)
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This position serves as a spokesperson and central point of contact for the City on issues pertaining to advancing the achievement of boys and men of color. Promotes racial equity and inclusion in Milwaukee through citywide collaboration. A special focus is placed on enhancing local capacity to improve life outcomes of boys and men of color significantly marginalized from economic, social, educational, and political life.

- Mobilize community stakeholders across sectors around a common racial equity and inclusion agenda with a special focus on boys and men of color and using common measures of success.
- Collaborate with the Black Male Achievement Advisory Council (BMAAC) to advance BMAAC’s mission: “to create hope and opportunities for black men and boys who are significantly marginalized from economic, social, educational and political life” and the My Brother’s Keeper (MBK) Community Challenge and its six “cradle-to-career-to-college” goals.
- Develop and implement performance measurement tools to track program outcomes and ensure progress is made toward the achievement of BMAAC and MBK goals.
- Utilize data to document needs, target resources, assess the effectiveness of strategies and programs, and measure progress in improving life outcomes of boys and men of color.
- Develop and advance new policies, programs, and practices to generate significant improvements in outcomes for boys and men of color in areas such as educational attainment, employment, family strengthening, and the prevention of violence and violence-related deaths.
- Serve as Director of the Mayor’s Milwaukee Fatherhood Initiative (MFI) and the black male achievement anchor initiative, and manage daily operations of the MFI.
- Other duties as assigned.

Recommendation

Based upon comparisons of duties and consideration of the cost of labor in Southeastern Wisconsin, this job study recommends increasing the rate of pay for this title consistent with the current level of the DER Marketing and Communications Officer in Pay Range 2JX.

Current	Community Engagement and Achievement Collaborative Manager	PR 2JX (\$63,585 – \$89,016)	One Position
Recommended	Community Engagement and Achievement Collaborative Manager	PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval.	One Position

Duties and Responsibilities

Community Relations and Engagement Director (One Positions) Pay Range 1FX (\$63,585 – \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of F&P.
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This position is responsible for increasing the number of library patrons engaged with library, bridging the gap between the available library resources available and the potential audiences who can benefit from those resources, brand, works as a member of the Executive Team, is creative, dynamic, analytical, skilled, and ready to lead an important department within a major urban library.

Community Engagement

- Engages the community by directing the development and execution of an annual marketing plan that aligns with the library’s strategic plan and annual priorities.
- Leads and manages the library’s awareness campaign, in collaboration with the Milwaukee Public Library Foundation and community partners. Manages the project budget, coordinates with partners on media planning and buying, design production. Works with consultants and staff on related major events and outreach strategies.
- Plans and executes all marketing and communication related to the Branch Redevelopment Campaign including special events such as media previews, ground-breakings, and Opening Day Celebrations.
- Directs the design of the library’s website and the MPL social media strategy.
- Gathers and analyses community feedback through surveys, focus groups, and other data-gathering techniques. Uses feedback and market segmentation data from the library’s strategic plan to develop appropriate and effective communication plans.

Branding and Communications

- Oversees and manages the Library’s brand, ensuring that all communication, messaging, and design have a consistent look.
- Develops realistic plans and methods for protecting the library’s brand and trains others to follow suit.
- Develops and trains staff on use of the MPL Style Guide.
- Responsible for all official communication including press releases, articles, signage, Blogs, and similar media.
- Plans and produces an annual report of library activities for distribution to stakeholders in collaboration with the MPLF.
- Directs and oversees the design of all printed collateral, including flyers, reports, stationary, posters, and calendars. Maintains adequate quantities of renewable materials.
- Manages photography services through the use of in-house and contract photographers.
- Directs photography to ensure sufficient resources to document activities and to create a library of work for the production of publications; manages collection of images.
- Directs all editorial work including content, writing, and editing. Writes for the Library Director and others as directed, including speeches, and PowerPoint presentations.

**Community Relations**

- Represent the Library in the community, maintains relationships.
- Directs Public & Media Relations, using methods and practices to build trust and exposure to target markets.
- Selects library staff for media interviews and trains them in effective techniques and presentation skills for public and media appearances.
- Manages requests for commercial filming and photography in library buildings.

**Planning and Administration**

- Serves on the Director’s Executive Team, helping to set strategic priorities and develop appropriate capital and operating budgets related to marketing and communications.
- Allocates and manages available financial and human resources and identifies needs to support grant funded projects.
- Develops short- and long-term plans to meet objectives.
- Seek improvements in practices and policies to streamline operations and achieve cost savings.
- Proactive in planning for annual jobs, deadlines, and priority projects and initiatives, while leaving room for last-minute requests.
- Oversees the performance and development of direct reports, providing team members with meaningful work and opportunities for growth, innovation, and leadership development.
- Provides internships to high school and college students.
- Analyses the demand for services and seeks appropriate levels of resources to meet the priorities of the library and the needs of the community.
- Develops budgets for grant applications and ongoing service programs.

**Miscellaneous**

- Undertakes relevant professional development activities and stays abreast of major trends in marketing, public relations, branding, and other relevant fields.
- Serves as Librarian-In-Charge at Central Library
- Assumes command of the library in the absence of the Director, Deputy Director, and two Assistant Directors.
- Assumes other administrative responsibilities and projects as assigned by the Library Director.
- Other duties as assigned.

**Recommendation**

Current	Community Relations and Engagement Director	PR 1FX (\$63,585 – \$89,016)	One Position
Recommended	Community Relations and Engagement Director	PR 1FX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval.	One Position

**Duties and Responsibilities**

Public Information Manager (One Position) Pay Range 1FX (\$63,585 – \$89,016)
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This position is responsible for public relations counseling, writing, design, digital and interactive communications, social media, photography, web design and internet services, television production and broadcast services for the Common Council and the Office of the City Clerk. Provides city officials with

the expertise, content, knowledge, equipment, and means to inform the public and others about city government programs, initiatives, and issues, and during crisis conditions.

- Supervise city employees and interns who provide public information services, including writing, graphics design, photography, television, web page creation and editing, and other marketing, social media and communications services and expertise to members of the Common Council, the Office of the City Clerk, the City of Milwaukee Youth Council, and other city departments and agencies.
- Write news releases, commendatory/condolatory resolutions, media advisories, statements, E-Notify mass emails, social media posts, newsletters, speeches, brochures, flyers, reports and other public information materials.
- Manage digital photo archive for Common Council-City Clerk’s Office.
- Arrange, edit, print, and post digital photos as needed for publications, web pages, social media posts, and media use and internal use such as security badges/IDs and posters/flyers.
- Advise and counsel members of the Common Council to assist, expand, and improve constituent relations, public relations, public information, and social media presence and content.
- Manage ongoing college internship program in the PID (weekly assignments, tasks, oversight, evaluations, and recommendations).
- Maintain news media contacts, arrange news conferences, disseminate news releases/statements/advisories and video releases to news media and public (and via E-Notify and Twitter/LinkedIn).
- Serve as primary news media and social media contact.
- Administer the budget, planning, record keeping, purchasing and quality control functions of the Public information Division.
- Assist in managing publicity, social media, signage, invitations, gifts, and physical awards/certificates for special events and ceremonies.
- Other duties as assigned.

Recommendation

Based upon comparisons of duties and consideration of the cost of labor in Southeastern Wisconsin, this job study recommends increasing the rate of pay for this title consistent with the current level of the DER Marketing and Communications Officer in Pay Range 2JX.

Current	Public Information Manager	PR 1FX (\$63,585 – \$89,016)	One Position
Recommended	Public Information Manager	PR 1FX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval.	One Position

Furthermore, in this report DER is aligning all Marketing and Communications Officers to remain consistent. Therefore, this job study recommends changing the title of the DER Marketing and Communications Officer to Marketing and Communications Officer in Pay Range 2JX.

Current	DER Marketing and Communications Officer	PR 2JX (\$63,585 – \$89,016) FN: Recruitment at \$69,943/any point with DER approval.	One Position
Recommended	Marketing and Communications Officer	PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval.	One Position



This report is one of two reports that will be sent to commissions for approval. The secondary report will be heard at the Fire and Police Commission meeting as it impacts positions in the Police Department. This includes one position of Community Relations and Engagement Manager in Pay Range 2JX and one position of Marketing and Communications Officer in Pay Range 2JX.

**Action Required – Effective Pay Period 6, 2022 (March 6, 2022)**

In the Salary Ordinance:

Under Pay Range 1FX:

- Apply footnotes (1) and (12) to the title ‘Community Relations and Engagement Director’.
- Apply footnotes (1) (2) (13) and (13) to the title ‘Public Information Manager’

Under Pay Range 2JX:

- Delete title ‘DER Marketing and Communications Officer’
- Delete title ‘Health Marketing and Communications Officer’
- Remove footnotes (2) and (10) from the title ‘Marketing and Communications Officer’
- Apply footnotes (4) (5) (13) and (14) to the title ‘Marketing and Communications Officer’
- Apply footnotes (4) (5) (13) and (14) to the title ‘Community Engagement and Achievement Collaborative Manager’

In the Positions Ordinance:

Under Department of Employee Relations, Administration Division:


- Delete one position ‘DER Marketing and Communication Officer’
- Add one position ‘Marketing and Communications Officer’

Under Health Department, Policy, Innovation & Engagement Division, Communications:

- Delete one position ‘Health Marketing and Communications Officer (X)(Y)(T)’
- Add one position ‘Marketing and Communications Officer (X)(Y)(T)’

Prepared By:     Arielle Ewing      
Arielle Ewing, Human Resources Representative

Reviewed by:     Andrea Knickerbocker      
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Makda Fessahaye, Employee Relations Director



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: April 12, 2022

The Department of Employee Relations (DER) presents this report to classify, repurpose, or mend equity issues for positions within multiple departments due to action taken for the 2022 budget. Job descriptions were provided and conversations were held with directors and human resources staff in effected departments.

#### Common Council – City Clerk

Current	Recommended
City Clerk PR 1LX (\$93,232- \$130,521) (One Position)	City Clerk PR 1MX (\$99,369 - \$139,123) FN: Recruitment at \$111,295 and at any point in the range with the approval of DER and Chair of Finance. (One Position)

Note: Residents receive a rate that is 3% higher.

#### Department of Administration - ITMD

Current	Recommended
Telecommunications Manager PR 1IX (\$76,988 - \$107,782) (One Position)	Telecommunications Analyst – Project Leader PR 2LX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)

Note: Residents receive a rate that is 3% higher.

#### Department of Employee Relations

Current	Recommended
New Position	Research and Policy Coordinator PR 2HX (\$55,962 - \$78,342) FN: Recruitment at \$58,737 and at any point in the range with the approval of DER. (One Position)

Note: Residents receive a rate that is 3% higher.

#### Department of Public Works – Administration

Current	Recommended
Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587. (One Position)	Administrative Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587. (One Position)
Office Supervisor II PR 2CN (\$40,678 - \$56,941) (One Position)	Administrative Specialist - Senior PR 2EX (\$49,643 - \$64,695) (One Position)

Note: Residents receive a rate that is 3% higher.

**Health Department**

Current	Recommended
Healthcare Access Program Manager PR 1DX (\$55,962 - \$78,342) (One Position)	Healthcare Access Program Manager PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$71,134 and at any point in the range with the approval of DER. (One Position)
Program Assistant I PR 5EN (\$41,311 - \$47,658) (One Position)	Program Assistant III PR 5IN (\$47,274 - \$55,763) Recruitment Rate is \$48,735. (One Position)

Note: Residents receive a rate that is 3% higher.

**Library**

Current	Recommended
Research and Policy Analyst PR 2FX (\$49,643 - \$68,968) (One Position)	Research and Policy Coordinator PR 2HX (\$55,962 - \$78,342) Recruitment is at \$58,737 and at any point in the range with the approval of DER. (One Position)

Note: Residents receive a rate that is 3% higher.

**Analysis and Recommendations**

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. A number of the recommended recruitment rates affect the same or similar titles in other City departments. Future Job Evaluation Reports will recommend bringing minimum recruitment rates for those titles/positions into alignment with the recommendations for the titles below and will recommend the same effective date.

**Common Council – City Clerk**

Current	City Clerk	PR 1LX (\$93,232- \$130,521)	One Position
Recommended	City Clerk	PR 1MX (\$99,369 - \$139,123) FN: Recruitment at \$111,295 and at any point in the range with the approval of DER and Chair of Finance.	One Position

The City Clerk manages services regularly requested by City departments to provide document translations, interpreters for meetings and events, compliance with notice and open meeting requirements, and for implementing file/meeting management platforms. This position is responsible for managing staff and record-keeping for a growing number of City Commissions, boards, and tasks forces. Duties and responsibilities include:

- Supervises the general administration of the entire department, which includes the aldermanic offices, the Central Administration Unit, Council Records Section, Workforce Development Section, Inspector General, Intergovernmental Relations, Public Information Division, City Channel, Historic Preservation Section, License Division, Legislative Reference Bureau, Municipal Research Library and City Records Center. Preparation and management of departmental budget.
- Provide Council member logistical services and manage portfolio of Council-sponsored special events.
- Perform such other duties as may be required by the Common Council.
- Attend all meetings of the Common Council and keep a full record of their proceedings.
- Draw and sign orders on the treasury in pursuance of an order or resolution of the Common Council and keep a full and correct account thereof in books or files provided for that purpose.
- Keep the corporate seal and papers and records of the City.
- Administer oaths and affirmations, authorized to be taken by and under the laws of this state.

- Manage services for City departments and bodies relating to notices, translations, interpreters and implementing file/meeting management platforms.
- This is an elected position by Common Council.

The position of City Clerk was last studied in the 1980's. Since then duties of this position have significantly increased. Changes to this position include:

- Oversees City Records division staff.
- Oversees Workforce Development section staff.
- Oversees Office of the Inspector General.
- Oversees a portfolio of official City events which has expanded in recent years.
- Manages services regularly requested by City departments.
- Manages record-keeping for various City commissions, boards, and task forces.

### Cost of Labor

In conducting a cost of labor analysis for the position of City Clerk, staff collected pay rates for similar positions in Southeastern Wisconsin, and from the Economic Research Institute (ERI), a salary survey service to which the Department of Employee Relations subscribes.

*City of Racine - City Administrator - Pay Range \$106,555.21 - \$143,847.45*

Under direct authority of the Mayor and in accordance with the policies established by the Common Council, this position is responsible for administering, planning, coordinating and supervising the efficient performance of all services, activities, programs and operations of the City, including staff functions and financial management. Work performance is evaluated by the Mayor through conferences, periodic performance reviews, and by observing results achieved.

- Effectively fulfill actions of the Common Council and implement administrative matters as directed by the Mayor.
- Confer with governmental groups and private organizations to promote cooperation on services, activities, plans and programs.
- Make recommendations and provide leadership, advice and counsel to the Mayor, the Common Council, administrative managers, and department heads and staff.
- Review and make recommendations on departmental organization and procedures at all levels of the organization, and monitor operations to prevent problems from occurring.
- Assist the Mayor in providing financial direction in the acquisition and use of financial resources through the operating and capital improvement budget process, to include reviewing and modifying the annual operating budget and capital improvement plan.
- Assess the impact of trends in local government, and develop long range plans and policies to implement change in the city and respond to changes in the community.
- Resolve interdepartmental and interagency problems and disputes.
- Maintain a consistent and reliable attendance record.

Cost of Labor for Administrative Director, ERI

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
West Allis	\$112,711	\$124,386	\$139,087	\$154,074	\$168,835
Waukesha	\$112,678	\$124,329	\$138,986	\$153,931	\$168,702
Racine	\$107,236	\$118,542	\$132,892	\$147,789	\$162,448
Milwaukee	\$112,064	\$123,671	\$138,277	\$153,208	\$167,975
Madison	\$106,821	\$117,764	\$131,562	\$145,981	\$160,640
Kenosha	\$113,026	\$124,692	\$139,264	\$153,540	\$167,472

Source: ERI. Data as of 01/01/22.

*ERI describes Administrative Director as a position that directs, organizes, and schedules administrative functions for the organization; Oversees multifunctional support responsibilities such as, but not limited to, administrative functions, data and telecommunications, facilities management, human resources services, insurance, office services, purchasing, security, mail and messenger services, office clerical and support services, printing, and cafeteria services, etc.; Develops short- and long-term strategic plans for the department, and identifies resources and opportunities for department growth and improvement; and collaborates with organization officials to plan business objectives, to develop organizational policies, and to coordinate functions.*

Based upon cost of labor comparisons in Southeastern Wisconsin, DER recommends reallocating the position City Clerk from Pay Range 1LX (\$93,232- \$130,521) to Pay Range 1MX (\$99,369 - \$139,123) with a recruitment rate of \$4,280.58 (\$111,295.08) and recruitment flexibility for any point in the range with the approval of DER and the Chair of the Committee on Finance and Personnel.

**Department of Administration – ITMD**

Current	Telecommunications Manager	PR 1IX (\$76,988 - \$107,782)	One Position
Recommended	Telecommunications Analyst – Project Leader	PR 2LX (\$72,244 - \$101,137) FN: Appointment may be at any rate in the pay range with the approval of DER.	One Position

This position leads a team that provides advanced-level expertise and direction in the design, development, implementation, maintenance, and support of the City Wide Area Network and its components. This position is required to manage and participate in a team to ensure 7/24/365 support to the Community Safety Wide Area Network (CSWAN) that serves Police, Fire, and other emergency services and the COMON (City of Milwaukee Optical Network) that serves the balance of City government. This network must flawlessly carry all data communications, internal telephone communications, a variety of new and existing security systems including sewer, water, traffic control, and street lighting system monitoring and control system. It is the backbone of all Police and Fire public safety communications including video, data, telephone, and security systems. The City is unique in that we own, design, and manage our own ‘wide area networks’ (WAN) built with city fiber in city conduit. The City network supports over 10,000 ports in about 100 buildings spread out over 95 square miles. Duties and responsibilities include:

- System Design and Implementation  
Advise the CIO in system designs of the CSWAN and LAN’s; design, install, configure, and support local and wide area network hardware and software associated with T1, Ethernet, fast Ethernet, Gigabit Ethernet, wireless Ethernet, DSL, Sonet, and DWDM; and develop and document detailed network systems.
- System Analysis and Support  
Provide advanced technical support in hardware and software maintenance and security; manage, configure, operate and support WAN/ LAN that supports departments such as Fire, Police, DPW, Health, Port of Milwaukee, Municipal Court and Milwaukee Public Library; and manage configure, operate and support internet connections, hardware, and software enhancements on behalf of DPW and other City agencies.
- System Security and Alert  
Monitor and maintain network security systems according to City standards; respond to Network Alert System alarms 7 days a week, 24 hours a day; and respond to other outages affecting 24/7 operations.
- System Documentation  
Document existing WAN/LAN systems and facilities.

Minimum qualifications include a bachelor’s degree in computer science or a closely related technical field from an accredited college or university; a minimum of 5 years’ experience in the design/ support of a large enterprise network; and including at least 3 years’ experience in supporting local and wide area network services including routing, VLANS, Ethernet, Fast Ethernet, Gigabit Ethernet, DWDM, Sonet, DSL, fiber and CAT5 cabling. Equivalent combinations of education and experience may also be considered.

The Department of Administration has requested to reclassify one position of Telecommunications Manager to Telecommunications Analyst – Project Leader to accurately reflect duties performed. The department indicated that ITMD has a strong need for more technical expertise within the Telecommunications and Networking section of the department. Additionally, increased grant funding for major projects requires another position that serves as a technical lead. Although technical skills remain the same for this position, the level of responsibility has decreased from section manager duties to project leadership duties. This position will focus on the technical duties of a Telecommunications Analyst and lead major projects. The new duties and responsibilities align with the department’s current classification of Telecommunications Analyst – Project Leader.

Therefore, DER recommends reclassifying one position of Telecommunications Manager in Pay Range IIX (76,988-\$107,782), to the position of Telecommunications Analyst – Project Leader in Pay Range 2LX (\$72,244 - \$101,137) with recruitment flexibility to assist the department with recruitment efforts.

**Department of Employee Relations**

Current	New Position		One Position
Recommended	Research and Policy Coordinator	PR 2HX (\$55,962 - \$78,342) FN: Recruitment is at \$58,737 and at any point in the range with the approval of DER.	One Position

This position performs research on a variety of benefit and safety programs and services, collects and analyzes information, and uses the data to inform decision making for City benefits, safety efforts, and labor contract negotiations. This position is also responsible for consolidating data into comprehensive and easy to understand reports that will help drive benefit and safety program strategies and decisions. Duties and responsibilities include:

- Develop and execute analyses on aggregate benefit claims data to measure trends in utilization and costs of various benefit programs including health care services.
- Gather, track, and analyze data and information for various benefit programs to measure the success of program initiatives, return on investments and inform program/policy decisions.
- Evaluate and compare existing City benefits with those of other comparable employers and local municipalities by analyzing plan options, survey reports, and other sources of information.
- Evaluate performance of current benefit plans to identify opportunities for improvement in quality and cost.
- Summarize highly complex data into comprehensive and easy to understand reports as well as organize and develop data tracking worksheets. Communicate data analysis and findings in a manner which guides and facilitates informed and timely decisions.
- Perform multifactor data and cost analyses; organize and present data for collective bargaining strategy, labor agreements, mediation, interest and grievance arbitration proceedings.
- Design and conduct surveys of comparable jurisdictions on a broad range of issues; and maintain survey results.
- Maintain a database of comparable jurisdiction collective bargaining agreements.
- Analyze and track the City’s worker’s compensation and safety data metrics and trends in order to develop strategies to assist the City in effectively managing risks and loss control.
- Assist with communication of safety and trend data including compiling statistical data and preparing reports as needed on a variety of risk related topics of interest in City administration and departments.
- Establish collaborative relationships with benefit and safety vendors and cross-unit workgroups to enhance data management and analysis approaches.
- Provide project management and operations activities, such as monitoring, designing, and implementing tools and processes to help organize and manage data.
- Identify areas for future focus and opportunities to develop impactful projects.
- Participate in area and industry benefit and wellness surveys.
- Work on other areas of data analyses as needed.

Minimum qualifications include a bachelor’s degree in policy analysis, public administration, political science, or related field; and three years of progressively responsible experience conducting research or policy and statistical analysis in an equivalent position. Equivalent combinations of education and experience may be considered.



Market pay data, effective January 1, 2022, from the Economic Research Institute (ERI), a service to which the Department of Employee Relations (DER) subscribes, was reviewed for similar positions in southeastern Wisconsin.

**Research Analyst with three years of experience**

10%	25%	Mean	75%	100%
\$58,366	\$63,214	\$69,682	\$75,939	\$82,303

*Runs research and analytics using necessary data; documents and analyzes findings from research; aids with the creation of presentation materials; and presents research findings.*

Comparisons were also made to other City positions including the classification of Data and Evaluation Coordinator in Pay Range 2HX (\$55,962 - \$78,342) with a recruitment rate of \$58,737. The basic function of the Data and Evaluation Coordinator is to be responsible for the design, development, implementation, analysis, and summary of program data for a broad range of areas within the Milwaukee Health Department.

As the position under study has more of an emphasis on research and using the data for policy decisions, we recommend the title of “Research and Policy Coordinator”. The pay data supports putting this position into Pay Range 2HX (\$55,962 - \$78,342). We also recommend the recruitment rate of \$58,737, which is the same recruitment rate for the classification of Data and Evaluation Coordinator, plus recruitment at any point in the range with the approval of DER.

We therefore recommend classifying this new position as Research and Policy Coordinator in Pay Range 2HX (\$55,962 - \$78,342) with a recruitment rate of \$2,259.12 (\$58,737.12) and at any point in the range with the approval of DER.

**Department of Public Works - Administration**

Current	Accounting Assistant II	PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587.	One Position
Recommended	Administrative Assistant II	PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587.	One Position

The Administrative Assistant II will assist the HR/Safety section of Administrative Services with a variety of tasks. This position will process invoices from vendors for goods and services such as background checks, drug testing, office supplies, and the printer/fax machine. Also, this individual will assist with processing invoice statements related to the Procard. This position is responsible for supporting the Safety Supervisor with accident/injury report processing and reporting as well as the maintenance and updating of various databases associated with these programs. Additionally, this position maintains the Alcohol/ Drug testing database, developing and pulling the random sampling required to conduct the tests as well as maintaining the ‘chain of custody’ documentation required by federal regulation. The position also assists with the Department of Transportation (DOT) verifications for City of Milwaukee Commercial Driver’s Licenses (CDL) holders and generating queries in the Clearinghouse. Finally, this role will provide administrative support in the Commissioner’s office. Duties and responsibilities include:

- 30% Process vouchers for invoices and process bi-weekly Procard statements; check status of vendor contracts; and serve as contact for office supply orders.
- 20% Process accident and injury forms as well as other supporting documentation; interact with the Department of Employee Relations (DER) and Corvel (Worker’s Compensation [WC] – third party vendor) to ensure the reports are uploaded to the WC system; and oversee OSHA Reporting Log and serve as contact for Keller Log.
- 20% Prepare and create random sampling for federally required alcohol/ drug testing program and maintain ‘chain of custody’ forms.



- 20% Assist with DOT verifications and running annual queries from the Clearinghouse.
- 10% Provide administrative support to management in Safety, HR, and the Commissioner’s office as needed, such as sending out regular and certified mail and other duties as assigned.

Minimum requirements include at least 4 years of progressively responsible office support experience, along with 1 year as an Office Assistant II or comparable title.

The primary responsibilities of this position are to process invoices from vendors for goods and services such as background checks, drug testing, and office supplies. This position will continue with processing invoice statements related to the Procard, however will help with invoices and Procard statements specifically out of the Safety Section in the Administrative Services Division. The incumbent will be providing more administrative focused functions, which include: accident/injury report processing and reporting, as well as the maintenance and updating of the various databases associated this function; assisting the Human Resources Assistant with the alcohol/drug testing database and developing, pulling the random sampling required to conduct the tests, and maintaining the ‘chain of custody’ documentation required by federal regulation; and assisting with the DOT verifications for the City of Milwaukee CDL holders and generate queries in the Clearinghouse.

Due to the position now focusing more on administrative functions, we recommend one position of Accounting Assistant II in Pay Range 6HN (\$37,821 - \$42,701) with a recruitment rate of \$38,587 be retitled to an Administrative Assistant II in Pay Range 6HN (\$37,821 - \$42,701) with a recruitment rate of \$38,587.

Current	Office Supervisor II	PR 2CN (\$40,678 - \$56,941)	One Position
Recommended	Administrative Specialist – Senior	PR 2EX (\$49,643 - \$64,695)	One Position

This position is responsible for assisting the Commissioner of Public Works and the DPW Administrative Services Director. This individual serves in a confidential capacity assisting with human resources functions such as open records requests, complaints from citizens, and tracking and generating various reports for the department. Duties and responsibilities include:

- 40% Manage and conduct high level and confidential administrative activities and support for the Commissioner of Public Works and Administrative Services Director and section managers; liaison with elected, Mayor’s Office, other divisions and citizens requests; and manage office contacts and inform the Commissioner of Public Works of any potential problems and concerns.
- 40% Serve as the point of contact for open records requests and ensure the process for executing request are timely and accurate.
- 5% Provide backup to Administrative Services Support Liaison in review, distributing and preparing Special Events Permits; prepare invoices to collect permit fees and deposits associated with the permit; and maintain the Commissioner’s calendar events and meetings, and manage details and follow up actions as needed.
- 5% Assist the Marketing and Communications Officer with various assignments.
- 5% Assist the Administrative Services Manager with various HR tasks.
- 5% Perform special projects and other duties as assigned.

Minimum requirements include an associate’s degree in public administration, business, or a related field; at least 4 years of clerical experience in performing duties related to the position with at least one year experience at the Office Assistant III level or above; one year of experience working in a confidential

capacity; and one year experience using PeopleSoft HRMS and City Time. An equivalent combination of education and experience may be considered.

A comparison to other Administrative Specialist – Senior positions within the City indicates that the duties and responsibilities of this position would be at a similar level. Generally, Administrative Specialist – Senior positions may function as an office manager, supervise an administrative staff, and have some responsibility in providing support in areas of budgeting, accounting, personnel, generating reports, procurement and/or payroll. Some positions may work more independently and provide support to a higher level manager.

The duties and responsibilities of this position being studied are at a similar level as this position will supervise an Administrative Support Specialist; assist with human resources functions, such as complaints from citizens and tracking temporary appointments and exempt positions in DPW Administrative Services, as well as other requests sent to the City Service Commission; assisting the permit section with processing transactions; manage and track all Open Records requests for the department and serve as the point of contact; and provide support for the Commissioner of Public Works and the DPW Administrative Services Director.

We therefore recommend one position of Office Supervisor II in Pay Range 2CN (\$40,678 - \$56,941) in DPW Administration be reclassified to an Administrative Specialist – Senior in Pay Range 2EX (\$49,643 - \$64,695).

**Health Department**

Current	Healthcare Access Program Manager	PR 1DX (\$55,962 - \$78,342)	One Position
Recommended	Healthcare Access Program Manager	PR 1EX (\$59,632 - \$83,481) FN: Recruitment is at \$71,134 and at any point in the range with the approval of DER.	One Position

The Healthcare Access Program Manager oversees all outreach and enrollment efforts for the Milwaukee Health Department (MHD) through the Community Healthcare Access Program (CHAP), while simultaneously supervising, training and supporting staff. CHAP provides outreach and enrollment assistance to Milwaukee residents who are looking for health insurance through Medicaid or the ACA Marketplace, along with enrollment into other programs, such as FoodShare, Childcare of Wisconsin Works (W2). The incumbent in this position collaborates with community partners to assist their clientele or employees with enrollment for health insurance and other public benefits, and on an ongoing basis, identifies potential new community organizations or entities that are likely to reach the uninsured or Medicaid insured populations. This position coordinates CHAP services across three MHD Health Centers – Southside Health Center, Northwest Health Center and Keenan Health Center requiring a high level of coordination and multi-site oversight. Duties and responsibilities include:

35% Staff Supervision  
Provide comprehensive orientation of new staff, and assure on-going training and development of staff; provide clear assignments and schedules to staff – assuring for multi-health center coverage; assure accurate daily record keeping, monthly reporting and performance outcome measurements by staff; guide staff in establishing contacts with community based organizations for outreach functions; involve staff in regular collaboration with other community outreach efforts in Milwaukee; facilitate creative processes with staff to identify new opportunities for outreach and how it may be accomplished; ensure staff and program are in compliance with HIPPA regulations and CMS (Centers for Medicare & Medicaid Services) regulation; hire, support, coach, supervise, evaluate, and when needed. Discipline staff assigned to the CHAP unit; and schedule, facilitate, and document monthly supervision sessions with staff.

35% Program Management and Leadership  
Monitor program objectives and outcomes toward achieving the goals of the program; oversee administrative functions for the program, including contracts, budgets, and expenditures; monitor computer data systems and maintain quality assurance activities related to the program; ensure efficiency in referrals from other programs in MHD; plan, implement, and evaluate program activities and referral network; participate in developing applications for funding to expand CHAP Outreach program activities; participate in team meetings and workgroups on behalf of the MCH Director, and/ or MHD leadership; serve as a spokesperson for health insurance (Medicaid and ACA Marketplace) and entitlement program

related issues; monitor local, state, and federal trends regarding health care access; complete annual CMS-CDO (Centers for Medicare & Medicaid Services – Counselor Designated Organization); work to secure funding for CHAP by preparing and reporting statistics and outcomes while delivering on contract specifics; and ensure that grant deliverables are finalized and submitted on time.

25% Community Involvement

Collaborate with other outreach provider agencies to identify eligible populations and avoid duplication of services; establish and maintain positive working relationships with community based organizations in Milwaukee; establish and maintain positive working relationships with state, local, and county officials; attend and/ or facilitate regular informational collaborative meetings related to health insurance and entitlement programs; work collaboratively to ensure comprehensive and accurate cross-referrals among programs in Milwaukee; participate in advocacy and policy changes to better serve the under and uninsured people; and oversee coordination of community access to health-related services, where appropriate.

5% Peripheral Duties

Collaborate with managers within the Community Health Branch – Maternal and Child Health Division on all projects needed for the smooth operation of the division; support overall clinic operations, work cooperatively with other clinic managers to ensure clients receive and are served comprehensively in a professional and helpful manner; and carry out any other duties as assigned which may include supporting the department during a public health emergency or broad impact event.

Minimum qualifications include a bachelor’s degree in health, social work, behavioral science, or a closely related field with an emphasis on communication; and 5 years of experience in income maintenance and/or entitlements field, with at least 2 years in a comparable management position.

This position was last studied in 2017 when it was reclassified from Medical Assistance Program Supervisor in Pay Range 1BX (\$48,670 - \$67,616) to Healthcare Access Program Manager in Pay Range 1DX (\$54,865 - \$76,806) due to expanded duties and responsibilities that were more comparable to other program managers. The report noted that the position had a staff of 9 to 13 positions and the span of control, budgetary responsibilities and accountability for program outcomes made the position more similar to other classifications in Pay Range 1DX (\$54,865 - \$76,806).

Since then, other studies have been conducted and similar leadership positions in the Community Health Division are now in Pay Range 1EX (\$59,632 - \$83,481) with a recruitment rate of \$71,134 and at any point in the range with the approval of DER. These include Doula Program Manager, WIC Program Manager and Strong Baby Program Manager. To provide more consistency among these Program Manager positions we recommend that the Healthcare Access Program Manager be reallocated to the higher level of Pay Range 1EX (\$59,632 - \$83,481) with a recruitment rate of \$71,134 and at any point in the range with the approval of DER.

We therefore recommend reallocating this position of “Healthcare Access Program Manager” from Pay Range 1DX (\$55,962 - \$78,342) to Pay Range 1EX (\$59,632 - \$83,481) with a recruitment rate of \$71,134 and recruitment flexibility at any point in the range with the approval of DER.

Current	Program Assistant I	PR 5EN (\$41,311 - \$47,658)	One Position
Recommended	Program Assistant III	PR 5IN (\$47,274 - \$55,763) Recruitment Rate is \$48,735.	One Position

This position is responsible for providing high- quality, confidential administrative support to the Laboratory Director, Deputy Laboratory Director, and Laboratory Operations Manager; serves as the lead of office staff in the MHD Laboratories; and coordinates administrative support for Laboratory staff. Duties and responsibilities include the following:

65% Administrative Support

Provides high-quality, confidential administrative support to the Laboratory Director, Deputy Laboratory Director and Laboratory Operations Manager; makes travel arrangements and handles reimbursement

requests for administrative staff as requested; coordinates and prepares transportation of samples for mailing or shipping to various locations and agencies; coordinates infrastructure maintenance and IT support logistics; maintains the conference room calendar as well as calendars/schedules for staff attendance, annual in-services and continuing education; formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records in accordance with MHD and City of Milwaukee policies; maintains inventory for office supplies, equipment and makes recommendations for upgrades and/or committees as assigned; maintains contact information for internal and external contacts; serves as lead office staff and maintains clerical records to ensure completeness, accuracy and timeliness; discerns when there is a problem that warrants the division manager's attention and facilitates remedial action as necessary; assists in maximizing office productivity and reports through proficient use of appropriate office software applications; responsible for maintaining files needed for regulatory, grant, collaborative and administrative reporting; maintains various monthly and annual summary reports of laboratory statistics and billing data for lab management; coordinates the processing of monthly Reports of Confirmed Infections to medical providers and the eLAB network, and continuing education documents and technical reports; assists with preparing, proofreading/editing, formatting and disseminating both internal and external written communications for the lab; provides grant-related support as needed, including assisting with grant applications, writing, grant reporting, and budget preparation and monitoring; assists with scheduling, planning and executing laboratory events, meetings, and tours; is responsible for updates and maintains laboratory website/pages; maintains annual professional membership dues, assists with renewing annual/biennial certifications and annual renewal of laboratory liability insurance policy; maintains publication subscriptions and the laboratory's library of reference materials; compiles and maintains standard operating procedures (SOPs) for current job duties and trains new staff in office procedures; assigns duties and supervises Office Assistant II position; assists staff with special projects, including preparing quotes for billable clients as needed; assists with coordinating computer/phone arrangements and providing necessary information to new employees and interns, in coordination with departmental Human Resources and Payroll; assists with processing internship applications and coordinating intern schedule arrangements; provides customer service and information in response to phone calls and emails from members of the public, customers, and other contacts, and directs to appropriate parties as needed; handles and distributes all incoming mail correspondence and communicates on behalf of the Laboratory Director per recommendations; services printers, copy and fax machines, adding paper and toner as needed and assisting other staff in the use of the machines; assists leadership staff with annual proficiency testing (PT) enrollment and updating/maintaining PT calendars; coordinates meetings with MHD Administration, City Attorney's office, Human Resources, the Department of Employee Relations and other city officials; takes notes during Laboratory Safety Committee and internal meetings as needed; and transcribes written notes as requested along with preparing meeting materials as needed.

15% Accounting / Purchasing Assistance

Assists with maintaining LIS (Laboratory Information System) monthly billing files and reporting non-LIS billing information to the MHD accounting staff for the processing of interdepartmental requisitions and invoices (IRIs); ensures timely processing of lab invoices; orders office supplies and other general items as requested, issuing laboratory purchase orders, or utilizing the Procard; and assists with other procurement processes as needed.

15% Payroll Processing and Back-up Office Supports

Assists laboratory management with maintaining staff attendance records and/or processing personnel-related transactions and payroll information; maintains confidential personnel training records; coordinates office support and provides back-up assistance to other office staff and MHD Administration front desk in performing data entry, reception duties including telephone and security access for couriers and visitors; and other duties as assigned.

Minimum requirements include a bachelor's degree and four years of office support experience. Additional education in business, office management, or related areas is preferred. Equivalent combinations of education and experience may be considered.

This position was last studied in 2008 when it was reclassified from Office Assistant IV in Pay Range 445 to the current classification of Program Assistant I in Pay Range 460. In 2012, as part of the restructuring of the Salary Ordinance, the pay range was changed from 460 to 5EN with no change in pay. At the time of the reclassification,

it was noted that the position provided administrative assistance to several managers, had more interaction with department heads, mayoral and aldermanic staff, outside public agencies and officials, and community groups; and needed a good working knowledge of the policies and procedures in the Division to assist managers with their work.

Since then, this position has taken on expanded duties and responsibilities including increased responsibility for assisting with writing and preparing grant applications; reporting and monitoring of grant budget and deliverables; preparing, creating and disseminating various communications such as routine technical reports, policies, website updates, client/partner messaging, and other special projects; assisting with laboratory-related purchasing including serving as a Procard holder; and assisting with billing related duties. This position also serves as a lead worker and provides oversight and training to an Office Assistant II position plus temporary office staff.

With these changes listed above, the requested level of Program Assistant III in Pay Range 5IN (\$47,274 - \$55,763) with a recruitment rate of \$48,735 is appropriate. These positions perform a variety of duties and responsibilities to support a significantly complex program or area of operations within a city department. They require the equivalent knowledge and skill obtained from a bachelor’s degree and an in-depth knowledge of technical and/or administrative processes.

We therefore recommend reclassifying this position of Program Assistant I in Pay Range 5EN (\$41,311 - \$47,658) to Program Assistant III in Pay Range 5IN (\$47,274 - \$55,763) with a recruitment rate of \$48,735.

**Library**

Current	Research and Policy Analyst	PR 2FX (\$49,643 - \$68,968)	One Position
Recommended	Research and Policy Coordinator	PR 2HX (\$55,962 - \$78,342) Recruitment is at \$58,737 and at any point in the range with the approval of DER.	One Position

This position coordinates and provides analysis of business intelligence and public services to measure organizational performance tied to community outcomes. This includes integration of community data to identify and forecast social and economic trends relevant to strategic direction of library services; using both qualitative and quantitative research methods to prepare and maintain portfolio of business intelligence, community research, analysis and evaluation; and providing senior leadership, the Milwaukee Public Library Board of Trustees, and City leadership with proposals and recommendations to measure performance and drive strategy to promote relevant Milwaukee Public Library services to residents. Duties and responsibilities include:

- 30% Manages and coordinates all business intelligence in order to drive performance; manages all aspects of research and grant projects including design, fielding, and analysis to identify needs, viewpoints, behaviors, and attitudes of current and potential patron facing services; support data and evaluation activities for grant programming to ensure that grant activities are effective and efficient; make recommendations for improvement, highlight operational success and contribute to public health policy formation and development; develop and implement qualitative and quantitative data collection tools to evaluate community disparities among at-risk and underserved populations and analyze effectiveness of public services related to community needs; and analyze and interpret qualitative and quantitative data using statistical software packages and qualitative data analysis techniques.
- 20% Creates and maintains performance dashboards and delivers regular presentations on performance to senior leadership and the Board of Trustees; analyses and interprets data to identify patterns and patron preferences; delivers high-impact and actionable market insights in order to advise senior leadership and recommend compelling and holistic solutions; create data visualizations to help stakeholders understand and interpret community and MPL public services data; enhance MPLs dashboard to better capture the social support of library programs and usage statistics; provide technical support to stakeholders to ensure the highest quality of public services and grant performance measurement; increase the department’s capacity to evaluate and improve practices, programs, use of resources, and strategic planning; and



- collaborate with stakeholders to interpret community data to develop useful and practical recommendations to address programming for high-risk and underserved populations.
- 20% Identifies and translates business needs into research projects; applies appropriate research methodology to meet business objectives; works collaboratively with the Department managers to ensure integrity of all data; serves as a primary data manager for several key and highly secure Department of Public Instruction, State of Wisconsin, databases related to staff and patron building access, materials, and programming use; research, develop and implement performance management processes including an adequate training curriculum to support staff in obtaining community needs, resources, and appropriate public services; develops written reports and presentations with executive summary, key findings, business implications and graphical interpretation of data; communicates findings in a manner which guides and facilitates informed and timely decisions; establish a performance monitoring and reporting system; provide frequent progress reports including public service and grant performance status and quality improvement outcomes; and collaboratively design an information technology infrastructure required to support grant performance and open data sharing with the community.
- 10% Research, develop and implement performance management processes including an adequate training curriculum to support staff in obtaining community needs, resources, and appropriate public services.
- 10% Maintain and coordinate across the institution systems for tracking key performance indicators by continuously reviewing and analyzing the alignment of public service goals, grant guidelines, strategies, and activities.
- 5% Sets performance measurements for initiatives developed by public service staff and holds them accountable. Responsibilities include coaching, training, orienting, and evaluating. Counsels and interprets data collection policies and procedures
- 5% Support general administrative and operations needs for the unit.

Minimum requirements include a bachelor's degree in marketing, business or a related field from and 3 years' of experience in marketing analytics, statistical analysis, and data visualization.

This position was created in 2018 and the basic function was to provide analysis for business intelligence and library services to measure organizational performance as it relates to community outcomes. This position continues to perform this work but additional duties and responsibilities have been added including work related to marketing; preparing presentations and speaking at meetings with the Mayor's Office; assisting with the budget process including editing and advising related to nonfinancial aspects; developing surveys to gauge community input; providing input on software implementation, upgrades, and redesigns; involvement in COVID-related statistics and helping staff understand data and risks; and involvement in providing continuous data and review of processes related to Race and Equity initiatives.

With these changes the work has become more complex and suggests a higher level pay range is warranted. Market data was reviewed, and comparisons were made to other City positions. The best match is the new classification being recommended in this report of Research and Policy Coordinator in Pay Range 2HX (\$55,962 - \$78,342) with a recruitment rate of \$58,737 and at any point in the range with the approval of DER.

We therefore recommend reclassifying this position of Research and Policy Analyst in Pay Range 2FX (\$49,643 - \$68,968) to Research and Policy Coordinator in Pay Range 2HX (\$55,962 - \$78,342) with a recruitment rate of \$58,737 and recruitment flexibility at any point in the range with the approval of DER.

**Action Required** – Effective Pay Period 6, 2022 (March 6, 2022)

In the Salary Ordinance:

Under Pay Range 1DX:

- Delete title 'Healthcare Access Program Manager'.

## Under Pay Range 1EX:

- Add the title 'Healthcare Access Program Manager' and apply footnotes (13) (15) (30) and (32).

## Under Pay Range 1IX:

- Delete the title 'Telecommunications Manager'.

## Under Pay Range 1LX:

- Delete title 'City Clerk'.

## Under Pay Range 1MX:

- Add the title 'City Clerk'.
- Create footnotes (4) and (8):

## (4) Recruitment is at:

Biweekly	4,280.58
Annual	111,295.08

## (8) Recruitment is at:

Biweekly	4,409.00
Annual	114,634.00

- Add footnotes (2) (4) (6) and (8) to the title 'City Clerk'.

## Under Pay Range 2HX:

- Add the title 'Research and Policy Coordinator' and apply footnotes (1) (6) (8) and (13).

## Under Pay Range 2LX:

- Add the title 'Telecommunications Analyst – Project Leader' and apply footnotes (1) and (5).

In the Positions Ordinance:

## Under Department of Administration, Information and Technology Management Division, Network and Telecommunications Section:

- Delete one position 'Telecommunications Manager'.
- Add one position 'Telecommunications Analyst – Project Leader'.

## Under Department of Employee Relations, Employee Benefits Division:

- Delete one position 'Research and Policy Analyst'
- Add one position 'Research and Policy Coordinator'

## Under Department of Public Works – Administrative Services Division, Office of the Commissioner:

- Delete one position 'Office Supervisor II'
- Add one position 'Administrative Specialist – Senior'

## Under Department of Public Works – Administrative Services Division, Finance and Planning Section:

- Delete one position 'Accounting Assistant II'
- Add one position 'Administrative Assistant II'

## Under Health Department, Clinical Services Division, Laboratory:

- Delete one position 'Program Assistant I (X)(S)(AA)(PP)'
- Add one position 'Program Assistant III (X)(S)(AA)(PP)'

## Under Library, Administrative Services Decision Unit, Operations Division:

- Delete one position 'Research and Policy Analyst'
- Add one position 'Research and Policy Coordinator'

Prepared by: Sarah Sinsky

Sarah Sinsky, Human Resources Analyst - Senior


Prepared by: Arielle Ewing

Arielle Ewing, Human Resources Representative



Prepared by:  Sarah Trotter   
Sarah Trotter, Human Resources Representative

Reviewed by:  Andrea Knickerbocker   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Makda Fessahaye, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b> <u>4/11/2022</u> <b>File Number</b> <u>211881</u> <input checked="" type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b> <u>Communication from the Department of Employee Relations relating to classification studies scheduled for the April 12, 2022 City Service Commission meeting.</u>

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b> <u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b>
		<input type="checkbox"/> <b>Suspends expenditure authority.</b>
		<input type="checkbox"/> <b>Increases or decreases city services.</b>
		<input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b>
		<input type="checkbox"/> <b>Increases or decreases revenue.</b>
		<input checked="" type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b>
		<input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b>
		<input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b>
	<input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>	

<b>D</b>	<b>Charge To</b>	<input checked="" type="checkbox"/> <b>Department Account</b>	<input type="checkbox"/> <b>Contingent Fund</b>
		<input type="checkbox"/> <b>Capital Projects Fund</b>	<input type="checkbox"/> <b>Special Purpose Accounts</b>
		<input type="checkbox"/> <b>Debt Service</b>	<input type="checkbox"/> <b>Grant &amp; Aid Accounts</b>
		<input type="checkbox"/> <b>Other (Specify) _____</b>	

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
<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**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

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**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**

City Service Commission Meeting of April 12, 2022  
Finance and Personnel Committee Meeting of April 13, 2022

**NEW COSTS FOR 2022**

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Employee Relations	Risk Mgmt and Safety Officer	2JX	Risk Mgmt and Safety Officer	2JX	\$68,289	\$79,498	\$9,053	\$1,267	\$10,321
1	Employee Relations	Benefits and Wellness Supervisor	1EX	Benefits and Wellness Supervisor	1EX	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	Pay Services Supervisor	1EX	Pay Services Supervisor	1EX	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	Workforce Planning and Cert Sup	1EX	Workforce Planning and Cert Sup	1EX	\$61,421	\$79,498	\$14,601	\$2,044	\$16,645
1	Employee Relations	Employee Asst and Resource Coord	2IX	Employee Asst and Resource Coord	2IX	\$77,641	\$79,498	\$1,500	\$210	\$1,710
2	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$64,229	\$74,554	\$8,339	\$1,168	\$9,507
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$62,707	\$74,554	\$9,569	\$1,340	\$10,908
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$61,937	\$74,544	\$10,183	\$1,426	\$11,608
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$63,073	\$72,383	\$7,520	\$1,053	\$8,572
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$60,133	\$72,383	\$9,894	\$1,385	\$11,279
1	Health	Human Resources Representative	2HX	Human Resources Representative	2HX	N/A	N/A	N/A Above the New Minimum		
1	DPW-Admin Services	Human Resources Representative	2HX	Human Resources Representative	2HX	\$63,348	\$74,554	\$9,051	\$1,267	\$10,318
1	DPW-Admin Services	Human Resources Representative	2HX	Human Resources Representative*	2HX	\$55,962	\$72,383	\$11,368	\$1,592	\$12,960
1	Fire and Police Comm	Human Resources Representative	2HX	Human Resources Representative	2HX	\$66,300	\$74,554	\$6,667	\$933	\$7,600
1	Fire and Police Comm	Human Resources Representative	2HX	Human Resources Representative*	2HX	\$55,962	\$72,383	\$11,368	\$1,592	\$12,960
1	Employee Relations	Leave Administration Coord	2HX	Leave Administration Coord	2HX	\$57,641	\$74,554	\$13,661	\$1,912	\$15,573
1	Employee Relations	Worker's Compensation Specialist	2HX	Worker's Compensation Specialist	2HX	\$69,868	\$74,554	\$3,785	\$530	\$4,315
1	Health	Human Resources Analyst-Senior	2FX	Human Resources Representative	2HX	\$59,160	\$74,554	\$12,434	\$1,741	\$14,174
1	Library	Human Resources Analyst-Senior	2FX	Human Resources Representative	2HX	\$51,133	\$74,554	\$18,917	\$2,648	\$21,565
1	DPW-Admin Services	Human Resources Assistant	5IN	Human Resources Representative	2HX	\$51,263	\$74,554	\$18,812	\$2,634	\$21,446
1	Employee Relations	Benefits Systems Analyst	2GX	Benefits Systems Analyst	2GX	\$56,100	\$69,966	\$11,199	\$1,568	\$12,767
1	Employee Relations	Test Administration Specialist	2GX	Test Administration Specialist	2GX	\$69,965	\$69,966	\$1	\$0	\$1
1	Employee Relations	HRIS Analyst	2EX	HRIS Analyst	2GX	\$56,634	\$69,966	\$10,768	\$1,508	\$12,276
1	Employee Relations	Diversity Recruiter	2FX	Diversity Recruiter*	2FX	\$49,643	\$63,729	\$9,752	\$1,365	\$11,117
1	Fire and Police Comm	Recruiter	2FX	Recruiter*	2FX	\$49,643	\$63,729	\$9,752	\$1,365	\$11,117
1	Employee Relations	Human Resources Analyst-Senior	2FX	Human Resources Analyst-Senior	2FX	\$63,404	\$65,641	\$1,807	\$253	\$2,060
1	Employee Relations	Human Resources Analyst-Senior	2FX	Human Resources Analyst-Senior	2FX	\$61,557	\$63,729	\$1,754	\$246	\$2,000
1	Employee Relations	Worker's Compensation Analyst	2FX	Worker's Compensation Analyst	2FX	\$62,755	\$65,641	\$2,331	\$326	\$2,657
1	Employee Relations	Business Operations Associate	2FX	Business Operations Associate*	2FX	\$61,557	\$63,729	\$1,504	\$211	\$1,714
2	Employee Relations	Management Trainee	2EX	Management Trainee	2EX	\$51,133	\$59,422	\$13,390	\$1,875	\$15,265
2	Employee Relations	Management Trainee	2EX	Management Trainee	2EX	\$49,643	\$57,691	\$13,001	\$1,820	\$14,821
2	Employee Relations	Management Trainee	2EX	Management Trainee*	2EX	\$49,643	\$57,691	\$11,143	\$1,560	\$12,703
1	Fire and Police Comm	Test Administration Coordinator	2DN	Test Administration Coordinator*	2DN	\$43,350	\$57,691	\$9,928	\$2,030	\$11,959
1	Employee Relations	Human Resources Assistant	5IN	HRIS Compensation Audit Specialist	2DN	\$50,197	\$59,422	\$7,451	\$1,524	\$8,975
1	Employee Relations	Benefits Services Specialist	5IN	Benefits Services Specialist	5IN	\$50,197	\$50,878	\$550	\$112	\$663
1	Employee Relations	Benefits Services Specialist	5IN	Benefits Services Specialist*	5IN	\$48,735	\$49,396	\$458	\$94	\$551
2	Employee Relations	Human Resources Assistant	5IN	Human Resources Assistant	5IN	\$50,197	\$50,878	\$1,100	\$225	\$1,325
1	DPW-Admin Services	Human Resources Assistant	5IN	Human Resources Assistant	5IN	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	Program Assistant II	5FN	Human Resources Assistant	5IN	\$45,138	\$50,878	\$4,636	\$948	\$5,584
1	Fire and Police Comm	Program Assistant II	5FN	Human Resources Assistant	5IN	\$44,691	\$50,878	\$4,997	\$1,022	\$6,019
1	Fire and Police Comm	Program Assistant II	5FN	Human Resources Assistant	5IN	\$43,390	\$49,396	\$4,851	\$992	\$5,843

1	Library	Comm Rel & Engagement Dir	1FX	Comm Rel & Engagement Dir	1FX	N/A	N/A	N/A Above the New Minimum		
1	Library	Public Information Manager	1FX	Public Information Manager*	1FX	\$63,585	\$69,943	\$4,402	\$616	\$5,018
1	DOA-Office of the Dir	Comm Eng & Achievement Coll Mgr	2JX	Comm Eng & Achievement Coll Mgr	2JX	N/A	N/A	N/A Above the New Minimum		
1	Health	Health Marketing & Comm Officer	2JX	Marketing & Comm Officer	2JX	\$70,628	\$72,041	\$970	\$136	\$1,106
1	City Development	Marketing & Comm Officer	2JX	Marketing & Comm Officer	2JX	N/A	N/A	N/A Above the New Minimum		
1	DPW-Admin Services	Marketing & Comm Officer	2JX	Marketing & Comm Officer	2JX	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	DER Marketing & Comm Officer	2JX	Marketing & Comm Officer*	2JX	N/A	N/A	N/A Title Change Only		
1	Common Council-City Clerk	City Clerk	1LX	City Clerk	1MX	\$103,371	\$114,634	\$9,097	\$1,274	\$10,371
1	Employee Relations	New Position	N/A	Research and Policy Coordinator*	2HX	N/A	N/A	N/A Included in 2022 Budget		
1	DPW-Admin Services	Accounting Assistant II	6HN	Administrative Assistant II*	6HN	N/A	N/A	N/A Title Change Only		
1	DPW-Admin Services	Office Supervisor II	2CN	Administrative Specialist - Senior*	2EX	\$40,678	\$49,643	\$6,207	\$869	\$7,075
1	Health	Healthcare Access Program Mgr	1DX	Healthcare Access Program Mgr*	1EX	N/A	N/A	N/A Grant Funded		
1	Health	Program Assistant I	5EN	Program Assistant III*	5IN	N/A	N/A	N/A Grant Funded		
1	Library	Research and Policy Analyst	2FX	Research and Policy Coordinator	2HX	\$49,681	\$58,737	\$7,314	\$1,024	\$8,338
61								\$325,084	\$47,703	\$372,787

Assume effective date for filled positions is Pay Period 6, 2022 (March 6, 2022).

\*Assume vacant positions are filled Pay Period 9, 2022 (April 17, 2022)

Note: The Health Marketing and Communications Officer position is 15% grant funded.

#### NEW SAVINGS FOR 2022

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Administration-ITMD	Telecommunications Manager	1IX	Telecommunications Analyst-Proj Ldr*	2LX	\$76,988	\$72,244	\$3,284	\$460	\$3,744

\*Assume vacant position is filled Pay Period 9, 2022 (April 17, 2022)

#### NEW COSTS FOR FULL YEAR

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Employee Relations	Risk Mgmt and Safety Officer	2JX	Risk Mgmt and Safety Officer	2JX	\$68,289	\$79,498			
1	Employee Relations	Benefits and Wellness Supervisor	1EX	Benefits and Wellness Supervisor	1EX	N/A	N/A			
1	Employee Relations	Risk Mgmt and Safety Officer	2JX	Risk Mgmt and Safety Officer	2JX	\$68,289	\$79,498	\$11,209	\$1,569	\$12,778
1	Employee Relations	Benefits and Wellness Supervisor	1EX	Benefits and Wellness Supervisor	1EX	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	Pay Services Supervisor	1EX	Pay Services Supervisor	1EX	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	Workforce Planning and Cert Sup	1EX	Workforce Planning and Cert Sup	1EX	\$61,421	\$79,498	\$18,077	\$2,531	\$20,608
1	Employee Relations	Employee Asst and Resource Coord	2IX	Employee Asst and Resource Coord	2IX	\$77,641	\$79,498	\$1,857	\$260	\$2,117
2	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$64,229	\$74,554	\$10,325	\$1,446	\$11,771
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$62,707	\$74,554	\$11,847	\$1,659	\$13,506
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$61,937	\$74,544	\$12,607	\$1,765	\$14,372
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$63,073	\$72,383	\$9,310	\$1,303	\$10,613
1	Employee Relations	Human Resources Representative	2HX	Human Resources Representative	2HX	\$60,133	\$72,383	\$12,250	\$1,715	\$13,965
1	Health	Human Resources Representative	2HX	Human Resources Representative	2HX	N/A	N/A	N/A Above the New Minimum		
1	DPW-Admin Services	Human Resources Representative	2HX	Human Resources Representative	2HX	\$63,348	\$74,554	\$11,206	\$1,569	\$12,775
1	DPW-Admin Services	Human Resources Representative	2HX	Human Resources Representative*	2HX	\$55,962	\$72,383	\$16,421	\$2,299	\$18,720
1	Fire and Police Comm	Human Resources Representative	2HX	Human Resources Representative	2HX	\$66,300	\$74,554	\$8,254	\$1,156	\$9,410
1	Fire and Police Comm	Human Resources Representative	2HX	Human Resources Representative*	2HX	\$55,962	\$72,383	\$16,421	\$2,299	\$18,720
1	Employee Relations	Leave Administration Coord	2HX	Leave Administration Coord	2HX	\$57,641	\$74,554	\$16,913	\$2,368	\$19,281
1	Employee Relations	Worker's Compensation Specialist	2HX	Worker's Compensation Specialist	2HX	\$69,868	\$74,554	\$4,686	\$656	\$5,342

1	Health	Human Resources Analyst-Senior	2FX	Human Resources Representative	2HX	\$59,160	\$74,554	\$15,394	\$2,155	\$17,549
1	Library	Human Resources Analyst-Senior	2FX	Human Resources Representative	2HX	\$51,133	\$74,554	\$23,421	\$3,279	\$26,700
1	DPW-Admin Services	Human Resources Assistant	5IN	Human Resources Representative	2HX	\$51,263	\$74,554	\$23,291	\$3,261	\$26,552
1	Employee Relations	Benefits Systems Analyst	2GX	Benefits Systems Analyst	2GX	\$56,100	\$69,966	\$13,866	\$1,941	\$15,807
1	Employee Relations	Test Administration Specialist	2GX	Test Administration Specialist	2GX	\$69,965	\$69,966	\$1	\$0	\$1
1	Employee Relations	HRIS Analyst	2EX	HRIS Analyst	2GX	\$56,634	\$69,966	\$13,332	\$1,866	\$15,198
1	Employee Relations	Diversity Recruiter	2FX	Diversity Recruiter*	2FX	\$49,643	\$63,729	\$14,086	\$1,972	\$16,058
1	Fire and Police Comm	Recruiter	2FX	Recruiter*	2FX	\$49,643	\$63,729	\$14,086	\$1,972	\$16,058
1	Employee Relations	Human Resources Analyst-Senior	2FX	Human Resources Analyst-Senior	2FX	\$63,404	\$65,641	\$2,237	\$313	\$2,550
1	Employee Relations	Human Resources Analyst-Senior	2FX	Human Resources Analyst-Senior	2FX	\$61,557	\$63,729	\$2,172	\$304	\$2,476
1	Employee Relations	Worker's Compensation Analyst	2FX	Worker's Compensation Analyst	2FX	\$62,755	\$65,641	\$2,886	\$404	\$3,290
1	Employee Relations	Business Operations Associate	2FX	Business Operations Associate*	2FX	\$61,557	\$63,729	\$2,172	\$304	\$2,476
2	Employee Relations	Management Trainee	2EX	Management Trainee	2EX	\$51,133	\$59,422	\$16,578	\$2,321	\$18,899
2	Employee Relations	Management Trainee	2EX	Management Trainee	2EX	\$49,643	\$57,691	\$16,096	\$2,253	\$18,349
2	Employee Relations	Management Trainee	2EX	Management Trainee*	2EX	\$49,643	\$57,691	\$16,096	\$2,253	\$18,349
1	Fire and Police Comm	Test Administration Coordinator	2DN	Test Administration Coordinator*	2DN	\$43,350	\$57,691	\$14,341	\$2,933	\$17,274
1	Employee Relations	Human Resources Assistant	5IN	HRIS Compensation Audit Specialist	2DN	\$50,197	\$59,422	\$9,225	\$1,887	\$11,112
1	Employee Relations	Benefits Services Specialist	5IN	Benefits Services Specialist	5IN	\$50,197	\$50,878	\$681	\$139	\$820
1	Employee Relations	Benefits Services Specialist	5IN	Benefits Services Specialist*	5IN	\$48,735	\$49,396	\$661	\$135	\$796
2	Employee Relations	Human Resources Assistant	5IN	Human Resources Assistant	5IN	\$50,197	\$50,878	\$1,362	\$279	\$1,641
1	DPW-Admin Services	Human Resources Assistant	5IN	Human Resources Assistant	5IN	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	Program Assistant II	5FN	Human Resources Assistant	5IN	\$45,138	\$50,878	\$5,740	\$1,174	\$6,914
1	Fire and Police Comm	Program Assistant II	5FN	Human Resources Assistant	5IN	\$44,691	\$50,878	\$6,187	\$1,265	\$7,452
1	Fire and Police Comm	Program Assistant II	5FN	Human Resources Assistant	5IN	\$43,390	\$49,396	\$6,006	\$1,228	\$7,234
1	Library	Comm Rel & Engagement Dir	1FX	Comm Rel & Engagement Dir	1FX	N/A	N/A	N/A Above the New Minimum		
1	Library	Public Information Manager	1FX	Public Information Manager*	1FX	\$63,585	\$69,943	\$6,358	\$890	\$7,248
1	DOA-Office of the Dir	Comm Eng & Achievement Coll Mgr	2JX	Comm Eng & Achievement Coll Mgr	2JX	N/A	N/A	N/A Above the New Minimum		
1	Health	Health Marketing & Comm Officer	2JX	Marketing & Comm Officer	2JX	\$70,628	\$72,041	\$1,201	\$168	\$1,369
1	City Development	Marketing & Comm Officer	2JX	Marketing & Comm Officer	2JX	N/A	N/A	N/A Above the New Minimum		
1	DPW-Admin Services	Marketing & Comm Officer	2JX	Marketing & Comm Officer	2JX	N/A	N/A	N/A Above the New Minimum		
1	Employee Relations	DER Marketing & Comm Officer	2JX	Marketing & Comm Officer*	2JX	N/A	N/A	N/A Title Change Only		
1	Common Council-City Clerk	City Clerk	1LX	City Clerk	1MX	\$103,371	\$114,634	\$11,263	\$1,577	\$12,840
1	Employee Relations	New Position	N/A	Research and Policy Coordinator*	2HX	N/A	N/A	N/A Included in 2022 Budget		
1	DPW-Admin Services	Accounting Assistant II	6HN	Administrative Assistant II*	6HN	N/A	N/A	N/A Title Change Only		
1	DPW-Admin Services	Office Supervisor II	2CN	Administrative Specialist - Senior*	2EX	\$40,678	\$49,643	\$8,965	\$1,255	\$10,220
1	Health	Healthcare Access Program Mgr	1DX	Healthcare Access Program Mgr*	1EX	N/A	N/A	N/A Grant Funded		
1	Health	Program Assistant I	5EN	Program Assistant III*	5IN	N/A	N/A	N/A Grant Funded		
1	Library	Research and Policy Analyst	2FX	Research and Policy Coordinator	2HX	\$49,681	\$58,737	\$9,056	\$1,268	\$10,324
61								\$418,143	\$61,391	\$479,534

**NEW SAVINGS FOR FULL YEAR**

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Administration-ITMD	Telecommunications Manager	1IX	Telecommunications Analyst-Proj Ldr	2LX	\$76,988	\$72,244	\$4,744	\$664	\$5,408

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