



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

May 20, 2024

Board of City Service Commission
Department of Employee Relations
200 East Wells Street, Room 706
Milwaukee, WI 53202

Re: Request to Extend Temporary Appointment – Sarah Trotter

Dear Board of City Service Commissioners,

The Department of Employee Relations respectfully request approval to extend the temporary appointment of Sarah Trotter as Human Resources Manager for the Department of Employee Relations from July 17th, 2024 through Saturday, April 26th, 2025. This is the first extension request.

Ms. Trotter's temporary appointment started on April 15, 2024 to assist DER's Compensation Team with an unprecedented number of requests for classification and market studies. Ms. Trotter support will include functions such as report writing, report implementation and other duties as current staff members are delegated to work projects related to the citywide Peoplesoft replacement project. Additionally, Ms. Trotter will assist with providing leadership and supervisory functions and also work in a technical advisory capacity to the Compensation Manager Andrea Knickerbocker.

Ms. Trotter is exceptionally qualified as she holds a Bachelor of Science in Business Administration and as well as a Juris Doctorate. Additionally, she has 39 years of experience in the areas of compensation, classification, equal employment opportunity, staffing, training and labor relations.

Thank you for your consideration should commissioners have any questions Department of Employee Relations staff will be available at the meeting to answer.

Respectfully,

Harper Donahue, IV
Employee Relations Director



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DER - OPS	LAST NAME Trotter	FIRST NAME Sarah	INITIAL
AUTHORIZED POSITION TITLE Human Resources Manager	PAY RANGE 1JX	F&P COMMITTEE APPROVAL DATE AUX	REQUISITION # AUX
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 7/17/2024	ANTICIPATED EXPIRATION DATE 4/26/2025	T.A. RATE OF PAY \$4,038.35
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: To provide professional support and services to the DER Compensation Manager in a technical and advisory capacity while the Compensation team works to produce a high volume of classification and market studies.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Ms. Trotter is uniquely qualified to perform functions for the Compensation Manager as she worked in this capacity for the City of Milwaukee for nearly 40 years.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: Bachelor of Science - Business Management Juris Doctorate - Law	WORK EXPERIENCE: Personnel Analyst 1983-1984 Personnel Analyst - Sr. 1984- 1994 Personnel Analyst - Lead - 1994-1999 Human Resources Representative - 1999-2023		OTHER REQUIREMENTS (I.e. LICENSES)
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Andrea Knickerbocker	SIGNATURE 	TITLE Human Resources Manager	DATE 5/2/24
APPROVING OFFICER Harper Donahue IV	SIGNATURE 	TITLE Employee Relations Director	DATE 5-20-24
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle) Sarah Trotter		DATE
POSITION TITLE Human Resources Manager	PAY RANGE 1JX	RATE OF PAY \$4,038.35

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Sarah H. Trotter

4/17/24

Temporary Appointment Applicant Signature

Date Signed

Andrea Knickerbocker

Andrea Knickerbocker

4/17/24

Witness Name (Print)

Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised:		2. Present Incumbent: None		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent: None		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Employee Relations, Department of			Bureau: Division: Operations		Unit: Section: Compensation Services
6. Work Location: 200 E Wells St, Room 706			Telephone: Email:		Work Schedule: Hours: 7:45 AM - 4:45 PM / Days: M-F
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10. Official Title: Human Resources Manager (Temp DER title)				Pay Range	Job Code
Underfill Title (if applicable):				1JX	
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

This Human Resources Manager is responsible for providing leadership and supervisor of the DER Compensation team, and providing technical and advisory support to the DER Compensation Manager (HR Manager).

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
	Supervision/Leadership <ul style="list-style-type: none"> Provide guidance and information concerning Classification reports and Job Studies to DER Compensation Human Resources Reps and Analyst-Senior. Research and recommend rule changes, policies, guidelines and procedures as related to the City Service Commission and Salary Ordinance; represent DER before the CSC, FPC and Finance. Assist the Compensation Manager in delegating tasks and reviewing the work of team members.
	Research <ul style="list-style-type: none"> Study new and existing jobs for proper classification and rates of pay. Perform market pay studies for job classifications. Job shadow current City employees to gather information about a position's duties. Study job descriptions of internal and external positions to learn more about their responsibilities and minimum requirements for the purpose of determining comparability. Provide guidance in various HR and payroll functions throughout the City, including Fire and Police; this includes interpreting and administering policies and procedures relating to Compensation and Human Capital Management (HCM) entries. Generate various reports and data, including for the annual budget.
	Analytics <ul style="list-style-type: none"> Compare and contrast positions under study to other current City of Milwaukee and external positions. Determine appropriate position titles and pay ranges.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> Determine methods to make pay practices more effective through job classification studies.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Andrea Knickerbocker, Human Resources Manager

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Performs functions independently, with minimal supervision.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

of supervision exercised by indicating one or more of the following.

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
2	Human Resources Rep	a-e
1	Human Resources Analyst – Senior	a-e

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

- Master's degree from an accredited college or university with a major in industrial psychology, human resources management, public administration or a related field, including coursework in testing and statistics.
- Three years of progressively responsible experience in the development, administration and validation of personnel selection procedures, including application of related principles, practices, techniques and legal consideration.

ii. Knowledge, Skills and Abilities:

Technical

- General knowledge of the principles and practices of human resources administration.
- Ability to gain expertise regarding public sector human resources best practices.
- Ability to prepare well-researched, data-supported logical arguments in support of recommendations.
- Ability to learn and apply job analysis methods and to perform related research.
- Ability to perform accurate data entry and mathematical calculations relating to pay and budget.
- Ability to conduct in-depth analysis using traditional and advanced methods.
- Skill in conducting statistical and technical research.
- Ability to read, understand, interpret, and apply job-related material such as laws, Civil Service rules, and policies.
- Knowledge of mathematics and the ability to understand, interpret, and calculate complex formulas.

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- Knowledge of grammatical and punctuation conventions.
- Ability to learn and effectively use the JobAps applicant tracking system and employee data systems such as Oracle's PeopleSoft Human Capital Management (HCM) system and Financial Management Information System (FMIS) to produce reports and to retrieve data.
- Proficiency using standard computer programs such as Microsoft Word, Excel, PowerPoint, and Teams.
- Knowledge of equity initiatives and a commitment to diversity and inclusion.

Communication/Interpersonal

- Verbal communication skills to be able to appear before committees to present reports and work with representatives from other jurisdictions regarding salary studies.
- Written communication skills to prepare recommendation reports that are thorough, clear, well-crafted, and error-free.
- Ability to express oneself clearly in conversations and interactions with others.
- Ability to demonstrate concern for satisfying external and/or internal customers.
- Ability to exercise tact and diplomacy.
- Ability to gain others' support for ideas, proposals, projects, and solutions.
- Skill in identifying information needed to clarify a situation, seeking the information from appropriate sources, and using skillful questioning to draw out the information when others are reluctant to disclose it.
- Effective meeting facilitation skills.
- Ability to work effectively and positively with people whose backgrounds may differ from one's own.
- Ability to foster teamwork and desire to work cooperatively with others on a team.

Judgment/Organizational/Analytical

- Ability to set challenging goals, focus effort on the goals, and meet or exceed them.
- Ability to approach a problem by using a logical, systematic, and sequential approach.
- Ability to use sound judgment when making decisions.
- Ability to organize assignments and manage time to complete tasks based on departmental deadlines.
- Ability to protect the confidentiality of human resources information.
- Ability to remain professional at all times.
- Honesty and integrity.

iii. Certifications, Licenses, Registrations:
N/A

iv. Other Requirements:
N/A

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

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<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** 0%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

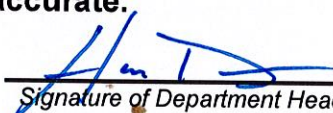
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (please list):	
<input type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (please list):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate.



 Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

Sarah Trotter, CPM

SUMMARY:

Human Resources professional with 39 years of experience in the areas of compensation, classification, equal employment opportunity, staffing, training, and labor relations.

EXPERIENCE:

City of Milwaukee – Department of Employee Relations (DER)

Human Resources Representative	1999 – 2023
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Personnel Analyst – Lead	1994 – 1999
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Personnel Analyst - Senior	1984 – 1994
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Personnel Analyst	1983 – 1984
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2003 - 2023

Focus of work was compensation and classification but based on previous training and experience periodically assisted with equal employment opportunity, staffing, training, and labor relations.

- Prepared classification and compensation reports including department and division reorganizations.
- Performed market studies using salary surveys, the Economic Resource Institute (ERI) and other sources of market data. Responded to salary surveys from other jurisdictions and provided guidance and information concerning pay to DER staff, City departments, and employees.
- Met with department representatives regarding reports and represented DER before the City Service Commission and the Fire and Police Commission.
- Assisted with changes in the Salary and Positions Ordinances, communications to departments, and implementation of recommendations.
- Assisted with researching and recommending changes in rules, policies, guidelines, and procedures as relates to the City Service Commission and Salary Ordinance.
- Served for many years on the City-wide and department committees for the United Performing Arts Fund (UPAF)/Visions Campaign and the Combined Giving Campaign and chaired the Committee for the annual Hot Dog Sale.

1997 - 2002

Worked on a generalized service delivery team that handled all human resources needs for assigned departments including compensation classification, equal employment opportunity, staffing, classification, training, and labor relations.

- Prepared and conducted numerous written and performance examinations, structured interviews, and evaluations of education, experience, and responses to supplemental questions.
- Served on negotiating teams for labor contracts.
- Presented various training programs including New Employee Orientation and Quality Improvement.
- Reviewed criminal records for background checks.
- Prepared classification and compensation reports including department and division reorganizations.

1989 - 1997

Worked in the Equal Employment Opportunity Division.

- Drafted and compiled data for the City-wide Affirmative Action Plan which included computer reports regarding job group analysis, availability analysis, utilization analysis, and work force analysis; identification of problem areas; prior year accomplishments; and city-wide statistics for new hires, promotions, and discipline.
- Investigated complaints of discrimination and/or harassment, interviewed witnesses, researched documents, and wrote reports regarding findings and recommendations.
- Prepared and/or conducted numerous training programs regarding diversity, discrimination, harassment, accommodations, and other related topics.
- Responded to requests for information and assistance.
- Assisted in other DER Divisions as needed such as serving as a rater for an examination, and participating in department-wide committees and programs.

1984 - 1989

Worked in the Classification Division.

- Prepared classification and compensation reports including department and division reorganizations.
- Made initial determinations for exempt/nonexempt status under the Fair Labor Standards Act (FLSA) for all titles in the City.
- Handled initial administrative work associated with various special projects and committees including the Pension Committee and the Management Incentive Awards Program.

1983 - 1984

Worked on special projects for the City Personnel Director and Assistant City Personnel Director and managed the Summer Youth Employment Program for the summer of 1984.

PROFESSIONAL CERTIFICATIONS:

Wisconsin Certified Public Manager (CPM)

University of Wisconsin – Madison, Wisconsin

March 2014

Certificate in Public Administration

University of Wisconsin – Milwaukee, Wisconsin

August 2010

EDUCATION:

Creighton University School of Law; Omaha, Nebraska

Juris Doctor (J.D.)

May 1982

Creighton University College of Business; Omaha, Nebraska

Bachelor of Science in Business Administration (B.S.B.A) 3-3 Program

May 1980