



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

June 10, 2022

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 220101 – Communication from the Department of Employee Relations relating to classification studies scheduled for the June 16, 2022 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Fire and Police Commission meeting on June 16, 2022.

Fire Department

| Current | Recommended |
|--|--|
| New Position (One Position) | Fire Compliance Officer PR 2HX (\$55,962 - \$78,342) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position) |
| New Position (Three Positions) | EMS Supervisor PR 4JN (\$87,050 - \$105,504) (Three Positions) |
| New Position (One Position) | EMS Instructor Coordinator PR 4JN (\$87,050 - \$105,504) (One Position) |
| Business Finance Manager PR 1FX (\$63,585 - \$89,016) (One Position) | Business Finance Manager PR 1FX (\$63,585 - \$89,016) Recruitment is at \$69,000. FN: Appointment may be at any rate in the pay range with the approval of DER. |

Note: The rates for the sworn Fire positions in this report are for those who are hired on or after October 3, 2011.
The rates for residents in non-sworn positions in this report receive a rate that is 3% higher.

Police Department

| Current | Recommended |
|---|---|
| Community Relations and Engagement Manager PR 2JX (\$63,585 – \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position) | Community Relations and Engagement Manager PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval. (One Position) |

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

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

Respectfully submitted,

Renee Joos
Interim Employee Relations Director



Attachments: Job Evaluation Reports
Fiscal Impact Statement



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

Fire and Police Commission Meeting: June 16, 2022

The Department of Employee Relations (DER) presents this report to classify three new positions in the Milwaukee Fire Department (MFD). This report also brings one position within the Fire Department in alignment with a position within general City through actions of CSC. Job descriptions were provided and discussions were held with department representatives.

Fire Department

| Current | Recommended |
|--|--|
| New Position (One Position) | Fire Compliance Officer PR 2HX (\$55,962 - \$78,342) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position) |
| New Position (Three Positions) | EMS Supervisor PR 4JN (\$87,050 - \$105,504) (Three Positions) |
| New Position (One Position) | EMS Instructor Coordinator PR 4JN (\$87,050 - \$105,504) (One Position) |
| Business Finance Manager PR 1FX (\$63,585 - \$89,016) (One Position) | Business Finance Manager PR 1FX (\$63,585 - \$89,016) Recruitment is at \$69,000. FN: Appointment may be at any rate in the pay range with the approval of DER. |

Note: The rates for the sworn Fire positions in this report are for those who are hired on or after October 3, 2011. The rates for residents in non-sworn positions in this report receive a rate that is 3% higher.

| Current | New Position | One Position |
|-------------|-------------------------|---|
| Recommended | Fire Compliance Officer | PR 2HX (\$55,962 - \$78,342) FN: Appointment may be at any rate in the pay range with the approval of DER. |

Primary duties for this position are to assess, analyze, and investigate complaints originating externally or internally. These complaints comprise of, but not limited to, alleged misconduct, violations of department rules and codes of conduct, policies, and procedures of members of the Milwaukee Fire Department (MFD). Duties and responsibilities include:

- 40% Receives complaints and investigates through interviews, analyzing documents, and reviewing rules, policies, and procedures. Maintains all records of investigation, including written and oral.
- 20% Prepares reports of investigative findings.

- 10% Creates internal investigative procedures consistent with laws, Fire and Police Commission rules, and MFD policies.
- 10% Upon the completion of an investigation, make policy, procedure, disciplinary, and risk management recommendations to the Fire Chief.
- 5% Prepares reports at the request of the Fire and Police Commission.
- 5% Communicates with the public regarding investigative findings.
- 5% Updates internal policies to maintain consistency with the current Milwaukee Professional Fire Fighters (Local 2150 contract).

Minimum qualifications include a bachelor’s degree in criminal justice or a related field from an accredited college or university; five years’ of experience investigating local, state, or federal offences concerning, but not limited to, administrative rule violations, matters of employment and/or labor laws, misconduct, and other related complex civil or criminal violations; and significant internal auditing experience and the ability to assess and counsel department managers on risk management. Equivalent combinations of education and experience may be considered.

The responsibilities of this new position are comparable in nature of work and level of responsibility to those of the Fire and Police Commission Compliance Auditor in Pay Range 2HX. The Fire and Police Commission Compliance Auditor is to identify risk indicators in the Police and Fire Departments’ processes and operations; to conduct research and analysis of public safety issues; and to draft policies and auditing plans of Fire and Police Department operations.

Based upon this comparison, this report recommends classifying this position as a Fire Compliance Officer in Pay Range 2HX (\$55,962 - \$78,342) with ability to recruit at any rate in the pay range with the approval of DER.

| | | | |
|-------------|----------------|-------------------------------|-----------------|
| Current | New Positions | | Three Positions |
| Recommended | EMS Supervisor | PR 4JN (\$87,050 - \$105,504) | Three Positions |

Primary duties for this position are to ensure the delivery of high-quality medical services (EMS) through the management of the Continuous Quality Improvement Program (CQIP) for the department’s EMS system via daily audits of the reporting and documentation practices of advanced life support (ALS) and basic life support (BLS) field companies, ensuring compliance with local, state, and federal regulations, the department’s Standard Operating Guidelines, and all other written protocols. While functioning as the representative of the Deputy Chief – EMS, remediation of members’ actions is conducted, and appropriate training is recommended to the department’s Education Coordinator. Duties and responsibilities include:

- 40% Conducts daily audits of system documentation for completeness and compliance with established MFD Standard Operating Guidelines, Office of Emergency Management (OEM) EMS policies, as well as other established guidelines and medical protocols, remediating members to ensure high quality documentation. Refers infractions or breaches of protocol that may lead to discipline to the Deputy Chief – EMS. Evaluates DOA-100 form for appropriate routing.
- 15% Reviews complaints and concerns at the request of the Deputy Chief of EMS or Assistant Chief of Support for compliance with MFD, OEM, and Department of Health Services (DHS) guidelines.
- 10% Performs contact tracing on incidents in which members have been exposed to patients or other department members who have tested positive for COVID, creating and retaining records of quarantine and exposures.
- 10% Serves as the EMS liaison between MFD EMS, private ambulance companies, hospitals, and other response agencies. Serves as liaison with EMS system partners to investigate potential

- system problems and coordinate interagency actions. Serves as the MFD’s Continuous Quality Improvement Process Coordinator at meetings/events, facilitating other MFD members to attend as may be required.
- 7% Responds to major events (active shooters, third alarms, multi-MED unit responses, etc.) as the EMS branch leader. Administers EMS responses for special events, including Paramedic Bike Response.
- 6% Monitors intern paramedic progress to full practice status, suggesting staffing modifications.
- 6% Performs follow-up on community paramedic patients who require services beyond normal business hours.
- 3% Participates in the research and development of EMS Standard Operating Guidelines and medical protocols. In conjunction with the Fire Health and Safety Manager, develops and implements procedures to reduce injuries involving patient care and movement.
- 3% Facilitates the distribution of controlled drugs and replacement EMS equipment to field companies under direction of the EMS Technical Resource Specialist.

Minimum qualifications include twelve (12) months of leadership experience at the rank of Fire Lieutenant (similar leadership experience may be considered); successful completion of an NREMT paramedic curriculum: and experience in the company officer role on a MED unit.

The responsibilities and requirement of this new sworn position are consistent with the rank of Administrative Fire Captain in Pay Range 4JN. This report therefore classifies this new position as an EMS Supervisor in Pay Range 4JN (\$87,050 - \$105,504).

| Current | New Position | | One Position |
|-------------|----------------------------|-------------------------------|--------------|
| Recommended | EMS Instructor Coordinator | PR 4JN (\$87,050 - \$105,504) | One Position |

Primary duties for this position are to coordinate the delivery of initial training to include, but not be limited to, EMT-basic curriculum to students within the department’s EMS training center, as well as EMS level I and II instructor training, monitoring and recommending licensure promotion for departmental instructor coordinators, and facilitating the scheduling of classes, clinical rotations, and instructors for lecture and practical skills evolutions. Duties and responsibilities include:

- 65% Provides, coordinates, and monitors initial EMT training for students. Delivers CPR training and testing under AHA guidelines. Manages certification and licensing interfaces with National Registry of Emergency Medical Technicians (NREMT) for compliance with national certification standards. Monitors Commission on Accreditation of Allied Health Education Programs (CAAHEP) Standards & Guidelines to ensure compliance with national expectations.
- 10% Recruits, trains, and facilitates licensing for a staff of individuals licensed by the State of Wisconsin as Emergency Medical Service (EMS) Instructor I and II. Actively engages in mentoring one or two department members each year to advance to the EMS Instructor II level. Maintains list of department members eligible to perform as proctors, and those licensed as EMS Instructor I and II.
- 5% Coordinates scheduling for facilities and EMS instructors including lecturers, clinical rotations, and testing. Creates, verifies, and manages classes in Wisconsin electronic licensing system. Assists in the development and execution of EMS-related exercises.
- 5% Maintains records of course student academic performance, instructor evaluations, and dispute resolutions.
- 5% Supervises, monitors, and evaluates course curriculum and instructor performance.
- 4% Assists EMS Education Coordinator as requested with supplemental educational projects, such as continuing education and American Heart Association courses including CPR, ACLS and PALS.
- 3% Develops and maintains electronic forms for academic and interdepartmental recordkeeping.

3% Monitors developments from the Wisconsin EMS Board Subcommittee on Education, and the Wisconsin Technical College System EMS Training Center Advisory Council.

Minimum requirements include successful leadership of at least one EMT-basic cohort; completion of Fire Lieutenant requirements for the MFD Professional Development Program (PDP); and an associate degree or higher is preferred.

The responsibilities and requirement of this new sworn position are consistent with the rank of Administrative Fire Captain in Pay Range 4JN. This report therefore classifies this new position as an EMS Instructor Coordinator in Pay Range 4JN (\$87,050 - \$105,504).

| | | | |
|-------------|--------------------------|--|--------------|
| Current | Business Finance Manager | PR 1FX (\$63,585 - \$89,016) | One Position |
| Recommended | Business Finance Manager | PR 1FX (\$63,585 - \$89,016) Recruitment is at \$69,000. FN: Appointment may be at any rate in the pay range with the approval of DER. | One Position |

The primary duty of this position is to administer budget, including analyzing budget, developing budget strategy, conducting research, and developing and implementing cost control functions, as well as administer all financial aspects of the department, including purchasing, accounts payable, accounts receivable/invoices, and inventory controls. This position is also responsible for monitoring departmental expenditures and revenues of all operational, capital, and grant budgets while working in a team to complement efforts of management, bureau and division chiefs, and other fire department personnel.

Duties and responsibilities include:

- 20% Responsible for the management and oversight of all aspects of the fire department’s financial operations, including O&M, capital, and various grant budgets.
- 15% Responsible for budget, fiscal policy, assisting with strategic planning and development, and communicating performances to the Chief for reporting accountability in management (AIM) to the Mayor.
- 15% Responsible for developing and preparing grant applications, coordinating the implementation and administration of the grants, and all grant-related budgeting and financial requirements.
- 10% Works with senior management team on department strategic planning.
- 10% Manages audits, productivity, and other studies in order to identify productivity, performance, and cost savings opportunities through innovative management concepts and best practices.
- 10% Develops and administers budget policy and procedures through budget research, auditing and analyzing historical performance, and evaluating future opportunities. Works in concert with management to plan and develop annual budget requests.
- 10% Develops revenue and capital budget forecasts; acts as liaison on all capital projects, including evaluating proposals, monitoring progress, and reporting expenditures; and conducts or participates in research to determine appropriate investment of capital items, including apparatus and buildings.
- 5% Periodically conducts internal audit functions as request of the Chief when it becomes essential to assess and evaluate the performance, efficiency, and effectiveness of department initiatives.
- 5% Researches and analyzes budgets of fire departments of communities of similar size, organization, and structure to Milwaukee for the purpose of developing innovative management concepts and best practices.

Minimum qualifications include a bachelor’s degree in business administration, accounting, finance or a related field from an accredited college or university and five years of progressively responsible professional experience in budget, financial management or policy/productivity analysis.

This report recommends that this classification of Business Finance Manager in the Milwaukee Fire Department is to be consistent with the classification for a Business Finance Manager in the Department of Employee Relations, and have an effective recruitment rate of \$69,000 with recruitment flexibility at any point in the range with DER approval. We further recommend that this change be effective on the same date as the Department of Employee Relations change.

Action Required – Effective Pay Period 1, 2022 (December 26, 2021)*

***Effective date for Business Finance Manager to be Pay Period 6, 2022 (March 6, 2022)**

In the Salary Ordinance:

Under Pay Range 2HX:

- Add the title ‘Fire Compliance Officer’.
- Apply footnotes (1) and (8) to the title ‘Fire Compliance Officer’.

Under Pay Range 4JN:

- Add the title ‘EMS Supervisor’.
- Add the title ‘EMS Instructor Coordinator’.

Under Pay Range 1FX:

- Create footnotes (12) and (24)

(8) Recruitment is at:

| | |
|----------|-----------|
| Biweekly | 2,653.85 |
| Annual | 69,000.10 |

(16) Recruitment is at:

| | |
|----------|-----------|
| Biweekly | 2,733.47 |
| Annual | 71,070.22 |


In the Positions Ordinance:

Under Fire Department, Support Services Bureau Decision Unit:

- Delete one position ‘Investigative Compliance Officer’
- Add one position ‘Fire Compliance Officer’

Prepared by: Sarah Sinsky
Sarah Sinsky, Human Resources Analyst - Senior

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Renee Joos, Interim Employee Relations Director



Department of Employee Relations

Cavalier Johnson
Mayor

Makda Fessahaye
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

Job Evaluation Report

Fire and Police Commission Meeting: June 16, 2022

Police Department

| Current | Recommended |
|---|---|
| Community Relations and Engagement Manager PR 2JX (\$63,585 – \$89,016) FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position) | Community Relations and Engagement Manager PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval. (One Position) |
| Marketing and Communications Officer PR 2JX (\$63,585 – \$89,016) (One Position) | Marketing and Communications Officer PR 2JX (\$63,585 – \$89,016) FN: Recruitment is at \$69,943/any point with DER approval. (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) |
|--|------------------------------|-------------|---------------|
| Community Relations and Engagement Manager | PR 2JX (\$63,585 – \$89,016) | 1 | MPD |
| Marketing and Communications Officer | PR 2JX (\$63,585 – \$89,016) | 1 | MPD |

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.

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 the department in recruiting the most qualified candidates, recommendations include recruitment at any point in the pay range with DER approval.

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

This position is responsible for increasing the number of police patrons engaged with police, bridging the gap between the available police resources and the potential audiences who can benefit from those resources, as identified in the police strategic plan. The Community Relations and Engagement Manager works strategically and collaboratively to increase community awareness of police services and to build the perception of police relevance in their lives.

Community Engagement

- Engages the community by directing the development and execution of an annual marketing plan that aligns with the police strategic plan and annual priorities.
- Leads and manages the police awareness campaign, in collaboration with the 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 special events such as media previews, community meetings, and town hall meetings.
- Directs the design of the police website and the police social media strategy.
- Gathers and analyses community feedback through surveys, focus groups, and other data-gathering techniques. Uses feedback to develop appropriate and effective communication plans.

Branding and Communication

- Oversees and manages the Police brand, ensuring that all communication, messaging, and design have a consistent look. Develops realistic plans and methods for protecting the police brand and train others to follow suit.
- Responsible for all official communication including press releases, articles, signage, Blogs, and similar media.
- Plans and produces an annual report of police activities for distribution to stakeholders in collaboration with the Police Department.
- 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 police of work for the production of publications; manages collection of images.
- Directs all editorial work including content, writing, and editing. Writes for the Chief of Police and others as directed, including speeches, and PowerPoint presentations.

Community Relations

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

Planning and Administration

- Help 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.
- Develop 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.
- Undertakes relevant professional development activities and stays abreast of major trends in marketing, public relations, branding, and other relevant fields.
- Assumes other administrative responsibilities and projects as assigned.

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

This position promotes the Milwaukee Police Department brand, manages stories and messages, and provides internal and external departmental outreach through a variety of platforms, including websites, social media, live presentations, photographs, and video recordings. The Marketing and Communications Officer provides public relations support, addresses crisis communications, creates content for media consumption, and supports the Office of Public Relations' daily operations.

Media/Public Affairs

- Manage media and public affairs communications, including crisis communications and reputation management.
- Maintain positive, cooperative working relationships with media representatives and community organizations.
- Develop positive brand recognition and marketing campaigns.
- Work with senior-level management and advertising agencies to effectively execute marketing strategies.
- Provide support for press conferences and other media events, including setting up podiums, chairs, microphones, banners, and video equipment; produce content for media consumption.

Production

- Write, direct, edit, and produce video content that is accessible to the news media and community, promotes transparency, and improves police community relations.

Operational Support

- Serve a key role in the Office of Public Relations by providing operational support.
- Attend operations meetings to stay current with departmental activities to ascertain how technology can play a role, and make recommendations to implement those findings.

Professional Development

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

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.

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

In the Salary Ordinance:

Under Pay Range 2JX:

- Apply footnotes (5) and (14) to the title ‘Community Relations and Engagement Manager’

Prepared by: Arielle Ewing
Arielle Ewing, Human Resources Representative

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager



Reviewed by: _____
Renee Joos, Employee Benefits Director



City of Milwaukee Fiscal Impact Statement

| | |
|----------|--|
| A | Date <u>6/10/2022</u> File Number <u>220101</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Substitute |
| | Subject <u>Communication from the Department of Employee Relations relating to classification studies scheduled for the June 16, 2022 Fire and Police Commission meeting.</u> |

| | |
|----------|--|
| B | Submitted By (Name/Title/Dept./Ext.) <u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u> |
|----------|--|

| | | |
|----------|------------------|--|
| C | This File | <input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures. |
| | | <input type="checkbox"/> Suspends expenditure authority. |
| | | <input type="checkbox"/> Increases or decreases city services. |
| | | <input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability. |
| | | <input type="checkbox"/> Increases or decreases revenue. |
| | | <input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance. |
| | | <input type="checkbox"/> Authorizes borrowing and related debt service. |
| | | <input type="checkbox"/> Authorizes contingent borrowing (authority only). |
| | | <input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget. |

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

| Purpose | Specify Type/Use | Expenditure | Revenue |
|--------------------|------------------|----------------|----------------|
| Salaries/Wages | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| Supplies/Materials | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| Equipment | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| Services | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| Other | | \$0.00 | \$0.00 |
| | | \$0.00 | \$0.00 |
| TOTALS | | \$ 0.00 | \$ 0.00 |

F

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet. _____

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

H

List any costs not included in Sections D and E above. _____

I

Additional information. _____

J

This Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

Fire and Police Commission Meeting of June 16, 2022
Finance and Personnel Committee Meeting of June 15, 2022

| NEW COSTS FOR 2022 | | | | | | | | | | |
|---------------------------|-------------------|---------------------------------|-----|-----------------------------------|-----|----------|----------|----------|-------------------------|-------------|
| Pos. | Dept | From | PR | To | PR | Annual | Annual | Costs | Rollup | Rollup+ Sal |
| 1 | Fire Department | New Position | N/A | Fire Compliance Officer* | 2HX | N/A | N/A | N/A | Included in 2022 Budget | |
| 3 | Fire Department | New Positions | N/A | EMS Supervisor* | 4JN | N/A | N/A | N/A | Included in 2022 Budget | |
| 1 | Fire Department | New Position | N/A | EMS Instructor Coordinator* | 4JN | N/A | N/A | N/A | Included in 2022 Budget | |
| 1 | Fire Department | Business Finance Manager | 1FX | Business Finance Manager** | 1FX | \$65,493 | \$71,070 | \$4,505 | \$631 | \$5,135 |
| 1 | Police Department | Community Relations and Eng Mgr | 2JX | Community Relations and Eng Mgr** | 2JX | \$63,585 | \$69,943 | \$5,135 | \$719 | \$5,854 |
| 1 | Police Department | Marketing and Comm Officer | 2JX | Marketing and Comm Officer** | 2JX | \$65,493 | \$71,070 | \$4,505 | \$631 | \$5,135 |
| 8 | | | | | | | | \$14,144 | \$1,980 | \$16,125 |

*Assume effective date is Pay Period 1, 2022 (December 26, 2021).

**Assume effective date is Pay Period 6, 2022 (March 6, 2022) and new recruitment rate is added.

| NEW COSTS FOR FULL YEAR | | | | | | | | | | |
|--------------------------------|-------------------|---------------------------------|-----|---------------------------------|-----|----------|----------|----------|-------------------------|-------------|
| Pos. | Dept | From | PR | To | PR | Annual | Annual | Costs | Rollup | Rollup+ Sal |
| 1 | Fire Department | New Position | N/A | Fire Compliance Officer | 2HX | N/A | N/A | N/A | Included in 2022 Budget | |
| 3 | Fire Department | New Positions | N/A | EMS Supervisor | 4JN | N/A | N/A | N/A | Included in 2022 Budget | |
| 1 | Fire Department | New Position | N/A | EMS Instructor Coordinator | 4JN | N/A | N/A | N/A | Included in 2022 Budget | |
| 1 | Fire Department | Business Finance Manager | 1FX | Business Finance Manager | 1FX | \$65,493 | \$71,070 | \$5,577 | \$781 | \$6,358 |
| 1 | Police Department | Community Relations and Eng Mgr | 2JX | Community Relations and Eng Mgr | 2JX | \$63,585 | \$69,943 | \$6,358 | \$890 | \$7,248 |
| 1 | Police Department | Marketing and Comm Officer | 2JX | Marketing and Comm Officer | 2JX | \$65,493 | \$71,070 | \$5,577 | \$781 | \$6,358 |
| 8 | | | | | | | | \$17,512 | \$2,452 | \$19,964 |

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