



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Renee Joos
Employee Benefits Director

Nicole Fleck
Labor Negotiator

October 5, 2018 (Revised 10.09.18)

To the Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Re: Common Council File Number 180647

Dear Committee Members:

The following classifications and pay recommendations were submitted to the Fire & Police Commission meeting on October 4, 2018.

Milwaukee Police Department

Current	Recommendation
36 Police Department Position Titles ALEASP rates of pay footnote 120 Positions	35 Police Department Position Titles Delete ALEASP rates of pay footnote 120 Positions
Police District Office Assistant PR 6EN (\$29,183 - \$35,863)* 54 Positions	Police District Administrative Assistant PR 6HN (\$37,830 - \$41,863) 54 Positions
Office Assistant II PR 6EN (\$29,183 - \$34,341)* 1 Position	Administrative Assistant III PR 5FN (\$42,539 - \$48,248) 1 Position
Administrative Assistant II PR 6HN (\$36,164 - \$40,019)* 5 Positions	Administrative Assistant III PR 5FN (\$42,539 - \$48,248) 5 Positions
Office Assistant IV PR 6HN (\$36,347 - \$40,019)* 2 Positions	Human Resources Assistant PR 5IN (\$47,779 - \$54,669) 2 Positions

*Represents ALEASP rates of pay throughout report

Sincerely,

Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Note

C: Alfonso Morales, Stephen Caballero, Arvis Williams, April Nwandu, Pamela Roberts, Cathy Walker-Harris, Dennis Yaccarino, Nicole Fleck, Bryan Rynders, Ken Wischer, Nancie Baker, Mai Xiong, Shelley Correa, Laurie Hassel, Sally Kallas, Tonia Lewis, Susan Wroblewski

JOB EVALUATION REPORT

Fire & Police Commission Meeting: October 4, 2018 (Revised 10.08.18)

Milwaukee Police Department

Current	Recommendation
36 Police Department Position Titles ALEASP rates of pay footnote 120 Positions	35 Police Department Position Titles Delete ALEASP rates of pay footnote 120 Positions
Police District Office Assistant PR 6EN (\$29,183 - \$35,863)* 54 Positions	Police District Administrative Assistant PR 6HN (\$37,830 - \$41,863) 54 Positions
Office Assistant II PR 6EN (\$29,183 - \$34,341)* 1 Position	Administrative Assistant III PR 5FN (\$42,539 - \$48,248) 1 Position
Administrative Assistant II PR 6HN (\$36,164 - \$40,019)* 5 Positions	Administrative Assistant III PR 5FN (\$42,539 - \$48,248) 5 Positions
Office Assistant IV PR 6HN (\$36,347 - \$40,019)* 2 Positions	Human Resources Assistant PR 5IN (\$47,779 - \$54,669) 2 Positions

*Represents ALEASP rates of pay throughout this report

Background

Since 2017, the Department of Employee Relations has held several meetings with the Milwaukee Police Department (MPD) to discuss methods of addressing recruitment and retention difficulties. As a result, this report recommends increases in the pay ranges for Police Department support services positions previously represented by the Association of Law Enforcement Allied Service Personnel (ALEASP). This report also recommends reclassifications for a number of titles including Police District Office Assistants, an Office Assistant II within the Police Department's Community Outreach & Education Section, confidential administrative assistants that work with Police Department Executive staff, and Office Assistant IVs in the Human Resources section.

This report is the first of a number of reports that will address the classification and rates of pay for support services and professional positions in the Police Department. In studying these requests, discussions were held with Arvis Williams, Human Resources Administrator, and April Nwandu, Human Resources Analyst-Senior.

Current	<u>36 Police Department Titles: ALEASP Rates of Pay</u>	Various Pay Ranges	120 Positions
Recommended	<u>35 Police Department Titles: General City Rates of Pay</u>	Various Pay Ranges	120 Positions

This report recommends changes to the rates of pay for police support services titles that were previously represented by Association of Law Enforcement Allied Service Personnel (ALEASP). This union represented employees in classifications that were the same or similar to other general city positions represented by Milwaukee District Council #48, American Federation of State, County and Municipal Employees (AFSCME) prior to Act 10. There are currently two separate pay structures for employees in classifications which at one time were represented by different bargaining units prior to Act 10. The ALEASP bargaining unit and the City were unable to enter into a voluntary agreement prior to the passage of Act 10 and, because that agreement was not reached, employees in classifications represented by ALEASP remained at 2006 rates of pay while general city employees in the same classifications (who had reached settlements with the City) received wage increases for 2007, 2008, and 2009.

Raising the rates of pay for these support services titles will assist the Police Department in recruiting and retaining employees. As a result of this recommendation, incumbents of these titles would receive a pay rate increase if the employee's current rate of pay falls below the recommended minimum rate of pay. All employees in these titles would be eligible for base-building pay progression up to the new pay range maximum.

Below is a chart that details these positions as well as the current and proposed rates of pay. The department currently has 62 vacancies in these titles throughout the department. Please note that titles highlighted in grey represent the elimination of an ALEASP footnote without a change in the rate of pay.

# of Positions	Title	PR	Current*		Proposed	
			Actual Minimum	Actual Maximum	Actual Minimum	Actual Maximum
0	Graphic Designer I	2AN	\$36,164	\$40,019	\$37,830	\$49,193
1	Graphic Designer II	2BN	\$41,795	\$47,518	\$43,733	\$52,391
1	Accountant I	2CN	\$44,294	\$50,773	\$46,347	\$55,825
1	Media Producer	2EN	\$50,053	\$64,339	\$50,053	\$64,339
13	Crime Analyst	2GN	\$54,251	\$65,894	\$54,251	\$72,063
1	Microfilm Technician I	3BN	\$33,950	\$37,323	\$33,950	\$39,970
1	Helpdesk Specialist I	3FN	\$41,487	\$44,653	\$41,487	\$47,171
7	Helpdesk Specialist II	3IN	\$43,018	\$49,130	\$45,013	\$51,734
6	Electronic Technician	3MN	\$52,951	\$61,023	\$52,951	\$61,023
1	Video Electronic Technician	3MN	\$48,173	\$61,023	\$48,173	\$61,023
33	Police Services Specialist-Investigator	5EN	\$39,518	\$46,439	\$40,501	\$46,724
1	Accounting Assistant III	5EN	\$38,706	\$43,379	\$40,501	\$46,724
0	Office Coordinator	5EN	\$38,706	\$43,379	\$40,501	\$46,724
0	Program Assistant II	5FN	\$40,654	\$46,023	\$42,539	\$48,248
6	Police Services Specialist	6AN	\$29,180	\$30,672	\$29,180	\$30,672
0	Office Assistant I	6CN	\$25,139	\$31,459	\$26,297	\$32,910
0	Office Clerk I	6CN	\$25,139	\$31,459	\$26,297	\$32,910
17	Office Assistant II	6EN	\$29,183	\$34,341	\$30,529	\$35,922
0	Office Clerk II	6EN	\$29,183	\$35,863	\$30,529	\$35,922
0	Transcriptionist II	6EN	\$29,183	\$35,863	Delete title.	
2	Mail Processor	6FN	\$30,664	\$36,704	\$30,664	\$38,406
19	Office Assistant III	6FN	\$30,664	\$35,806	\$34,717	\$38,406
0	Office Clerk III	6FN	\$30,664	\$35,806	\$34,717	\$38,406
1	Transcriptionist III	6FN	\$33,188	\$38,552	\$33,188	\$38,552
0	Accounting Assistant I	6GN	\$34,655	\$38,183	\$36,252	\$39,943
2	Administrative Assistant I	6GN	\$34,655	\$38,183	\$36,252	\$39,943
0	Inventory Control Assistant I	6GN	\$32,480	\$37,333	\$33,976	\$39,943
1	Accounting Assistant II	6HN	\$36,164	\$40,019	\$37,830	\$41,863
1	Administrative Assistant II	6HN	\$36,164	\$40,019	\$37,830	\$41,863
1	Inventory Control Assistant II	6HN	\$35,437	\$39,067	\$37,080	\$41,863
1	Inventory Control Assistant III	6HN	\$36,164	\$40,019	\$37,830	\$41,863
8	Office Assistant IV	6HN	\$36,164	\$40,019	\$37,830	\$41,863
0	Office Clerk IV	6HN	\$36,164	\$40,019	\$37,830	\$41,863
1	Teller	6HN	\$36,164	\$43,391	\$37,080	\$41,863
3	Emergency Vehicle Equipment Installer	7EN	\$41,225	\$47,754	\$41,225	\$47,754
1	Printer	7FN	\$40,980	\$46,105	\$40,980	\$48,402

The “Action Required” language at the end of this report aligns the rates of support services positions in the Police Department with those of general city. Please note that recommendations on the rates of pay for Parking Checker and Lead Parking Checker, which were also represented by ALEASP, have been addressed in a separate report before the City Service Commission as those titles are a part of the Department of Public Works.

Current	Police District Office Assistant	Pay Range 6EN (\$29,183 - \$33,980)*	54 Positions
Recommended	Police District Administrative Assistant	Pay Range 6HN (\$37,830 - \$41,863)	54 Positions

These positions report to a Police Captain at a specific MPD district station and perform general support duties in accordance with standard procedures in a variety of assignments. Duties and responsibilities of a Police District Office Assistant (PDOA) are to:

- Answer and screen calls from citizens, police officers, department members, and other City departments.
- Provide information and/or refer to the appropriate source.
- Work as a console operator.
- Provide wanted/record checks to police officers.
- Verify and prepare paperwork on warrants.
- Prepare prisoner packages.
- Process payroll by entering timecards, monitoring accrued time off, and producing daily lineups.
- Manage incoming and outgoing mail.
- Make copies, manage office supplies, and maintain files.
- Assist supervisors with the preparation of reports.
- Assist citizens with obtaining police reports and purchasing parking permits.
- Perform other duties as assigned.

The current minimum qualifications for these positions are two years of office experience with at least six months at the level of Office Assistant I as a regularly appointed City employee having passed probation. The requirements have not yet been assessed by the Staffing Division for purposes of recruitment.

The current duties and responsibilities of the Police District Office Assistant are comparable to those of other titles in Pay Range 6HN (\$37,456 - \$41,863). These include:

<u>TITLE:</u> Administrative Assistant II <u>PAY RANGE:</u> 6HN (\$36,164 - \$40,019)* <u>DEPARTMENT:</u> Milwaukee Police Department	<u>FUNCTION:</u> Serve as a confidential assistant (similar to PDOAs) and have broad experience, skill, and knowledge of organization policies and practices.
<u>TITLE:</u> Communications Assistant III <u>PAY RANGE:</u> 6HN (\$37,830 - \$41,863) <u>DEPARTMENT:</u> DPW – Parking Fund	<u>FUNCTION:</u> Transfer and process routine information, handle fairly difficult or complex situations, interpret standard procedures, and interact with the public on towed vehicles.
<u>TITLE:</u> Tow Lot Assistant III <u>PAY RANGE:</u> 6HN (\$37,830 - \$41,863) <u>DEPARTMENT:</u> DPW – Parking Fund	<u>FUNCTION:</u> Provide customer service to assist vehicle owners in retrieving their vehicles in-person and via phone reviews and verifies the integrity of submitted documents.

Due to the many similarities in duties to other titles in Pay Range 6HN, placement in this pay range is recommended.

These PDOA positions are very unique support positions to the City of Milwaukee. They differ from other support positions in a way that incumbents must interchangeably provide support in many different ways. For example, they could be supporting a Police Captain at one moment and be assisting a witness to a crime in another. The tasks must be juggled seamlessly, concurrently, and to a variety of different degrees. For this reason, the title of Police

District Administrative Assistant is recommended to distinguish these employees from other support positions currently holding a title in Pay Range 6HN.

We therefore recommend that 54 positions of Police District Office Assistant in Pay Range 6EN (\$29,183 - \$33,980)* be reclassified to Police District Administrative Assistant in Pay Range 6HN (\$37,830 - \$41,863).

Current	Office Assistant II	Pay Range 6EN (\$29,183 - \$34,341)*	1 Position
Recommended	Administrative Assistant III	Pay Range 5FN (\$42,539 - \$48,248)	1 Position

This position works within the Police Department’s Community Outreach & Education Section and supports the day-to-day operations of a variety of projects including the Milwaukee Police Ambassador Program, the Merit Award program, and the Citizen’s Academy. Duties and responsibilities are to:

- Help develop curriculum for weekly activities that promote training and development for job readiness.
- Assist in diffusing conflict situations by utilizing conflict resolution methods.
- Organize plans for intervention between interns and work locations.
- Collect, analyze, and disseminate weekly/monthly reports to monitor work and employee development.
- Coordinate and attend monthly meetings with various department members.
- Support the daily operations of specific programs and determine priorities.
- Coordinate activities as they relate to deadlines.
- Ensure program expenditures remain within budget allocations.
- Assist members participating in specific programs.
- Coordinate and monitor activities related to specific programs.
- Organize activities of specific programs to ensure optimum efficiency and compliance with appropriate procedures and specifications.

Minimum requirements include four years of progressively responsible office support experience performing duties related to this position. These requirements have not yet been assessed by the Staffing Division for purposes of recruitment.

Upon analyzing this position’s duties, responsibilities, and minimum requirements, a classification of Administrative Assistant III in Pay Range 5FN (\$42,539 - \$48,248) has been deemed most appropriate. The Administrative Assistant III specification includes many of the duties listed for this position:

Performs advanced, diversified, and confidential secretarial and administrative duties requiring broad and comprehensive experience, skill, and knowledge of organization policies and practices; prepares correspondence, memoranda, and reports from various sources of information; screens telephone calls and visitors, and resolves routine and some complex inquiries; schedules and maintains calendar of appointments, meetings, and travel inquiries and coordinates related arrangements; and takes minutes at meetings.

We therefore recommend that one position of Office Assistant II in Pay Range 6EN (\$29,183 - \$34,341)* be reclassified to Administrative Assistant III in Pay Range 5FN (\$42,539 - \$48,248).

Current	Administrative Assistant II	Pay Range 6HN (\$36,164 - \$40,019)*	5 Positions
Recommended	Administrative Assistant III	Pay Range 5FN (\$42,539 - \$48,248)	5 Positions

These positions serve as personal and confidential administrative assistants to the Assistant Chiefs of Police and perform administrative tasks to support the Inspector of Police and Executive Officer. The incumbents provide a wide

array of complex administrative/support tasks which are independently initiated and performed with minimal direction or supervision. Duties and responsibilities are to:

- Prioritize all information and materials related to daily briefings.
- Maintain a database of both internal and external correspondence.
- Initiate and compose routine letters, reports, memorandums, and presentations.
- Conduct follow-up on pending matters and prioritize incoming mail.
- Manage appointment calendars, initiate meetings, prepare agendas, take minutes, and prepare summaries.
- Define, coordinate, and distribute required materials for all meetings and presentations.
- Screen telephone calls, field visitors, and resolve routine and complex inquiries.
- Monitor department reports, review for completeness, and ensure distribution to respective parties.
- Coordinate, process, and track all required documents for U-Visa requests submitted to the department.
- Maintain files of all major incident and out-of-town reports submitted.
- Create and distribute weekly rosters and prepare a biweekly supply requisition.
- Verify and monitor overtime, payroll, flexible schedule, vacation, holidays, and approve days off.
- Query financial data and notify command staff members when compliance is not adhered to.
- Coordinate and review travel/training requests submitted by department personnel.
- Maintain database and prepare correspondence for all nuisance property billings.
- Prepare board-up requests and initiate follow-up, ensuring compliance of related City ordinances.
- Maintain, monitor and edit database for directed patrol missions for all work locations.
- Track and monitor internal investigations assigned to various command staff members.
- Review highly confidential internal investigations and advise if changes are necessary.
- Query database capturing information pertaining to personnel data for review by the command staff.
- Maintain record retention and ensure compliance with department and state laws.

Minimum requirements include four years of responsible administrative support experience with at least one year of experience at the level of Office Assistant IV. The requirements have not yet been assessed by the Staffing Division for purposes of recruitment.

Upon analyzing this position’s duties, responsibilities, and minimum requirements, a classification of Administrative Assistant III in Pay Range 5FN (\$42,539 - \$48,248) has been deemed most appropriate. The Administrative Assistant III specification includes many of the duties listed for this position:

Performs advanced, diversified, and confidential secretarial and administrative duties requiring broad and comprehensive experience, skill, and knowledge of organization policies and practices; prepares correspondence, memoranda, and reports from various sources of information; screens telephone calls and visitors, and resolves routine and some complex inquiries; schedules and maintains calendar of appointments, meetings, and travel inquiries and coordinates related arrangements; and takes minutes at meetings.

We therefore recommend these five positions of Administrative Assistant II in Pay Range 6HN (\$36,164 - \$40,019)* be reclassified to Administrative Assistant III in Pay Range 5FN (\$42,539 - \$48,248).

Current	Office Assistant IV	Pay Range 6HN (\$36,347 - \$40,019)*	2 Positions
Recommended	Human Resources Assistant	Pay Range 5IN (\$47,779 - \$54,669)	2 Positions

These positions function as lead workers to the Human Resources Division’s office support staff, ensuring the work flow is efficient and accurate. They manage selection processes, prepare human resources reports, and perform various human resource functions. These positions also work as aides to the Human Resources Administrator and assist with special projects. Duties and responsibilities are to:

- Compile information, prepare and update quarterly race and gender tracking for all department members.
- Lead worker for support staff assigned to human resources.
- Maintain an efficient filing system of highly confidential personnel records.

- Process requests to fill vacancies within the department.
- Update job descriptions for managers.
- Process internal disciplines and grievances and maintain files.
- Provide orientation presentations to new employees.
- Prepare and manage the selection process and new recruit classes for officers and aides.
- Compose disciplinary orders.
- Process probation reports and maintain an employee probation database.
- Process School Crossing Guard hires.
- Process transfer requests and maintain a transfer database.
- Receive and screen calls from Police Department personnel, the general public, and other agencies
- Maintain security and confidentiality of requests for records of personnel files.
- Perform other duties as assigned.

Minimum requirements include an associate's degree or coursework in human resources or a related field and two years of human resources experience with at least one year of experience as a lead worker. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division for purposes or recruitment.

In determining the proper classification for this position, comparisons were made to other City positions. The Human Resources Assistant in Pay Range 5IN (\$47,779 - \$54,669) has been found to be the most comparable title. This paraprofessional classification blends professional duties with administrative and/or office work and serves as an entry-level title to the field of human resources. The Human Resources Assistant in DPW-Administration also requires some college coursework and a similar level of duties and responsibilities in support of a larger scheme. We therefore recommend that two positions of Office Assistant IV in Pay Range 6HN (\$36,347 - \$40,019)* be reclassified to Human Resources Assistant in Pay Range 5IN (\$47,779 - \$54,669).

Action Required – Effective Pay Period 23, 2018 (November 4, 2018)

In the Salary Ordinance

Under Pay Range 2AN:

Delete the (1) designation from the title of **Graphic Designer I (1) (3)** and footnote (1) in its entirety.

Under Pay Range 2BN:

Delete the (4) designation from the title of **Graphic Designer II (3) (4)** and footnote (4) in its entirety.

Under Pay Range 2CN:

Delete the (8) designation from the title of **Accountant I (1) (5) (8)** and footnote (8) in its entirety.

Under Pay Range 2EN:

Modify footnote (10) so that it reads:

(10) To be paid the following rates: \$1,925.13 (\$50,053.38) to \$2,474.58 (\$64,339.08).

Under Pay Range 2GN:

Modify footnote (1) so that it reads:

(1) Recruitment is at \$2,086.58 (\$54,251.08) and may be up to \$2,426.79 (\$63,096.54) with the approval of DER and the Chair of the Committee on Finance & Personnel.

Under Pay Range 3BN:

Modify footnote (1) so that it reads:

(1) Recruitment is at \$1,305.77 (\$33,950.02).

Under Pay Range 3FN:

Delete the (4) designation from the title of **Helpdesk Specialist I (3) (4)** and footnote (4) in its entirety.

Under Pay Range 3IN:

Delete the (2) designation from the title of **Helpdesk Specialist II (1) (2)** and footnote (2) in its entirety.

Under Pay Range 3MN:

Modify the official rates of pay table so that it reads:

Hourly	23.16	29.34
Biweekly	1,852.80	2,347.05
Annual	48,172.80	61,023.30

Delete the (2) designation from **Electronic Technician (1) (2)** and **Video Electronic Technician (2)** and footnote (2) in its entirety.

Modify footnote (1) so that it reads:

- (1) Recruitment is at \$2,036.59 (\$52,951.34). Employees with a minimum of three years of relevant job experience may be appointed at \$2,134.35 (\$55,493.10). Employees with a minimum of four years of relevant job experience may be appointed up to \$2,347.05 (\$61,023.30).

Under Pay Range 5EN:

Delete the (5) designation from the title of **Police Services Specialist-Investigator (5) (6)** and footnote (5) in its entirety.

Delete the (7) designation from the titles of **Accounting Assistant III (7)** and **Office Coordinator (7)** and footnote (7) in its entirety.

Under Pay Range 5FN:

Delete the (3) designation from the title of **Program Assistant II (1) (2) (3)** and footnote (3) in its entirety.

Under Pay Range 6AN:

Modify the official rates of pay table so that it reads:

Hourly	14.03	14.75
Biweekly	1,122.31	1,179.68
Annual	29,180.06	30,671.68

Delete the (1) and (2) designations from the title of **Police Services Specialist (1) (2)** and footnotes (1) and (2) in their entirety.

Under Pay Range 6CN:

Delete the (1) designation from the titles of **Office Assistant I (1)** and **Office Clerk I (1)** and footnote (1) in its entirety.

Under Pay Range 6EN:

Delete the (4) designation from the title of **Office Assistant II (1) (4) (5)** and footnote (4) in its entirety.

Delete the (2) designation from the title of **Office Clerk II (2) (5)** and footnote (2) in its entirety.

Delete the title of **Police District Office Assistant (2)**.

Delete the title of **Transcriptionist II (3)** and footnote (3) in its entirety.

Under Pay Range 6FN:

Modify the official rates of pay table so that it reads:

Hourly	14.74	18.46
Biweekly	1,179.38	1,477.16
Annual	30,663.88	38,406.16

Delete the (4) designation from the title of **Mail Processor (4)** and footnote (4) in its entirety.

Delete the (3) designation from the titles of **Office Assistant III (3) (5) (9)** and **Office Clerk III (3) (5) (9)** and footnote (3) in its entirety.

Delete the (7) designation from the title of Transcriptionist III (6) (7) and footnote (7) in its entirety.

Modify footnote (6) so that it reads:

(6) To be paid the following rates: \$1,276.46 (\$33,187.96) to \$1,482.77 (\$38,552.02).

Under Pay Range 6GN:

Delete the (1) designation from Accounting Assistant I (1) (2) (3) and Administrative Assistant I (1) (2) (3) and footnote (1) in its entirety.

Delete the (5) designation from the title of Inventory Control Assistant I (5) and footnote (5) in its entirety.

Under Pay Range 6HN:

Delete the (2) designation from Accounting Assistant II (1) (2) (5), Administrative Assistant II (2) (5), Inventory Control Assistant III (2) (5), Office Assistant IV (1) (2) (5) (6), and Office Clerk IV (2) (5) (6) and footnote (2) in its entirety.

Delete the (4) designation from Inventory Control Assistant II (4) and footnote (4) in its entirety.

Delete the (6) designation from the titles of Office Assistant IV (1) (2) (5) (6) and Office Clerk IV (2) (5) (6) and footnote (6) in its entirety.

Modify footnote (7) so that it reads:

(7) One position held by Paula Look to be paid \$1,668.88 biweekly.

Add the title of Police District Administrative Assistant (5).

Under Pay Range 7EN:

Modify footnote (7) so that it reads:

(7) To be paid the following rates: \$1,585.56 (\$41,224.56) to \$1,836.70 (\$47,754.20). Recruitment is at \$1,633.13 (\$42,461.38) for candidates with at least three years of related experience and at \$1,682.11 (\$43,734.86) for candidates with at least four years of related experience.

Under Pay Range 7FN:

Modify footnote (2) so that it reads:

(2) Recruitment is at \$1,576.16 (\$40,980.16).

In the Positions Ordinance

Under Police Department, Office of the Chief:

Delete one position of "Administrative Assistant II".

Add one position of "Administrative Assistant III".

Modify the Police Department, Neighborhood Patrol Bureau section title to read "Patrol Bureau".

Under Police Department, Patrol Bureau:

Delete one position of "Administrative Assistant II".

Add one position of "Administrative Assistant III".

Under Police Department, District 1:

Delete six positions of "Police District Office Assistant".

Add six positions of "Police District Administrative Assistant".

Under Police Department, District 2 and Weed & Seed Initiative:

Delete eight positions of "Police District Office Assistant".

Add eight positions of "Police District Administrative Assistant".

Under Police Department, District 3:

Delete eight positions of "Police District Office Assistant".

Add eight positions of "Police District Administrative Assistant".

Under Police Department, District 4:

- Delete eight positions of "Police District Office Assistant".
- Add eight positions of "Police District Administrative Assistant".

Under Police Department, District 5:

- Delete eight positions of "Police District Office Assistant".
- Add eight positions of "Police District Administrative Assistant".

Under Police Department, District 6:

- Delete eight positions of "Police District Office Assistant".
- Add eight positions of "Police District Administrative Assistant".

Under Police Department, District 7:

- Delete eight positions of "Police District Office Assistant".
- Add eight positions of "Police District Administrative Assistant".

Modify the Police Department, Investigations & Intelligence Bureau section title to "Criminal Investigation Bureau".

Under Police Department, Criminal Investigation Bureau:

- Delete one position of "Administrative Assistant II".
- Add one position of "Administrative Assistant III".

Modify the Police Department, Risk Management section title to read "Administration Bureau".

Under Police Department, Administration Bureau:

- Delete one position of "Administrative Assistant II".
- Add one position of "Administrative Assistant III".

Under Police Department, Community Outreach & Education:

- Add one position of "Administrative Specialist – Senior".

Under Police Department, Police Academy:

- Delete one position of "Administrative Assistant II".
- Add one position of "Administrative Assistant III".
- Delete one position of "Office Assistant II".

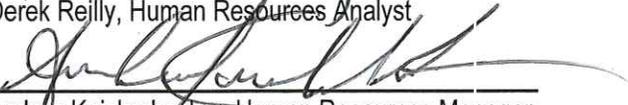
Under Police Department, Human Resources Division:

- Delete one position of "Office Assistant IV".
- Add one position of "Human Resources Assistant".

Under Police Department, Medical Section:

- Delete one position of "Office Assistant IV".
- Add one position of "Human Resources Assistant".

Prepared by: 
 Derek Reilly, Human Resources Analyst

Reviewed by: 
 Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
 Maria Montegudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date 10/5/18 (Revised 10/9/18) **File Number** 180647
Subject Classification and pay recommendations submitted to the Fire & Police Commission for October 4, 2018 meeting.

B

Submitted By (Name/Title/Dept./Ext.) Sarah Trotter, Human Resources Representative
Dept. of Employee Relations/X2398.

C

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

D

- This Note** Was requested by committee chair.

E

- Charge To**
- Department Account
 - Capital Projects Fund
 - Debt Service
 - Other (Specify) _____
 - Contingent Fund
 - Special Purpose Accounts
 - Grant & Aid Accounts

F

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

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

I

List any costs not included in Sections E and F above.

J

Additional information.

Department of Employee Relations
Fiscal Note Spreadsheet (Revised October 9, 2018)

Fire and Police Commission Meeting of October 4, 2018
 Finance and Personnel Committee Meeting of October 10, 2018

NEW COSTS FOR 2018										
No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	Graphic Designer II	2AN	Graphic Designer II	2AN	\$43,362	\$43,733	\$57	\$12	\$69
3	Police	Helpdesk Specialist II	3IN	Helpdesk Specialist II	3IN	\$43,018	\$45,013	\$921	\$188	\$1,109
1	Police	Helpdesk Specialist II	3IN	Helpdesk Specialist II	3IN	\$43,879	\$45,013	\$174	\$36	\$210
1	Police	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5EN	\$39,568	\$40,501	\$144	\$29	\$173
1	Police	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5EN	\$39,518	\$40,501	\$151	\$31	\$182
2	Police	Police Services Specialist-Investigator (.80)	5EN	Police Services Specialist-Investigator (.80)	5EN	\$31,009	\$32,398	\$427	\$87	\$515
26	Police	Office Assistant II	6EN	Office Assistant II	6EN	\$29,183	\$30,529	\$5,384	\$1,101	\$6,485
1	Police	Office Assistant III	6FN	Office Assistant III	6FN	\$33,837	\$34,717	\$135	\$28	\$163
1	Police	Office Assistant III	6FN	Office Assistant III	6FN	\$32,334	\$34,717	\$367	\$75	\$442
2	Police	Office Assistant III	6FN	Office Assistant III	6FN	\$31,255	\$34,717	\$1,065	\$218	\$1,283
4	Police	Office Assistant III	6FN	Office Assistant III	6FN	\$30,644	\$34,717	\$2,506	\$513	\$3,019
1	Police	Administrative Assistant I	6GN	Administrative Assistant I	6GN	\$34,655	\$36,252	\$246	\$50	\$296
1	Police	Administrative Assistant II	6HN	Administrative Assistant III	6HN	\$36,388	\$37,830	\$222	\$45	\$267
2	Police	Office Assistant IV	6HN	Office Assistant IV	6HN	\$36,164	\$37,830	\$513	\$105	\$617
1	Police	Office Assistant IV	6HN	Office Assistant IV	6HN	\$37,464	\$37,830	\$56	\$12	\$68
54	Police	Police District Office Assistant	6EN	Police District Administrative Assistant*	6HN	\$31,022	\$37,964	\$57,672	\$11,794	\$69,466
1	Police	Office Assistant II	6EN	Administrative Assistant III	5FN	\$29,183	\$42,539	\$2,055	\$420	\$2,475
2	Police	Administrative Assistant II	6HN	Administrative Assistant III	5FN	\$41,863	\$43,957	\$644	\$132	\$776
1	Police	Administrative Assistant II	6HN	Administrative Assistant III	5FN	\$40,776	\$42,815	\$314	\$64	\$378
1	Police	Administrative Assistant II	6HN	Administrative Assistant III	5FN	\$37,116	\$42,539	\$834	\$171	\$1,005
1	Police	Office Assistant IV	6HN	Human Resources Assistant	5IN	\$36,782	\$47,779	\$1,692	\$346	\$2,038
1	Police	Office Assistant IV	6HN	Human Resources Assistant	5IN	\$39,722	\$47,779	\$1,240	\$253	\$1,493
109								\$76,819	\$15,710	\$92,529

Assume effective date is Pay Period 23, 2018 (November 4, 2018).

*Rates based on average current and new rates. New rates based on 5% increase or new min, whichever is higher, and limited by new max. rate.

Note: With the elimination of the ALEASP footnotes, only those employees who are below the new minimum rate will receive an increase unless they are also being reclassified

NEW COSTS FOR FULL YEAR										
No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	Graphic Designer	2AN	Graphic Designer	2AN	\$43,362	\$43,733	\$371	\$76	\$447
3	Police	Helpdesk Specialist II	3IN	Helpdesk Specialist II	3IN	\$43,018	\$45,013	\$5,985	\$1,224	\$7,209
1	Police	Helpdesk Specialist II	3IN	Helpdesk Specialist II	3IN	\$43,879	\$45,013	\$1,134	\$232	\$1,366
1	Police	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5EN	\$39,568	\$40,501	\$933	\$191	\$1,124
1	Police	Police Services Specialist-Investigator	5EN	Police Services Specialist-Investigator	5EN	\$39,518	\$40,501	\$983	\$201	\$1,184
2	Police	Police Services Specialist-Investigator (.80)	5EN	Police Services Specialist-Investigator (.80)	5EN	\$31,009	\$32,398	\$2,778	\$568	\$3,346
26	Police	Office Assistant II	6EN	Office Assistant II	6EN	\$29,183	\$30,529	\$34,996	\$7,157	\$42,153
1	Police	Office Assistant III	6FN	Office Assistant III	6FN	\$33,837	\$34,717	\$880	\$180	\$1,060

1	Police	Office Assistant III	6FN	Office Assistant III	6FN	\$32,334	\$34,717	\$2,383	\$487	\$2,870
2	Police	Office Assistant III	6FN	Office Assistant III	6FN	\$31,255	\$34,717	\$6,924	\$1,416	\$8,340
4	Police	Office Assistant III	6FN	Office Assistant III	6FN	\$30,644	\$34,717	\$16,292	\$3,332	\$19,624
1	Police	Administrative Assistant I	6GN	Administrative Assistant I	6GN	\$34,655	\$36,252	\$1,597	\$327	\$1,924
1	Police	Administrative Assistant II	6HN	Administrative Assistant III	6HN	\$36,388	\$37,830	\$1,442	\$295	\$1,737
2	Police	Office Assistant IV	6HN	Office Assistant IV	6HN	\$36,164	\$37,830	\$3,332	\$681	\$4,013
1	Police	Office Assistant IV	6HN	Office Assistant IV	6HN	\$37,464	\$37,830	\$366	\$75	\$441
54	Police	Police District Office Assistant	6EN	Police District Administrative Assistant	6HN	\$31,022	\$37,964	\$374,868	\$76,661	\$451,529
1	Police	Office Assistant II	6EN	Administrative Assistant III	5FN	\$29,183	\$42,539	\$13,356	\$2,731	\$16,087
2	Police	Administrative Assistant II	6HN	Administrative Assistant III	5FN	\$41,863	\$43,957	\$4,188	\$856	\$5,044
1	Police	Administrative Assistant II	6HN	Administrative Assistant III	5FN	\$40,776	\$42,815	\$2,039	\$417	\$2,456
1	Police	Administrative Assistant II	6HN	Administrative Assistant III	5FN	\$37,116	\$42,539	\$5,423	\$1,109	\$6,532
1	Police	Office Assistant IV	6HN	Human Resources Assistant	5IN	\$36,782	\$47,779	\$10,997	\$2,249	\$13,246
1	Police	Office Assistant IV	6HN	Human Resources Assistant	5IN	\$39,722	\$47,779	\$8,057	\$1,648	\$9,705
109								\$499,324	\$102,112	\$601,436

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