



## Department of Employee Relations

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Mayor

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Director

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Director  
Employee Benefits

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Labor Negotiator

### Job Evaluation Report

Fire and Police Commission Meeting: November 17, 2022

#### Police Department

Current	Recommended
Document Technician PR 3CN (\$38,205 - \$43,197) (One Position)	Document Technician III PR 3GN (\$41,326 - \$49,213) (One Position)
	Document Technician II PR 3FN (\$39,278 - \$48,114) (Underfill Title)
	Document Technician I PR 3EN (\$37,869 – \$46,298) (Underfill Title)

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

The City of Milwaukee has a total of six Document Technician positions in Pay Range 3CN (\$38,205 - \$43,197). Five of the positions are in the Common Council – City Clerk’s Office (CC/CC) and one position is in the Milwaukee Police Department (MPD). A report is being submitted to the November 15, 2022 City Service Commission (CSC) meeting recommending that the five positions of Document Technician in the Common Council – City Clerk’s Office be reclassified to a higher level due to labor market data and changes in level and complexity of the duties and responsibilities. This report before you recommends that the position of Document Technician in the Milwaukee Police Department (MPD) also be reclassified.

#### Position Description and Recommendation

This position performs duties and responsibilities in the Open Records Section related to the digital conversion of records, as well as the intake and disposal of records in various media formats; provides customer service to MPD employees and citizens for record retrievals and document conversions; performs Open Records mailroom functions as required; and assists with tracking data in various records and account management systems.

Minimum requirements include one year of experience working in an office, library, mailroom, or warehouse environment with direct experience processing documents using scanning equipment. An individual must be able to work independently and adapt to ever-changing information technology innovations to software, equipment and machinery used to manage records and information in compliance with local, state, and federal records management laws. Please note that the Staffing Division may not have yet assessed the requirements for this position and equivalent combinations of education and experience may be considered.

The Common Council – City Clerk’s Office indicated that the duties and responsibilities of their five positions have evolved so that they are now working with a more complex indexing of records, and

reference and research questions. The positions are also being cross trained so they can perform all aspects of the job including mail handling and on-demand document imaging. With these changes, and to help with recruitment and retention, the report recommends creating three levels of Document Technician.

Document Technician I would be an entry level underfill title in which incumbents would perform the duties and responsibilities listed above.

Document Technician II would be a journey level underfill title in which incumbents would perform the duties and responsibilities listed above plus other duties including operating the large format scanner for oversized drawings such as building plans; and assisting with the basic arrangement and description of archival records and City mail services including mail metering and incoming mail service.

Document Technician III would be a lead level title in which incumbents would perform the work listed for the I and II level plus serve as a lead for one or more functional area such as document imaging, records center operations, reference services, mail services, and/or records disposition; serve as a resource for other Document Technicians; and advise the Supervisor or Manager on issues or operations of their designated unit.

The report recommends the five positions be authorized at the Document Technician III level. When the recommendations of the report are implemented, incumbents will be promoted into the title of Document Technician I. When the matrix is finalized, current and new employees will be placed prospectively into the appropriate title and pay rate based upon the employee's related experience and credentials with the Department of Employee Relations (DER) approval.

This position in MPD has also been affected by changes in technology and needs to be trained in all areas, have the ability to work independently, and serve as a resource for other MPD employees and citizens.

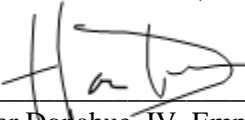
This report recommends these three levels also be utilized for the position in the MPD and that the incumbent be promoted into the title of Document Technician I in Pay Range 3EN (\$37,869 - \$46,298). After the matrix is finalized, the employee may then be placed into a higher level based upon the employee's related experience and credentials with approval by DER.

**Action Required – Effective Pay Period 24, 2022 (November 13, 2022)**

**\*See addendum included in CCFN: 220782 for Salary and Position Ordinance changes.**

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