



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Vacant
Labor Negotiator

Department of Employee Relations

December 4, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Subject: *Common Council File No. 241282 - Communication from the Department of Employee Relations amending the Positions Ordinance to designate additional positions as bilingual.*

Dear Committee Members:

This communication requests amendments to the 2024 Positions Ordinance to designate three additional positions located in the Department of Administration – Office of Equity and Inclusion, and the Department of City Development, as bilingual. A bilingual designation means that the requirements for the position will include the ability to read, speak, and/or write in both English and Spanish.

This past July, under File #240046, the Common Council approved compensation of \$2.00 per hour, effective Pay Period 1, 2024 (December 24, 2023) for employees in positions that are designated as bilingual. In addition, it was noted that departments could make requests that one or more additional positions be designated as bilingual. To do so, a department must complete a “Bilingual Designation” form, provide a current job description, and attach written justification including the percentage of time spent on translation and/or interpretation, approximate percentage of customer interaction that requires bilingual skills, what essential functions require bilingual skills, and demographic information relative to the residents served by the position.

To assign a bilingual designation a position must meet all the criteria listed below.

- Public contact that requires regular and frequent use (at least 25% of available time) of bilingual skills.
- Bilingual skills are necessary to provide service to the community and are essential to the successful performance of the department’s functions.
- Bilingual skills are required to perform the essential functions of the job.
- The position is performed in a setting that with a demonstrated public need for the designation.

The Department of Employee Relations recommends the following three positions be designated as bilingual.

Department	Title	Number of Positions
Administration	Business Analyst - Senior	1
Administration	Equal Rights Specialist	1
City Development	Program Assistant I	1

Administration – Office of Equity and Inclusion

- Business Analyst - Senior (One Position) – This is one of two positions that oversee contract compliance activity for the Emerging Business Enterprise Program, including contracting procedures. This position does interpretation and translation work at least 25% of the time and the work is most focused on the Residents Preference Program (RPP) which is designed to promote the use of city residents as part of a contractor’s or developer’s workforce on certain city-funded construction and private development projects; to support remediation of findings from the City Assessor’s Internal Audit; and to assist current and recruit new Spanish-speaking small businesses under the Certified Small Business Enterprise Program (SBE).
- Equal Rights Specialist (One Position) – This position provides dedicated support to the Equal Rights Commission (ERC) and assists in carrying out related initiatives by performing research and engaging in community outreach as well as efforts related to the City’s Racial Equity and Inclusion Leadership Team. This position does interpretation and translation work at least 25% of the time and the work is most focused on responding to Spanish-speaking individuals calling the ERC regarding a complaint; recruiting and maintaining Spanish-speaking ERC Commissioners; staffing and providing translation as needed at bi-monthly public meetings; and organizing and translating as needed at over 70 events throughout the year such as Human Rights, United Nations, MKE Elevate, and events with state and/or county collaboration.

City Development

- Program Assistant I (One Position) – This position is one of two positions located in the Real Estate and Development Division that provides clerical support and does bookkeeping, and general real estate office administrative tasks. This position also serves as the Division’s interpreter for customers who speak Spanish and translates department documents and web pages from English to Spanish. This position performs this work at least 25% of the time and focuses on daily in-person and over-the-phone customer service; guiding new City-owned property occupants through the lease process; assisting Department of City Development (DCD) staff who are onsite at City properties with Spanish-speaking occupants or former owners; assisting Real Estate Development Specialists during the property sale closing process; and on a semi-monthly basis, assisting Permit Center Plan Examiners by providing in-person interpretation services.

The following ordinance changes are recommended:

In the Positions Ordinance

Under Department of Administration, Office of The Director, Office of Equity and Inclusion:

- Delete one position of ‘Business Analyst - Senior (A)(Y)’.
- Add one position of ‘Business Analyst - Senior (A)(Y)(D)’.
- Delete one position of ‘Equal Rights Specialist (A)’.
- Add one position of ‘Equal Rights Specialist (A)(D)’.
- Create footnote ‘(D)’ to read as follows.

‘(D) Position is designated as bilingual.’

Under Department of City Development, :General Management and Policy Development Decision Unit, Real Estate and Development:

- Delete one position of 'Program Assistant I'.
- Add one position of 'Program Assistant I (A)'.
- Create footnote '(A)' to read as follows.

'(A) Position is designated as bilingual.'

Respectfully submitted,



Harper Donahue, IV
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>12/11/2024</u>	File Number	<u>241282</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of amending the Salary Ordinance or Positions to provide interpretation and translation pay for positions designated as bilingual in the Salary Ordinance or Positions Ordinance.				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u>
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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 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
E	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

F**Assumptions used in arriving at fiscal estimate.**

The total cost for 2024 is \$14,496. The total cost for a full year is \$14,496. Please see attached spreadsheet for details. Cost breakdown is in 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**

Finance and Personnel meeting: December 11, 2024

NEW COSTS FOR 2024

Pos.	Dept	Title	PR	CURRENT	NEW	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
				Annual	Annual					
1	DOA	Business Analyst - Senior	2JX	\$0	\$4,160	1	\$4,160	\$582	\$4,742	
1	DOA	Equal Rights Specialist	2GX	\$0	\$4,160	1	\$4,160	\$582	\$4,742	
1	DCD	Program Assistant I	5GN	\$0	\$4,160	1	\$4,160	\$851	\$5,011	
3							\$12,480	\$2,016	\$14,496	

Assume Effective Pay Period 1, 2024 (December 24, 2023) unless otherwise indicated.

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

NEW COSTS FOR FULL YEAR

Pos.	Dept	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
1	DOA	Business Analyst - Senior	2JX	\$0	\$4,160	1	\$4,160	\$582	\$4,742
1	DOA	Equal Rights Specialist	2GX	\$0	\$4,160	1	\$4,160	\$582	\$4,742
1	DCD	Program Assistant I	5GN	\$0	\$4,160	1	\$4,160	\$851	\$5,011
3							\$12,480	\$2,016	\$14,496

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