



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

July 22, 2022

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 220320 – Communication from the Department of Employee Relations relating to classification studies approved at the July 21, 2022 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Fire and Police Commission meeting on July 21, 2022.

Department of Emergency Communication

Table with 2 columns: Current, Recommendation. Row 1: Emergency Communications Human Resources Assistant vs Analyst – Senior. Includes pay ranges and recruitment rates.

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

Respectfully submitted,

[Handwritten signature]

Renee Joos
Interim Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



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REVISED 7/18/22

Job Evaluation Report

Fire and Police Commission Meeting: July 21, 2022

Department of Emergency Communication

Current	Recommendation
Emergency Communications Human Resources Assistant PR 5IN (\$47,274 - \$55,763) FN: Recruitment is at \$49,396 and appointment may be at any rate in the pay range with the approval of DER (One Position)	Emergency Communications Human Resources Analyst – Senior PR 2FX (\$49,643 - \$68,968) FN: Recruitment is at \$63,729 and appointment may be at any rate in the pay range with the approval of DER. (One Position)

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

The Department of Employee Relations has received a request from the Department of Emergency Communications to reclassify one position of Emergency Communications Human Resources Assistant in Pay Range 5IN (\$47,274 - \$55,763 with a recruitment rate of \$49,396) to an Emergency Communications Human Resources Analyst – Senior in Pay Range 2FX (\$49,643 - \$68,968). A job description was provided and discussions were held with Suzanne DeFillips, Interim Emergency Communications Director; Anna Zizzo, Emergency Communications Human Resources Administrator; and Donnell Rushing, Emergency Communications Finance Manager.

The Emergency Communications Human Resources Analyst – Senior will be responsible for performing time entry and payroll processing, executing personnel transactions in PeopleSoft (human resources management system), and performs a full range of professional duties relating to human resources and payroll functions for the Department of Emergency Communications (DEC). This position will assist the Human Resources Administrator and assumes the duties and responsibilities of that position in their absence, under the appropriate direction. Duties and responsibilities include:

50% Payroll/Benefits/Records and Reports Management:

Edit, audit, and reconcile online time entry on a biweekly basis for DEC employees in accordance with applicable rules and policies; complete online time adjustments for payroll errors, corrections, and separation payouts; provide support to employees regarding time entry processing, new hire onboarding, benefit communications and assistance with enrollments, and processing tuition reimbursements; includes necessary reports, tax forms, wage requests, leave of absences and tracking, and employee database maintenance; respond to employee's benefit and payroll inquiries; and administer the City's Sick Leave Control Incentive Program (SLCIP).

35% Human Resources/Administration/Employment:

Provides counseling to members of staff related to employment, education, training, and advancement opportunities; answer supervisors' and employees' questions regarding work rules, policies and procedures, and employment law and other human resources/personnel functions; provides clarification on salary and benefits to staff; under the direction of the Emergency Communications Human Resources Administrator, establishes and maintains practices, policies, and other documents related to human resources/personnel functions, and the department as assigned; under the direction of the Emergency Communications Human Resources Administrator, assist with employee disciplinary matters as assigned; track vacant positions, request to fill in JobAps and the position budget while working closely with the Human Resources Administrator; prepares necessary reports, such as department, city, state, and federal; prepares and/or updates job descriptions and other forms required by the department, Finance and Personnel Committee, FPC, and/or DER; requests new examinations as needed; works with appropriate parties for developing announcement sheets, exams, and hiring from eligibility lists; under the Human Resources Administrator and respective managers – prepares related interview questions and interview panels; conducts interviews with applicants for positions and other classifications as assigned by the Human Resources Administrator; arranges interviews with supervisors; checks references and background of applicants; with the approval of the Human Resources Administrator, consults with supervisors regarding selection and implements resulting decisions; and collaborates and assists with New Employee Onboarding, orientation and other related activities.

15% Administrative Support/ Teamwork:

File set-up and management, compliance and recordkeeping reports; provide back-up support to the DEC Financial Services Assistant and Administrative Support Specialist; work collaboratively with all DEC administrative support positions; and in the absence of the Emergency Communications Administrator, stand in as point of contact and as a representative for committees, council, panels, and other responsibilities.

Minimum requirements include a bachelor's degree in human resources management, industrial relations, public administration, psychology, education, business administration, or a closely related field from an accredited college or university; at least two years of successful experience performing duties as those described above; and one year of experience providing payroll processing and support to a human resources function or comparable business function such as payroll, employee relations, benefits, or leave administration. A combination of education and experience may be considered.

The Department of Emergency Communications was created earlier this year and they are currently in the process of recruiting and hiring staff. As they are filling positions, the Department has determined a high level human resources professional is needed to assist the Human Resources Administrator. The DEC is comprised of 44 positions, as well as in the future, all of the 911 Dispatchers and 911 Telecommunicators from Fire and Police, which will encompass approximately 156 additional positions. The nature of work that the DEC oversees is critical to the City of Milwaukee and hiring well qualified candidates to perform the high level professional duties is essential to ensure the Department's success. We recommend reclassifying one position of Emergency Communications Human Resources Assistant in Pay Range 5IN (\$47,274 - \$55,763 with a recruitment rate of \$49,396) to an Emergency Communications Human Resources Analyst – Senior in Pay Range 2FX (\$49,643 - \$68,968) with a recruitment rate of \$63,729 and recruitment flexibility with DER approval.

Action Required – Effective Pay Period 15, 2022 (July 10, 2022)

In the Salary Ordinance:

Under Pay Range 2FX:

- Add the title 'Emergency Communications Human Resources Analyst – Senior' and apply footnotes (4) (5) (9) and (10).

Under Pay Range 5IN:

- Delete the title 'Emergency Communications Human Resources Assistant'


In the Position Ordinance:

Under Department of Emergency Communications:

- Delete one position 'Emergency Communications Human Resources Assistant'
- Add one position 'Emergency Communications Human Resources Analyst – Senior'

Prepared By: Sarah Sinsky
Sarah Sinsky, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Renee Joos, Interim Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>7/21/2022</u>	File Number	<u>220320</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations relating to classification studies approved at the July 21, 2022 Fire and Police Commission meeting.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</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 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 July 21, 2022
Finance and Personnel Committee Meeting of July 26, 2022

NEW COSTS FOR 2022

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Emerg Comm	Emerg Comm Human Resources Asst	5IN	Emerg Comm Human Resource Analyst-Senior	2FX	\$49,396	\$63,729	\$6,615	\$926	\$7,541
1								\$6,615	\$926	\$7,541

Assume effective date is Pay Period 15, 2022 (July 10, 2022).

NEW COSTS FOR FULL YEAR

Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Emerg Comm	Emerg Comm Human Resources Asst	5IN	Emerg Comm Human Resource Analyst-Senior	2FX	\$49,396	\$63,729	\$14,333	\$2,007	\$16,340
1								\$14,333	\$2,007	\$16,340

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