



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychev
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: September 10, 2024

Background

The Department of Employee Relations (DER), in conjunction with the Mayor’s Office, Common Council – City Clerk’s Office, select divisions in the Department of Administration, and one position in the Comptroller’s Office, has conducted a market and classification study to evaluate rates of pay for some department positions. This job study report evaluates and makes recommendations for titles in the Common Council – City Clerk’s Office and one position in the Comptroller’s Office. The analysis and recommendation process included a review of a position’s duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience requirements. DER staff requested that incumbents complete a job analysis questionnaire which was reviewed against the current job description and provided additional information and context to evaluate the decision-making authority, independent thinking, problem solving, and consequence of error impacting the position.

For market rate evaluation, this process also compared a classification’s rate of pay to the cost of labor in Southeastern Wisconsin. Market data was sourced from ERI, a salary survey to which Employee Relations subscribes.

Supplementary pay data sourced from the City of Madison and City of Minneapolis has been included to offer contextual insight into the competitiveness of the job market. For internal comparators, positions were compared to titles in the City recently studied for market rates of pay in Marketing and Communications, Library, Policy and Administration, Research and Compliance, Human Resources and Business Operations, as well as Administrative Support and Paraprofessional titles.

Market Data – ERI

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Government Affairs Representative	Milwaukee, Wisconsin	Level 1	\$80,454	\$89,490	\$98,472
Government Affairs Representative	Milwaukee, Wisconsin	Level 2	\$98,783	\$109,661	\$120,538
Government Affairs Representative	Milwaukee, Wisconsin	Level 3	\$121,448	\$134,565	\$147,727

ERI as of January 1st, 2024

ERI defines a Government Affairs Representative as a position that advocates for the organization's interests, building government relationships and shaping public policy. Develops and nurtures relationships with government officials, agencies, and stakeholders. Represents the organization's interests by communicating its stance on legislative and regulatory matters. Monitors, assesses, and analyzes proposed and existing legislation, regulations, and policies. Provides insightful analysis and recommendations on policy positions. Develops and implements advocacy strategies to influence government decision-making. Coordinates

lobbying efforts, including preparing briefing materials and testimony for legislative hearings. Engages in outreach to legislators and their staff to educate them about the organization's priorities and positions. Organizes and participates in meetings, conferences, and advocacy events. Assists in the development of government affairs strategies, goals, and objectives. Collaborates with cross-functional teams to align government relations efforts with organizational objectives. Ensures compliance with lobbying and campaign finance regulations. Prepares and submits required reports to government authorities in accordance with the law. Identifies and anticipates emerging legislative and regulatory issues that may affect the organization. Works with the public relations and communications team to manage public messaging and media relations related to government affairs. Recommends proactive responses and mitigation strategies.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Executive Analyst	Milwaukee, Wisconsin	Level 1	\$60,617	\$67,024	\$73,174
Executive Analyst	Milwaukee, Wisconsin	Level 2	\$71,085	\$78,451	\$85,590
Executive Analyst	Milwaukee, Wisconsin	Level 3	\$84,484	\$93,088	\$101,525

ERI as of January 1st, 2024

ERI defines an Executive Analyst as a position that acts as a liaison between organizational departments and acquires executive input on projects, processes, and issues. Handles administrative functions, coordinates analyses, and analyzes documents and other data. Researches and evaluates policies and organizational data to formulate recommendations for improving programs or resolving issues. Develops and presents reports explaining and defining research conclusions. Participates in budget administration. May develop and monitor the budget for project plans and coordinate plan implementation.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Executive Assistant	Milwaukee, Wisconsin	Level 1	\$62,442	\$70,131	\$77,764
Executive Assistant	Milwaukee, Wisconsin	Level 2	\$73,515	\$82,408	\$91,274
Executive Assistant	Milwaukee, Wisconsin	Level 3	\$87,568	\$97,958	\$108,367

ERI as of January 1st, 2024

ERI defines an Executive Assistant as a position that supports executive in staff capacity by handling a wide variety of situations involving the administrative functions of the office that cannot be brought to the attention of the executive. Advises individuals inside and outside the organization on the executive views on major policies or current issues facing the organization. Contacts or replies to contacts from high ranking individuals who may be from large national or international firms and may involve unique situations, and each contact must be handled differently, using judgment and discretion. Organizes and arranges for staff members to represent organization at meetings and conferences, using own initiative. Notes commitments made by executives during meetings and arranges for staff implementation. Reads outgoing correspondence for executive approval and alerts writers to any conflicts or departure from policies or executive's viewpoints. In executive's absence, ensures that requests for action or information are relayed to the appropriate staff member. Interprets requests, helps implement action, and decides whether executive should be notified of important or emergency matters as needed. Analyzes unit operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Prepares reports including conclusions and recommendations for solution of operational and administrative problems. Issues and interprets operating policies. Coordinates collection and preparation of operating reports, such as budget

expenditures, and statistical records of performance data. May compose and sign correspondence for executive. May serve as the executive's representative at meetings and express the executive's viewpoints at such meetings.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Public Policy Analyst	Milwaukee, Wisconsin	Level 1	\$67,010	\$72,434	\$77,160
Public Policy Analyst	Milwaukee, Wisconsin	Level 2	\$77,487	\$83,686	\$89,146
Public Policy Analyst	Milwaukee, Wisconsin	Level 3	\$90,825	\$97,998	\$104,374

ERI as of January 1st, 2024

ERI defines a Public Policy Analyst as a position that researches the effectiveness of legislation to determine its impact. Reviews policy drafts. Identifies benefits, drawbacks, and legal flaws of existing or proposed policies. Analyzes gathered data from surveys or market trends. Consults with stakeholders to determine policy goals and needs.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Customer Liaison	Milwaukee, Wisconsin	Level 1	\$51,968	\$57,026	\$61,543
Customer Liaison	Milwaukee, Wisconsin	Level 2	\$60,903	\$66,700	\$71,982
Customer Liaison	Milwaukee, Wisconsin	Level 3	\$72,141	\$78,881	\$85,135

ERI as of January 1st, 2024

ERI defines a Client Liaison as a position that serves as a focal point for customer problems, questions, or concerns. Liaises between the client and with the appropriate company personnel to provide timely and accurate answers for the customers. Assists clients with paperwork, submits required information and documents to them, and explains company processes. Creates a rapport with clients, makes them feel comfortable, and updates them on issues pertinent to them. Initiates measures to research and resolve client issues, monitors client satisfaction through follow up on solving their issues and problems, and submits client meeting reports and provides feedback to management. Provides support and assistance to the management team. May help the customer service team with answering phones.

Madison (population 269,840 [2020 Census])

Common Council Chief of Staff	\$114,961.60 - \$155,197.12
Common Council Legislative Analyst	\$74,663.42 - \$88,600.72
Legislative Management System Specialist	\$65,029.38 - \$73,415.68
Ordinance Revision Specialist (City Attorney)	\$61,662.90 - \$68,395.86

Minneapolis (population 429,954 [2020 Census])

Senior Government Relations Representative	\$123,038.24 - \$145,855.84
Government Relations Representative	\$115,577.28 - \$137,009.60
Manager Legislative Support Services	\$85,190.56 - \$108,677.92
Council Member Assistant	\$76,059.36 - \$85,862.40
Legislative Clerk	\$76,009.44 - \$92,387.36
Council Office Associate	\$69,053.92 - \$77,952.16
Constituent Services Coordinator	\$64,868.96 - \$90,779.52

Market Recommendations

**Common Council – City Clerk
Central Administration Division – City Clerk
Comptroller’s Office – One Position**

Current	Recommended
Intergovernmental Policy Manager-Senior PR 2MX (\$80,098 - \$112,137) FN: Recruit any rate/range with DER and Finance Chair approval (One Position)	Government Relations Manager-Senior PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$116,493 (One Position)
Intergovernmental Policy Manager PR 2KX (\$70,501 - \$98,704) (One Position)	Government Relations Manager PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$92,478 (One Position)
Legislative Assistant PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$54,466 (15 Positions + 5 Auxiliary Positions)	Legislative Assistant PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$54,466 (15 Positions + 5 Auxiliary Positions)
Executive Administrative Assistant I PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$51,440 (Six Positions) (0.5 FTE)	Executive Administrative Assistant PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$51,440 (Six Positions) (0.5 FTE)
Executive Administrative Assistant II PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$55,041 (One Position-CCCC) (One Position-Comptroller)	Executive Administrative Specialist PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$55,041 (One Position-CCCC) (One Position-Comptroller)
Council Administration Manager PR 1FX (\$66,154 - \$92,612) (One Position)	Council Administration Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Position)

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

Council Records Section

Current	Recommended
Staff Assistant PR 2GX (\$54,619 - \$76,474) (Four Positions)	Staff Assistant PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (Four Positions)

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

City Records Center

Current	Recommended
Document Services Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$75,719 FN: An employee possessing an ICRM certification to be paid an additional 3% (One Position)	Document Services Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$87,973 FN: An employee possessing an ICRM certification to be paid an additional 3% (One Position)
Document Services Supervisor PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$55,041 FN: An employee possessing an ICRM certification to be paid an additional 3% (Two Positions)	Document Services Supervisor PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 FN: An employee possessing an ICRM certification to be paid an additional 3% (Two Positions)
Document Technician III PR 3GN (\$42,996 - \$51,201) (Five Positions)	Document Technician III PR 3LN (\$45,143 - \$62,712) FN: Recruitment is at \$51,987 (Five Positions)
Document Technician II PR 3FN (\$40,865 - \$50,058) (Underfill title)	Document Technician II PR 3GN (\$42,996 - \$51,201) FN: Recruitment is at \$43,726 (Underfill title)
Document Technician I PR 3EN (\$39,399 - \$48,169) (Underfill title)	Document Technician I PR 3FN (\$40,865 - \$50,058) (Underfill title)

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

License Division

Current	Recommended
License Division Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$84,357 FN: Recruit any rate/range with DER and Finance Chair approval (One Position)	License Division Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment is at \$116,493 (One Position)
License Division Assistant Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$76,688 (One Position)	License Division Assistant Manager PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Position)
License Coordinator PR 1DX (\$58,223 - \$81,507) FN: Recruitment is at \$69,717 (One Position)	License Division Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$79,976 (One Position)

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

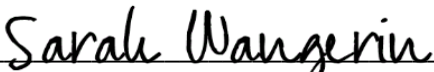
Legislative Reference Bureau

Current	Recommended
Legislative Reference Bureau Manager PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Position)	Legislative Reference Bureau Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment is at \$116,493 (One Position)
Legislative Research Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Position)	Legislative Research Supervisor PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Position)
Fiscal Planning Specialist PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 Two Positions)	Legislative and Fiscal Services Specialist - Lead PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (Two Positions)
Legislative Fiscal Analyst-Lead PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (Six Positions)	Legislative and Fiscal Services Specialist PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (Six Positions)


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

Action Required – Effective Pay Period 22, 2024 (October 13, 2024)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
Sarah Wangerin, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director