



## Department of Employee Relations

**Tom Barrett**  
Mayor

**Makda Fessahaye**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

October 22, 2021

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

*Common Council File No. 211018 - "Communication from the Department of Employee Relations amending the Salary Ordinance to add recruitment flexibility to the title Workforce Grant Specialist in the Common Council – City Clerk."*

Dear Committee Members:

This communication requests amendment to the 2021 and 2022 Salary Ordinances to allow recruitment flexibility for the title of Workforce Grant Specialist in Pay Range 2FX (\$48,670 - \$67,616 wage rate) (\$50,130 - \$69,644 resident incentive rate). The City Clerk's Office is experiencing difficulty in recruiting a qualified candidate for the new position. The Department of Employee Relations had extended the filing deadline for this position and only two qualified individuals applied. When the candidate was selected, the position was turned down due to the rate that was able to be offered. In order to recruit and appoint the most qualified individual, City Clerk Jim Owczarski, is requesting a footnote that allows the department to recruit at any rate in the pay range with approval of the Department of Employee Relations.

The Workforce Grant Specialist's main focus is on the planning and grant writing functions of the Workforce Development Office within the City Clerk. This position works to secure funding that augments existing and new community-based employment services and is charged with managing all phases of the grant writing process and funding portfolio. The Workforce Grant Specialist assesses program funding needs, develops a revenue generation plan to secure funding, assists in monitoring standards for contract compliance and performance achievements in creating career pathways for targeted residents, and preparing reports required by funders.

The requested recruitment flexibility for this title would assist the City Clerk in hiring a highly qualified candidate. This communication therefore requests the addition of footnotes that allow recruitment at any rate in the pay range with the approval of DER to the title of Workforce Grant Specialist in Pay Range 2FX (\$48,670 - \$67,616 wage rate) (\$50,130 - \$69,644 resident incentive rate).

### **Action Required – Effective Pay Period 23 2021 (October 31, 2021)**

#### In the 2021 Salary Ordinance

Under Pay Range 2FX:

- Add footnotes (5) and (11) to the title 'Workforce Grant Specialist'

#### In the 2022 Salary Ordinance

Under Pay Range 2FX:

- Add footnotes (5) and (11) to the title 'Workforce Grant Specialist'

Respectfully submitted,



Makda Fessahaye  
Employee Relations Director

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200 East Wells Street, Room 706, Milwaukee, WI 53202 ▪ Phone (414) 286-3751, TDD 286-2960, Fax 286-0800

Employee Benefits, Room 701 ▪ Medical Benefits Phone (414) 286-3184 ▪ Worker's Compensation  
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Labor Relations, Room 701 ▪ Phone (414) 286-3398, Fax 286-0900  
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# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b>	<u>10/25/2021</u>	<b>File Number</b>	<u>211018</u>	<input checked="" type="checkbox"/> <b>Original</b>	<input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b>	<u>Communication From the Department of Employee Relations amending the Salary Ordinance to add recruitment flexibility to the title of Workforce Grant Specialist in the Common Council - City Clerk.</u>				

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b>	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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<b>C</b>	<p><b>This File</b></p> <p><input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.</p> <p><input type="checkbox"/> Suspends expenditure authority.</p> <p><input type="checkbox"/> Increases or decreases city services.</p> <p><input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.</p> <p><input type="checkbox"/> Increases or decreases revenue.</p> <p><input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.</p> <p><input type="checkbox"/> Authorizes borrowing and related debt service.</p> <p><input type="checkbox"/> Authorizes contingent borrowing (authority only).</p> <p><input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.</p>
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<b>D</b>	<p><b>Charge To</b></p> <p><input checked="" type="checkbox"/> Department Account</p> <p><input type="checkbox"/> Capital Projects Fund</p> <p><input type="checkbox"/> Debt Service</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><input type="checkbox"/> Contingent Fund</p> <p><input type="checkbox"/> Special Purpose Accounts</p> <p><input type="checkbox"/> Grant &amp; Aid Accounts</p>
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E	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
	<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**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**

Finance and Personnel Committee Meeting of October 27, 2021

**NEW COSTS FOR 2021**

No. Pos.	Board	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council-City Clerk	Workforce Grant Specialist	2FX	Workforce Grant Specialist	2FX	N/A	N/A	N/A	Recruitment Flexibility Only	
1										

Assume effective date is Pay Period 23, 2021 (October 31, 2021)

**NEW COSTS FOR FULL YEAR**

No. Pos.	Board	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council-City Clerk	Workforce Grant Specialist	2FX	Workforce Grant Specialist	2FX	N/A	N/A	N/A	Recruitment Flexibility Only	
1										