City of Milwaukee

Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

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Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: <u>July 16, 2024</u>

Department of Employee Relations

Current Title	Recommended Title
HRIS Audit Coordinator PR 2JX ($66,154 - $92,612) FN: Recruitment is at $76,222 (One Position)	HRIS Auditor – Lead PR 2LX ($75,162 - $105,223) FN: Recruit Rate: $83,845 (One Position)
New Position	Position Control Specialist PR 2JN ($66,154 - $92,612) FN: Recruitment is at $76,222 (One Position)

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

The Department of Employee Relations (DER) has requested to classify one new position added to the department and to reclassify one position so as to support the work of the Enterprise Resource Project (ERP) which will implement the new Workday software program.

Current	HRIS Audit Coordinator	PR 2JX ($66,154 - $92,612) FN: Recruitment is at $76,222	One Position
Recommended	HRIS Auditor – Lead	PR 2LX ($75,162 - $105,223) FN: Recruit Rate: $83,845	One Position

The HRIS Auditor – Lead serves in a lead capacity to ensure the accurate processing of payroll and personnel transactions Citywide and serves as a resource to department payroll staff. Duties and responsibilities include:

20%   <u>HRIS Transaction Auditing Administration:</u>
- Develop auditing methods to ensure HRIS transaction accuracy using the proper documentation, authorization, and/or certification.
- Delegate, monitor, and review the work of HRIS Auditors.
- Ensure appropriate coverage of transactional workload per pay period and serve as back up to team members as needed.

20%   <u>HRIS Transaction Auditing:</u>
- Audit complex pay and personnel HRIS transactions (500 – 1000 per pay period; with outliers at 2000+ per pay period) with an emphasis on the most complex, impactful, and urgent transactions.
- Verify and reconcile records in accordance with (but not limited to):
    - City Service Commission/Fire and Police Commission Rules
    - City Ordinances
    - DER and Comptroller payroll procedures
    - Personnel Action Forms

- o   Labor agreements
- o   Fair Labor Standards Act
- Request entries to be made or corrections to existing entries to be made to ensure HRIS data is accurate, reliable, and in compliance.
- Create, run, and maintain queries in HCM to be used to analyze and resolve biweekly transaction problems.

20%   Citywide HRIS Transaction Support:
- Respond to email inquiries that require more attention than can be provided by Auditor staff.
- Act as an informational resource to citywide department staff in making HRIS transactions.
- Provide advance training and guidance in accordance with the curriculum, procedures, and policies set by the Functional Applications Administrator.
- Assist with bi-weekly residency processing.
- Enter historical entries in HCM as needed.

20%   Training and Development:
- Conduct trainings for City payroll personnel in accordance with the curriculum and procedures set forth by the Functional Applications Administrator.
- Assist with the scheduling and implementation of new pay policies, job study reports, and other new or changing City policies and procedures related to system transactions.
- Writing procedural documentation for the HRIS system.

15%   Complex Pay System Implementation:
- Provide support to, consult with, and advise City department staff and the Functional Applications Administrator in the functional application/maintenance of city pay practices including:
  - o   Rates of pay, salary at time of appointment, salary adjustments, salary anniversary dates, longevity incentive pay, promotions and special pay practices, demotions, and other supplemental pay practices.
  - o   Job study implementations
  - o   Mass rate changes
  - o   Seasonal service credit calculations

5%   Research and analyze data as requested to assist with special reports for projects as needed.

The minimum requirements include a bachelor's degree in accounting, business administration, finance, management information systems, or a closely related field from an accredited college or university; and three years of progressively responsible experience working with payroll and financial computer applications and analyzing large scale databases, comparable to the duties and responsibilities listed above.

The City of Milwaukee is currently in the process of working with and transitioning over to Workday, a new Enterprise Resource Planning (ERP) system. The current Peoplesoft system is over 20 years old and is highly customized which causes issues on a regular basis. This project and change over will impact nearly every business process that involves an employee or a dollar and will also change and streamline processes that are currently not tracked or covered under our current system. Such a change has required additional positions be added to the budget to expand staff. Within Pay Services, two new Auditor positions were added and classified. As Pay Services is in the process to filling the new positions, the need to have a lead to not only train but provide daily assistance is imperative to the transition to the ERP system and business operations before, during, and after.

Based off the duties and responsibilities, this report recommends reclassifying one position of HRIS Audit Coordinator as a HRIS Auditor – Lead in pay range 2LX ($75,162 - $105,223) with a recruitment rate of $83,845.

Current	New Position		One Position
Recommended	Position Control Specialist	PR 2JN ($66,154 - $92,612) FN: Recruitment is at $76,222	One Position

This position maintains and monitors the position control process for general City positions, ensuring that positions align with Common Council- approved staffing levels and titles, and that the attendant notifications, benefits, and other permissions are activated. Duties and responsibilities include:

- Facilitate Conversion to Workday HCM System:
    - Facilitate and support the implementation of the new, integrated Human Capital Management System.
    - Develop expert-level skill in using the position control features of the system.
    - Develop Standard Operating Procedures (SOPs) related to position control data, reporting, and systems to be used by DER and citywide staff.
    - Develop and present training for employees on the position control process.
    - Serve as a citywide resource in the position control aspects of Workday.
- Data Management:
    - Initiate and maintain all authorized positions in the system in a timely manner. Establish and ensure all authorized positions are reflected in the system; create job codes.
    - Position control aspect of the Workday system.
    - Maintain statistical data relative to staffing and classification changes, including new hires, voluntary and involuntary transfers, staff separation, and vacancies.
    - Develop, update, and maintain (SOPs) related to position control data, reporting, and systems.
    - Reconcile and balance staffing allocations.
    - Work closely with DOA-Budget and Comptroller's staff to ensure accuracy of position control records; facilitate communication among general City departments.
    - Monitor and maintain approved position control and staffing levels.
    - Ensure titles, positions, and pay structures are updated in HCM pursuant to compensation and pay studies.
    - Based upon title and position, designate notification to other departments (e.g. ITMD, DER-Employee Benefits and the DPW) of hires, including security, access, and other new hire information and activations.
    - Add new positions to the ERP system; allocate and account for staffing levels to programs, divisions and departments.
    - Notify administrators and supervisors of variances.
- Reporting:
    - Create, run, and maintain queries to analyze position control data.
    - Research and analyze data to prepare reports and/or to complete projects.
    - Generate reports to verify employees and positions are assigned to the appropriate site, department, and budget codes.
    - Prepare and distribute information in support of the budget planning process.
    - Tabulate and compare statistical or financial data related to FTE positions.
    - Participate with budget and fiscal services in annual year-end closing and audit.
    - Compile information from a variety of sources and prepare independent, advanced, analytical reports, using spreadsheets and other software.
- Peripheral Duties:

o   Cross-train and assist co-workers for back-up support to balance fluctuating workloads and/or when determined appropriate by supervisor.
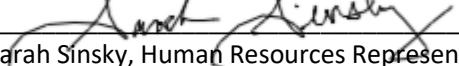
Minimum requirements include a bachelor's degree in information technology, business administration, or a related field from an accredited college or university, and two years of progressively responsible experience in payroll and/or accounting.

With the transitions over to Workday, the current process on how position authority is assigned, tracked, and maintained will drastically change due to the system's processes. The current Peoplesoft system is driven by job codes and position codes are created and assigned afterwards, reflecting a more job management model. This has caused issues and hasn't been consistently maintained as it wasn't an essential function for business operations. Workday is different in which everything is driven by the position. Managing positions accurately and effectively is important to filling critical roles and optimizing overall organizational productivity. This will require constant monitoring and maintenance to ensure HCM positions mirror the budgeted positions, organizational management is maintained, and position restrictions and requirements are current. As this is a new management model, this position was created and is dedicated to ensure the transition and maintenance run smoothly.
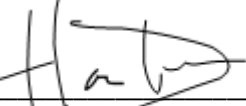
Based off the comparable level of duties and skills needed in comparison with the classifications of HRIS Auditor, Applications Support Analyst, and Functional Applications Analyst, this report recommends classifying this new position as a Position Control Specialist in Pay Range 2JN ($66,154 - $92,612) with a recruitment rate of $76,222.

Action Required – Effective Pay Period 17, 2024 (August 4, 2024)
* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: _____
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Reviewed by: _____
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