



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

October 15, 2025

Board of City Service Commission
Department of Employee
Relations 200 East Wells Street,
Room 706
Milwaukee, WI 53202

Re: Request to Extend Temporary Appointment Sarah Wangerin

Dear Board of City Service Commissioners,

The Department of Employee Relations respectfully request approval to extend the temporary appointment of Sarah Wangerin as HRIS Auditor - Lead for the Department of Employee Relations from October 26, 2025 through Saturday, December 21, 2025. This is the first extension request.

Ms. Wangerin's temporary appointment started on August 3, 2025 to recognize the additional duties and responsibilities outside of her job description and beyond the scope of the Workday incentive. Ms. Wangerin's position has evolved and is currently under study for reclassification. The report is anticipated to be submitted to this body for consideration on November 18, 2025 and the effective date of the change being pay period 1 of 2026 (December 21, 2025).

Thank you for your consideration should commissioners have any questions Department of Employee Relations staff will be available at the meeting to answer.

Respectfully,

Jackie Q. Carter
Employee Relations Director



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION:		WORK EXPERIENCE:	OTHER REQUIREMENTS (i.e. LICENSES)
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) No Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER	SIGNATURE 	TITLE	DATE
APPROVING OFFICER	SIGNATURE 	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE

*First extension request



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (<i>last, first, middle</i>)		DATE
POSITION TITLE	PAY RANGE	RATE OF PAY

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Sarah Wangerin

Temporary Appointment Applicant Signature

Date Signed

Witness Name (Print)

Witness Signature

David Lindsey

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 3/13/2024		2. Present Incumbent: Ashley Brandt		Is incumbent underfilling position?	
3. Date Filled: 10/08/2017		4. Previous Incumbent: Sarah Wangerin		YES ☐ NO ☒ If YES, indicate Underfill Title in box 10.	
5. Department: Employee Relations, Department of			Bureau: Division: Operations		Unit: Section: Compensation Services
6. Work Location: 200 E Wells St, Room 706			Telephone: (414)286-8085 Email:		Work Schedule: Hours: 7:45 AM - 4:45 PM / Days: M-F
7. Represented by a Union? ☐ Yes ☒ No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): ☒ Exempt ☐ Non-Exempt
10. Official Title: HRIS Auditor - Lead				Pay Range	Job Code
				2LX	
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by:	
				Date:	

11. BASIC FUNCTION OF POSITION:

This 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.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
30%	<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 work of HRIS Auditors - Ensure appropriate coverage of transactional workload per pay period and serve as back up to team members as needed.
30%	<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 - Labor Agreements - Fair Labor Standards Act - Request entries be made or corrections to existing entries be made to insure 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.
30%	<u>Citywide HRIS Transaction Support:</u> - 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.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	- Provide advanced 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%	<u>Complex Pay System Implementation and maintenance:</u> - 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: - Rates of pay, Salary at Time of Appointment, Salary Adjustments, Salary Anniversary Dates, and Longevity Incentive Pay, Promotions and Special Pay Practices, Demotions, and other Supplemental Pay Practices. - Job Study Implementation - Mass Rate Changes - Seasonal Service Credit Calculations
15%	<u>Training and Development:</u> - 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.

B. PERIPHERAL DUTIES:

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

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Functional Applications Administrator (Manager)

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Incumbent is expected to work independently. Works closely with the Functional Applications Administrator in setting priorities and deadlines for team members.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

or supervision exercised by indicating one or more of the following:		
a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>
2	HRIS Auditor	a - e

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Bachelor's degree in accounting, business administration, finance, management information systems or a closely related field from an accredited college or university.
Three years of progressively responsible experience working with payroll and financial computer applications and analyzing large scale databases, performing duties related to the essential functions listed above.

ii. Knowledge, Skills and Abilities:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

Technical

- Knowledge of mathematics and accounting related to complex payroll functions; ability to make accurate calculations.
- Knowledge of payroll processing procedures.
- Ability to use PeopleSoft HCM to make entries and run queries.
- Knowledge of enterprise automated payroll systems and familiarity with payroll data.
- Proficiency using standard computer software and programs such as word processing, spreadsheet, and databases.
- Ability to read, interpret, and apply information based upon work-related documents.
- Ability to read/interpret personnel policies, civil service rules, salary ordinance, labor agreements, and employment laws.
- Analytical skills to gather, research, and review information to determine trends and offer solutions.
- Ability to work independently and function as part of a team.
- Attention to detail to review the work of others and to ensure accuracy in work and compliance.

Communication and Interpersonal

- Verbal communication skills to convey technical information to both other financial professionals and to those outside the profession.
- Written communication skills to prepare clear and concise business correspondence and reports.
- Ability to effectively communicate with City employees, management, other department payroll personnel, and banking institutions, in person, via phone, and in writing.
- Ability to maintain professionalism in adverse communication situations.
- Interpersonal skills to cooperatively, effectively, and fairly work with coworkers and other City employees whose backgrounds may differ from one's own.
- Customer service skills to capably assist employees, payroll assistants, and City managers with payroll inquiries or problems.
- Ability to provide exceptional service to all customers of the Department of Employee Relations.
- Approachable and able to maintain composure when dealing with a conflict or stressful situation.
- Ability to effectively communicate City policies and employee relations procedures.

Judgment and Responsibility

- Ability to plan and organize work and the work of team members in order to meet strict deadlines.
- Ability to adhere to accepted payroll guidelines, be trustworthy, and maintain the confidentiality of privileged information.
- Ability to work independently and use judgment to know when to ask for guidance.
- Plans, sets priorities and schedules activities to assure completion of assignments in a timely manner.

iii. Certifications, Licenses, Registrations:
N/A

iv. Other Requirements:
N/A

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

CHECK ALL THAT APPLY:

☐	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☐	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
☐	Kneeling: Bending legs at knee to come to a rest on knee or knees.
☐	Crouching: Bending the body downward and forward by bending leg and spine.
☐	Crawling: Moving about on hands and knees or hands and feet.
☐	Reaching: Extending Hand(s) and arm(s) in any direction.
☐	Standing: Particularly for sustained periods of time.
☒	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
☒	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
☒	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
☒	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	Grasping: Applying pressure to an object with fingers and palm.
☒	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
☒	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
☒	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
☐	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)**CHECK ONE:**

☐	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☒	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
☐	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)**CHECK ONE:**

☒	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
☐	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

☐	skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
☐	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
☐	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 0%**

CHECK ALL THAT APPLY:

☒	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☐	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
☐	The worker is subject to outside environmental conditions: No effective protection from weather.
☐	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
☐	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
☐	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
☐	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
☐	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
☐	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
☐	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
☐	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

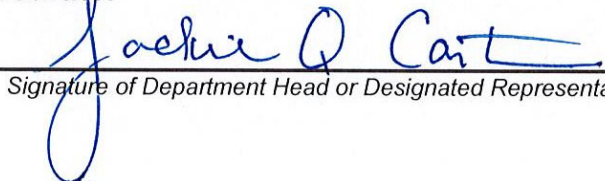
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

☒ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☒ Handcart	☒ PC software
☐ Hand tools (please list):	
☐ Office Machines (check all that apply): ☒ Copier ☒ Facsimile ☒ Calculator ☐ Cash register	
☐ Other (please list):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate.



 Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

Sarah Wangerin

Work Experience

City of Milwaukee – Department of Employee Relations, Classification and Compensation Team

Human Resources Representative, November 2024 – Present

Fiscal Impacts and Cost Analysis

- Perform multifactor data and cost analyses; organize and provide data for market rates, compensation strategy, pay philosophies, and policies.
- Summarize highly complex data into comprehensive, easy to understand reports and organize and develop data tracking worksheets.
- Communicate data analysis and findings in a manner that guides and facilitates informed and timely decisions.
- Research and recommend rule changes, policies, guidelines and procedures as related to the City Service Commission and Salary Ordinance.
- Assists with pay equity audits
- Assists Compensation Supervisor with Matrix placements, SRL and Certification Pay

HRIS/Workday

- Manage classification specification administration, including maintenance of the master classification specification spreadsheet; ensures consistency and accuracy between the master spreadsheet and the documents published in Word or PDF.
- Partners with Functional Applications Manager's Team, DER Staffing Team, DER Worker's Compensation Team, and Labor Negotiator to ensure Workday job profiles and classification specifications published online remain aligned with the source files
- Applies required and requested changes to classification specifications at the direction of the Human Resources Manager and/or Compensation Supervisor
- Coordinates the improvement and accuracy of compensation administration in Workday/HRIS and serves as a Workday expert user, keeping up with latest Workday updates.
- Create and maintain Compensation focused Business Processes, Eligibility rules, and other configuration items for the Workday system.
- Audits compensation data, programs policies and practices to ensure data integrity, consistency and compliance.

Research and Analytics

- Compare and contrast positions under study to other current City of Milwaukee and external positions.
- Determine appropriate position titles and pay ranges.
- Determine methods to make pay practices more effective through job classification studies.
- Provide guidance in various HR and payroll functions throughout the City, including Fire and Police; this includes interpreting and administering policies and procedures relating to Compensation and HRIS/Workday entries.

City of Milwaukee – Department of Employee Relations, Classification and Compensation Team

Human Resources Representative, March 2023 – October 2024

Research

- Study new and existing jobs for proper classification and rates of pay.
- Perform market pay studies for job classifications.
- Job shadow current City employees to gather information about a position's duties.
- Study job descriptions of internal and external positions to learn more about their responsibilities and minimum requirements for the purpose of determining comparability.

- Provide guidance in various HR and payroll functions throughout the City, including Fire and Police; this includes interpreting and administering policies and procedures relating to Compensation and Human Capital Management (HCM) entries.
- Generate various reports and data, including for the annual budget.

Analytics

- Compare and contrast positions under study to other current City of Milwaukee and external positions.
- Determine appropriate position titles and pay ranges.
- Determine methods to make pay practices more effective through job classification studies.

Communication/Administration

- Represent the Compensation Section in meetings with customer departments; maintain communication with department heads, human resources representatives, budget analysts, and others in regard to classification studies; and report back to the Human Resources Manager with concerns or pressing issues that need to be addressed.
- Respond to outside requests for position pay and pay ranges.
- Track pending and completed classification requests and reports to ensure proper documentation is received from the requesting department; answer questions about pending and completed studies and meet with department representatives to audit and discuss positions.
- Present reports to Common Council staff and to the CSC.
- Prepare materials for the CSC, upload necessary documents into Legistar, and send email messages to CSC Commissioners.

City of Milwaukee – Health Department

Human Resources Representative, September 2020 – March 2023

Talent Acquisition:

- Monitored, prepared and processed requisitions, promotion and transfer requests, and reclassification requests.
- Served as a liaison between hiring managers and DER to ensure recruitment and examination activities are moving forward in an efficient manner, maintaining strong communications in all directions throughout the process.
- Provided guidance to hiring managers in the preparation of interview questions, rating tools, and the hiring process.
- Verified employment, education requirements, and review background check information.
- Extended job offers and shepherded candidates through the pre-employment process.
- Collaborated with leaders to determine effective, creative, targeted recruitment strategies.
- Proactively and regularly met with leaders to determine current and future staffing needs.
- Worked closely with MHD supervisors to identify pay gaps and make recommendations to DER's compensation team for appropriate pay based on classification.
- Make pay recommendations based on market analysis and equity within the department.

City of Wauwatosa – Human Resources

Human Resources Assistant, October 2019 – September 2020

Essential Functions:

- Provide exceptional customer service to employees, residents and guests in person and via phone;

answers inquiries, explains department policies and procedures, provides forms and information related to recruitment processes, employee benefits, payroll and other matters related to department operations.

- Accurately and timely updates and maintains department records, files and databases, including those pertaining to recruitment, payroll, benefits, compensation and performance reviews; establish an organized system for paper and electronic records.
- Supports recruitment by preparing interview packets, scheduling interviews and planning logistics; assists with screening applications and interviewing.
- Processes employee and applicant data and status changes including salary and benefits adjustments, new hires, terminations, performance reviews and employment applications.
- Maintains department supplies and processes ProCard transaction and purchase orders.
- Prepares and distributes a variety of routine correspondence, reports and informational materials.
- Performs research and compiles data for various reports and projects; uses HR software to compile and analyze data.
- Assists with planning and organizing employee events.

City of Milwaukee – Department of Public Works, Payroll section

Personnel Payroll Assistant III, October 2018 – October 2019

Daily Time Entry and Employee Resources

- Entered daily work hours and paid time off hours for 135 DPW Sanitation truck drivers and special equipment operators using correct accounting codes, job title codes, and earn codes (related to overtime and special pay practices).
- Verified time off by obtaining proper documentation and authorization.
- Ran biweekly TOA (time owed and allowed) reports to enter and audit correct vacation and sick leave accruals for all employees.
- Entered payroll adjustments as needed for corrections to already processed time entry.
- Made new hire and transactional entries (transfers, promotions, pay progression, etc) into PeopleSoft 9.2 HRIS system as needed.
- Maintained Service Dates for employees as required by City benefits guidelines.
- Acted as a point of contact for employees and managers for payroll information including:
 - Pay and pay stub access
 - Employee benefits
 - Injury pay and TTD
 - City policies related to job and title changes, promotions and pay progression

Special Projects

- Created biweekly tracking rosters to ensure accuracy in time entry
- Created a user-friendly equipment query spreadsheet to ensure accuracy in time entry

City of Milwaukee – Department of Employee Relations, Certification and Salary Systems team

HRIS Auditor, October 2017 – October 2018

PeopleSoft 9.2 Experience and Duties

- Audited complex pay and personnel transactions for all general city employees utilizing worklists in PeopleSoft 9.2 HR module.
 - Hundreds of transactions per pay period including promotions, transfers, pay increases,

changes in benefit status, etc.

- Verified transactions using the proper documentation and authorization.
 - Supporting documentation included City Service Rules, Salary Ordinance, Positions ordinance, City Charter, certifications and city payroll procedures
 - Reported potential violations to the Certification and Salary Systems Administrator and operating department.
- Assisted the Pay Services Specialist with implementation of mass rate changes for the city payroll.
- Provided guidance and direction for city payroll personnel in making accurate entries in PeopleSoft. Guided the same staff in making corrections to inaccurate entries.
- Assisted the Certification and Salary Systems Administrator in calculating pay rates, benefits service dates, years of service credit, and seniority.
- Researched and analyzed data as requested by the Certification and Salary Systems Administrator, Human Resources Manager, Employee Relations Director or other managers to assist with special reports and projects as needed.
- Served in rotation with other DER clerical staff to provide back-up coverage for the main reception area.

Special Projects

- Personal pay auditing on a request basis from employees
- Large scale pay and pay matrix placement for large groups of employees at the request of the department.
- Helped to implement pay progression city-wide in 2017. Duties included proof-reading and suggesting corrections to drafted guidelines, supporting payroll and HR staff in other departments, and auditing pay entries for pay progression as they were made.
- Drafted, edited, and maintained payroll procedures.
- Written communication skills to develop and write reports.

City of Milwaukee – Department of Employee Relations, Certification and Salary Systems team

Human Resources Assistant, April 2017 – October 2017

Program Assistant Duties

- Pre-placement (pre-employment) processing:
 - Reviewed job announcement bulletins to determine required pre-placement testing and ensure tracking worksheet is up-to-date for all job titles.
 - Coordinated and scheduled pre-placement exams for out-of-town candidates.
- I-9 processing and tracking:
 - Ensured employees complete all sections and review proper documentation, pursuant to federal compliance requirements.
- Department payroll:
 - Serve as the payroll clerk for the department by auditing timecards, reviewing supporting documentation, and making HCM/PeopleSoft entries.
- Customer service:
 - Staff the front desk (reception), including assisting applicants in the use of JOBAPS.
 - Process referrals and certifications.

General Clerical Duties

- Filed pre-placement documents, personnel action forms and related documentation, create

files for departmental personnel, deliver and pick up mail.

Special Projects

- Prepared documents in support of the conversion of the pre-employment Excel spreadsheet into an application for online use and tracking.

Milwaukee Public Library – Wisconsin Talking Book and Braille Library

Library Reference Assistant, April 2013 – April 2017

Reference Assistant Duties

- Provided specialized patron interaction by phone, in person, and via email
 - Reader's advisory as well as information and reference services
 - Responded to patron's messages and requests from library voicemail
- Performed patron account maintenance
 - Processed new patron applications and contacted patrons to verify information
 - Evaluated hundreds of accounts on a monthly basis for overdue books, nonuse of service and general errors
- Staffed front desk reception area greeting, helping and directing the general public, Talking Book Library patrons, deliveries and staff members
- Represented the Talking Book Library at outreach events

Special Projects

- Developed and executed patron magazine subscription maintenance
 - Composed and mailed correspondence to contact patrons about overdue materials
- Implemented and completed a cassette machine recall
 - Composed and mailed correspondence to hundreds of patrons to recall obsolete cassette players
- Contacted multiple vendors seeking estimates on Talking Book Library specific items

Education

University of Wisconsin – Milwaukee

B.A. History - Fall, 2012

Milwaukee Area Technical College

Associate's Degree, Chemical Technology – Fall, 2006

Dean's list, 2006