



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Vacant
Labor Negotiator

November 4, 2024

Francis Bock
City Service Commission President
200 E Wells Street Room 706
Milwaukee, WI 53202

I respectfully request that the temporary appointment for Mr. Derek Reilly be extended for an additional 3 months.

Mr. Reilly's temporary appointment was initially requested to assist the recently hired Labor Negotiator with onboarding and to bridge gaps in service while she attended to urgent health needs. Unfortunately, the incumbent has since passed away. As the Labor Negotiator position is a critical role that handles labor relations matters, negotiating contracts, managing grievances, and interpreting existing contracts on behalf of the City, it is imperative that we have the ability to manage, organize, and communicate the workload to determine priorities, deadlines and continue to provide updates to stakeholders. Additionally, this position is part of the Mayor's Cabinet, and we are still working to determine a path forward to fill the position. In an effort to ensure minimal disruption, I am requesting this extension to compensate Mr. Reilly for taking on additional duties and responsibilities.

Thank you for your consideration.

Respectfully,

Harper Donahue, IV
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 DER/Operations	LAST NAME Reilly	FIRST NAME Derek	INITIAL C
AUTHORIZED POSITION TITLE Business Systems Administrator	PAY RANGE 11X	F&P COMMITTEE APPROVAL DATE Aux	REQUISITION # Aux
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 11/24/2024	ANTICIPATED EXPIRATION DATE 03/1/2024	T.A. RATE OF PAY \$3669.73
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: This position unexpectedly became vacant.			
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: Mr. Reilly worked under the previous Labor Negotiators and is the most qualified person to manage and organize the workload in order to provide guidance to the Director of Employee Relations and DER's Compliance Officer on critical matters.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Bachelor of Arts - Business Administration	<u>WORK EXPERIENCE:</u> see resume	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: Dept. of Employee Relations	CURRENT POSITION TITLE: Human Resources Rep.	EMPLOYEE ID NUMBER: 026177
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.) <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 Harper Donahue IV	SIGNATURE 	TITLE Employee Relations Director	DATE 11/4/2024
APPROVING OFFICER Harper Donahue IV	SIGNATURE 	TITLE Employee Relations Director	DATE 11/4/2024
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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



R. 09.04.14

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 (last, first, middle)		DATE
Reilly, Derek C		9/18/2024
POSITION TITLE	PAY RANGE	RATE OF PAY
Business Systems Administrator	1IX	\$3669.73

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.

[Handwritten Signature]

9/18/2024

Temporary Appointment Applicant Signature

Date Signed

Verna Baker

Verna Baker

11/4/2024

Witness Name (Print)

Witness Signature

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: 9/17/2024		2. Present Incumbent: n/a		Is incumbent underfilling position?	
3. Date Filled: n/a		4. Previous Incumbent: n/a		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Department of Employee Relations			Bureau: Operations Division: Labor Relations		Unit: NA Section: NA
6. Work Location: City Hall, Room 701-A			Telephone: 286-3177 Email: NA		Work Schedule: Hours: 8:00 AM to 4:45 PM / Days: Monday - Friday
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management If in District Council 48, which local? NA			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10.	Official Title: Business Systems Administrator (Temporary)			Pay Range	Job Code
				11X	4970
	Underfill Title (if applicable): NA				
Requested Title (if applicable):					EEO Code
Recommended Title (DER Use Only):				Approved by:	
				Date:	

11. BASIC FUNCTION OF POSITION:

Act on behalf of the Labor Negotiator as spokesperson negotiating labor agreements with large public safety unions; assists in the preparation and presentation of the City's case in interest and grievance arbitration proceedings; reviews all contemplated contract settlements, memoranda of understanding, grievance settlements, and related matters for conformance to goals and objectives of the Division of Labor Relations; and assumes responsibility for monitoring, analyzing, and developing proposals and policy recommendations in important issue areas.

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
20	• On behalf of the Labor Negotiator review contract settlements, grievance arbitration settlements, contract administration memoranda of understanding, and related policy matter for conformance to goals and objectives and provide information, technical assistance, or training to supervisors and managers on topics such as employee supervision, hiring, grievance procedures, or staff development.
15	• Works with Labor Negotiator in all phases of business processes including training and database accuracy including drafting, reviewing and developing draft proposals and contract language.
10	• Act as the liaison between internal, external stakeholders and ensuring an understanding of negotiated contract matters, training and interpretation.
15	• Perform higher level multifactor data and cost analyses; organize and present data for collective bargaining strategy, labor agreements, mediation, interest and grievance arbitration proceedings.
10	Review and advise on existing contracts and provide guidance to management regarding labor contract interpretation, application and enforcement including responding to and investigating dispute resolution procedure claims.

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.

30	<ul style="list-style-type: none"> Research and develop strategies and direct implementation of work methods, new technology, equipment and tools for improved work practices and ensure compliance with federal and state EEO laws, local ordinances, and civil service regulations.
----	--

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> Performs other related duties as assigned including back up duties in the absence of the Labor Negotiator.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Labor Negotiator, Department of Employee Relations

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

Incumbent must be able to act with broad latitude and minimal supervision from the Business Systems Supervisor

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:

<ul style="list-style-type: none"> a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work 	<ul style="list-style-type: none"> e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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>

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

i. Education and Experience:

Bachelor's degree in industrial or labor relations, labor economics, human resources management, public administration, or a related field from an accredited college or university, AND
 Four years of significant analytical background with experience in compensation, mathematics/statistics or public sector employee relations experience.

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.

ii. Knowledge, Skills and Abilities:

Knowledge of collective bargaining, contract and grievance administration, and interest and grievance arbitration.
Extensive overall knowledge of operating conditions and problems under labor contracts and pertinent legal and administrative requirements particularly applicable to large public sector organizations.
Knowledge of and ability to understand and interpret Municipal Employment Relations Act (MERA) and Wisconsin Employment Relations Commission (WERC) proceedings.
Knowledge of bargaining issues such as health care cost containment and pensions.
Knowledge of municipal government and public sector human resources management, in particular compensation and equal employment opportunity issues.
Ability to read and interpret a wide variety of materials, including periodicals, legislation, policies, reports, and technical publications.
Working knowledge of contract costing and ability to make accurate calculations.
Written communication skills and the ability to draft and edit proposals and correspondence.
Oral communication and presentation skills.
Negotiation, persuasion, and consensus-building skills.
Interpersonal skills; ability to establish working relationships with City and Union officials.
Ability to work well independently, yet work in concert with the City's Labor Negotiator.
Critical thinking skills: analytical, problem-solving, and decision-making skills as well as sound judgment.
Ability to perform under pressure.
Ability to use the advanced features of various software applications, particularly spreadsheets, word processing, and the Internet.
Knowledge of research methods and ability to conduct research and perform surveys effectively.
Ability to plan, prioritize, organize, and accomplish work within deadlines.

iii. Certifications, Licenses, Registrations:

Master's degree in a related field such as human resources or labor or industrial relations.

iv. Other Requirements:

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).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.

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.

	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.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	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.
X	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.
X	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.
X	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.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	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:

X	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

X	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).
<input type="checkbox"/>	Machine Operators, Mechanics, and 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 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.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
-------------------------------------	---

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.

<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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.

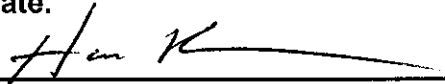
- K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

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

- 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 a personal characteristic 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.

DEREK C REILLY

Experienced business and government administration professional with over 12 years of demonstrated experience working in the public sector

EXPERIENCE

2023 – Present

Labor Relations Representative | Department of Employee Relations | City of Milwaukee

Analyze financial data and other comparables to support the City's case in arbitration proceedings and collective bargaining negotiations, mediate disputes between employees and management, and analyze and report on financial and non-financial data related to claim expenditures, injury pay, compensation, and more to respond to internal/external inquiries and support strategic planning

2019 – 2023

Analytics Manager | Milwaukee Public Library | City of Milwaukee

Responsible for overseeing and directing the use of financial and non-financial data and analytics within an organization to drive business insights, support decision-making, and optimize performance

2017 – 2019

Compensation Analyst | Department of Employee Relations | City of Milwaukee

Designed, implemented, and evaluated compensation programs across the organization using effective communications and collaboration intra- and inter-departmentally, and a combination of job, market, and financial analyses

EDUCATION

May 2015

Bachelor of Business Administration

Lubar School of Business at University of Wisconsin – Milwaukee

Relevant Coursework: Accounting, Economics, Finance, Calculus, Marketing, Statistics, Supply Chain

Dean's List: 2014, 2015

SKILLS

- Advanced MS Office
- Oracle PeopleSoft
- Business intelligence
- Bookkeeping
- Financial analysis
- Excellent communication