



**Cavalier Johnson**  
Mayor

**Jackie Q. Carter**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

## Department of Employee Relations

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 251373 - Communication from the Department of Employee Relations amending the Positions Ordinance to designate one position of Community Health Administrative Specialist 3 in the Milwaukee Health Department as bilingual.*

Dear Committee Members:

This communication requests an amendment to the 2026 Positions Ordinance to designate one vacant position of Community Health Administrative Specialist 3 in the Milwaukee Health Department as bilingual. A bilingual designation means that the requirements for the position include the ability to read, speak, and write in both English and Spanish.

The Milwaukee Health Department's Southside Health Clinic has a large Spanish-speaking population. This position works directly with the intake of clients at the clinic, where Spanish-language services are continuously needed. This change will make the Health Department less reliant on the language line for clinic intake and will allow them to better serve the City's Spanish-speaking clientele.

The following ordinance changes are recommended:

### **Action Required – Effective Pay Period 1, 2026 (December 21, 2025)**

#### In the Positions Ordinance

Under Health Department, Office of the Commissioner and Health Administration, Clinic Operations:

- Add footnote designation (A) to one position of 'Community Health Administrative Specialist 3 (X)'
- Create footnote (A) to read as follows:  
(A) One position designated as bilingual.

Respectfully submitted,

Jackie Q. Carter  
Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b>	12/16/2025	<b>File Number</b>	251373	<input checked="" type="checkbox"/> <b>Original</b>	<input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b>	Communication from the Department of Employee Relations amending the Positions Ordinance to designate one position of Community Health Administrative Specialist 3in the Milwaukee Health Department as bilingual..				

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b>	Sarah Wangerin/ Human Resources Representative / Employee Relations
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

<b>D</b>	<b>Charge To</b>	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	

<b>E</b>	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
	TOTALS		\$ 0.00	\$ 0.00

**F****Assumptions used in arriving at fiscal estimate.**

The total cost for 2026 is \$5,011. Please see attached spreadsheet for details. Cost breakdown is in 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 meeting: December 16, 2025

NEW COSTS FOR 2026										
Pos.	Dept	Title	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
1	MHD	Community Health Administrative Specialist 3	5KN	\$0	\$4,160	1	\$4,160	\$851	\$5,011	
1							4,160	851	\$5,011	

Assume Effective Pay Period 1, 2026 (December 21, 2025) unless otherwise indicated.

Note: Totals may not be to the exact dollar due to rounding.