



**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

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Department of Employee Relations  
City of Milwaukee  
200 E Wells St, Room 706

October 1, 2020

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 200766 - "Communication from the Department of Employee Relations amending the Salary Ordinance to add recruitment flexibility to positions in the Department of Neighborhood Services."*

Dear Committee Members:

This communication requests amendments to the 2020 Salary Ordinance to allow recruitment flexibility for the Plan Examiner titles in the Department of Neighborhood Services. This includes the titles in the chart below:

#	Title	PR	Title Min	Title Max
2	Mechanical Plan Examiner III	2JN	70,334	87,270
10	Plan Examiner III	2JN	70,334	87,270
U	Mechanical Plan Examiner II	2FN	66,423	71,705
U	Plan Examiner II	2FN	66,423	71,705
3	Plan Examiner Specialist	2EN	56,170	66,834

Note: 'U' designates an underfill title.

Plan Examiners in the Department of Neighborhood Services - Development Center Division are responsible for reviewing proposed building plans and issuing permits. These positions require experience in the design and construction of buildings, certification as a commercial building code inspector, building construction inspector and HVAC inspector. They also require a bachelor's degree in architecture or engineering, and for the title Mechanical Plan Examiner, a State of Wisconsin Master Plumber License.

DNS will soon be recruiting for a Mechanical Plan Examiner. As these positions require a specialized skill-set, allowing recruitment flexibility based upon experience and credentials will assist the department in recruiting and retaining employees for these positions.

This communication therefore requests the creation of footnotes that allow recruitment at any point in the range based upon experience and credentials with the approval of DER.

**Action Required – Effective October 4, 2020**

In the Salary Ordinance

Under Pay Range 2EN

Replace footnotes to the title of Plan Examiner Specialist (7) (23) as follows:

(7) Employees to be paid in the following range with recruitment may be at any rate in the range based upon experience and credentials with DER approval.

Biweekly	2,160.38	2,570.54
Annual	56,169.88	66,834.04

(23) Employees to be paid in the following range with recruitment may be at any rate in the range based upon experience and credentials with DER approval.

Biweekly	2,225.19	2,647.66
Annual	57,854.94	68,839.16

#### Under Pay Range 2FN

Replace footnotes to the title of Plan Examiner II (2) (11) and Mechanical Plan Examiner II (2) (11) as follows:

(2) Employees to be paid in the following range with recruitment may be at any rate in the range based upon experience and credentials with DER approval.

Biweekly	2,554.73	2,757.88
Annual	66,422.98	71,704.88

(11) Employees to be paid in the following range with recruitment may be at any rate in the range based upon experience and credentials with DER approval.

Biweekly	2,631.37	2,840.62
Annual	68,415.62	73,856.12

#### Under Pay Range 2JN

Delete footnotes (2) and (6) as those footnotes are no longer used and renumber accordingly.

Replace footnotes to the title of Plan Examiner III (1) (4) and Mechanical Plan Examiner III (1) (4) as follows:

(1) Employees to be recruited at the following rate and recruitment may be at any rate in the range based upon experience and credentials with DER approval.

Biweekly	2,705.15
Annual	70,333.90

(4) Employees to be recruited at the following rate and recruitment may be at any rate in the range based upon experience and credentials with DER approval.

Biweekly	2,786.30
Annual	72,443.80

Respectfully Submitted,

*Andrea Knickerbocker*  
Human Resources Manager