



Department of Employee Relations

Tom Barrett  
Mayor

Maria Monteagudo  
Director

Renee Joos  
Employee Benefits Director

Nicole Fleck  
Labor Negotiator

April 6, 2018

To the Honorable  
The Committee on Finance and Personnel  
Common Council  
City of Milwaukee

RE: Common Council File Number 171871

Dear Committee Members

The following classification and pay recommendations will be submitted to the City Service Commission meeting on April 10, 2018.

**Department of Employee Relations**

Current	Recommendation
Business Operations Analyst PR 2FX (\$48,670 - \$67,616) One Position	Business Operations Specialist PR 2GX (\$51,469 - \$72,063) FN: Recruitment at any rate in the range with approval by DER. One Position

**DPW-Operations**

Current	Recommendation
Recycling Assistant PR 2AN (\$42,436 - \$49,193) One Position	Sanitation Project Analyst PR 2FX (\$48,670 - \$67,616) FN: To be eligible to receive 4.8% increase for snow and ice control operations. One Position



**Library**

Current	Recommendation
New Position	Early Childhood Program Director PR 2JX (\$62,338 - \$87,270) FN: Recruitment at any rate in the range with approval by Chair of Finance and Personnel and DER. One Position

Sincerely,



Maria Monteagudo  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Note

C: Renee Joos, Nicholas Sinram, Ghassan Korban, Laura Daniels, Rick Meyers, Dan Thomas, Shannon Goodwin, Dawn Crowbridge, Grace Gates, Thomas Bell, Analiese Smith, Ken Wischer, Paula Kiely, Jennifer Meyer-Stearns, Barbara Henry, Dawn Lauber, Eric Pearson, Dennis Yaccarino, Nicole Fleck



**JOB EVALUATION REPORT**

City Service Commission Meeting: April 10, 2018

**Department of Employee Relations**

Current	Recommendation
Business Operations Analyst PR 2FX (\$48,670 - \$67,616) One Position	Business Operations Specialist PR 2GX (\$51,469 - \$72,063) FN: Recruitment at any rate in the range with approval by DER. One Position

**DPW-Operations**

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**Library**

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New Position	Early Childhood Program Director PR 2JX (\$62,338 - \$87,270) FN: Recruitment at any rate in the range with approval by Chair of Finance and Personnel and DER. One Position

**Background**

Consistent with past practice, the Department of Employee Relations has prepared a report with classification recommendations for several new, changed, and restructured positions. In reviewing these positions, staff analyzed job descriptions and held discussions with management representatives. Minimum requirements for these positions have not yet been assessed by the Staffing Division therefore the requirements listed are based on suggestions by the department and are not the result of a job analysis.

**Department of Employee Relations**

<b>Current</b>	<b>Business Operations Analyst</b>	<b>PR 2FX (\$48,670 - \$67,616)</b>	<b>1 Position</b>
<b>Recommended</b>	<b>Business Operations Specialist</b>	<b>PR 2GX (\$51,469 - \$72,063)</b>	<b>1 Position</b>

This vacant position is responsible for administering the overall financial operations and budget of the Department of Employee Relations (DER), including the \$12 million dollar Worker's Compensation budget and the \$100 million dollar healthcare special purpose accounts; budget preparation, expenditure processing and tracking, ongoing monitoring and maintenance of departmental special purpose and reimbursable accounts, special funds, operational accounts, and trust funds; monitoring accounts payable and accounts receivable; overseeing procurement, inventory control and contract administration; serving as the coordinator for the City's Flexible Spending and Health Reimbursement Accounts programs; functioning as the billing and enrollment liaison with the City's various agencies; and the preparation and ongoing maintenance of databases associated with the City's comprehensive health and wellness programs. Duties and responsibilities include the following:



- 50% Budget and Financial Operations - Prepare, coordinate, and review documents and materials related to DER's operating budget, special purpose accounts, revenues, and capital budget; maintain expenditure tracking and projections and monitor departmental salaries, operating expenditures, equipment budget and special funds; maintain all special purpose, reimbursable accounts, and trust funds associated with the administration and payment processing for the delivery of benefits related to Healthcare, Wellness, Dental, Worker's Compensation, Unemployment Compensation, Flexible Spending, Employee Training, Alternative Transportation, and Long Term Disability; oversee and manage the input of statistical and financial data in the appropriate spreadsheets and programs; make recommendations on data collection, tracking, and analysis according to changes in program design and data availability; audit all tracking spreadsheets to ensure they balance with the financial system; assist with the preparation of council files when fund transfers or other actions are needed; prepare budget documentation and data collection for the Comptroller's Office for annual fringe benefit calculations, OPEB (Other Post Employment Benefits) and long-term liability reporting; process billing for the healthcare, wellness and worker's compensation for various agencies, the Department of Public Works (DPW) - Water Works, and DPW - Parking Fund; and process billing to departments that utilize the Auxiliary Resource Program and monitor and track usage.
- 20% Benefits Administration - Assist with planning and updating open enrollment activities, answering questions related to the health, wellness, and dental programs, entering Open Enrollment changes, and reviewing event maintenance/testing with HRMS benefit tables; perform the ongoing administrative functions associated with the Flexible Spending Account; provides guidance and advice to employees regarding the Flexible Spending and Health Reimbursement Accounts so information is correct under IRS (Internal Revenue Service) regulations and guidelines; provide guidance to benefits staff handling the Long-Term Disability and Alternative Transportation Programs and serve as a backup; and create and organize an annual database for wellness mailings, participation and completion, including data analysis and manipulation.
- 20% Health, Wellness, and Worker's Compensation Program Administration - Perform data analysis and calculations to submit the annual HAFEE (Health Assessment Fee) file to the Comptroller's Office for payroll deductions; identify, research, and resolve employee requests regarding HAFEE charges; provide monthly data files to the FSA/HRA (Flexible Spending Accounts/Healthy Rewards Accounts) vendor; perform statistical data calculation and analysis for both the Health Appraisal and Healthy Rewards Program; and execute the annual update and tracking of statistical data for the City's OSHA (Occupational Safety and Health Administration) log.
- 10% Procurement, Contract Administration, and Other Duties - Review and approve the purchase of materials, services, and equipment for DER; maintain and track department contract information so contracts are renewed or new requisitions are completed when needed; provide input during contract renewals and ensure appropriate financial information is included; serve as the resource person regarding FMIS (Financial Management Information Systems) and manage security measures for the program; manage departmental Procard users and oversee departmental purchases; assist in managing office/floor space and any necessary staff relocations or department remodeling efforts; and assist with making arrangements for new employees including appropriate office space, computer and phone line access, network login/passwords, photo/security ID, and office keys as needed.

The minimum requirements include a bachelor's degree in public administration, business administration, accounting, or closely related field; and four years of experience in accounting, budgeting, and/or financial management. Equivalent combinations of education and experience may be considered.

This position was last studied in 2012 when it was reclassified from Business Services Specialist in Pay Range 2DN to Business Operations Analyst in Pay Range 2FX. Changes in the position at that time included additional activities associated with budget preparation, expenditure processing and tracking, and on-going monitoring of departmental special purpose and reimbursable accounts, operational accounts, and trust funds. It was indicated that the position



has changed from providing administrative support to performing work requiring analytical skills, a high degree of independent judgment, and a thorough understanding of financial principles under limited supervision. The position reported to the Business Operations Manager in Pay Range 1EX which was reclassified to Fiscal and Risk Manager in Pay Range 2KX in the same classification report.

Since 2012, the incumbent of the Fiscal and Risk Manager has become the Employee Benefits Director and more budget preparation, monitoring, and administration responsibility has been gradually delegated to this position under study. In addition, this position has expanded duties and responsibilities related to health, wellness, and worker's compensation program administration. For example, this position performs statistical data calculation and analysis for both the Health Appraisal and Healthy Rewards Programs. Additionally, in working to fill this currently vacant position under study it became apparent in our review and discussions with the previous incumbent that the duties and responsibilities had become more complex and lead to a reconsideration of the level of this position.

In studying this position, comparisons were made to other budget, contract, and financial classifications in the City including those listed in the chart below.

Library Business Manager	Library	1DX	\$54,865 - \$76,806
Budget and Policy Specialist (Underfill Classification)	DOA-Budget	2HX	\$54,865 - \$76,806
Business Finance Officer	City Attorney	2HX	\$54,865 - \$76,806
Legislative Fiscal Analyst-Lead	Common Council/City Clerk's Office	2HX	\$54,865 - \$76,806
Accounting Specialist	Comptroller's Officer	2GX	\$51,469 - \$72,063
Budget and Management Analyst-Lead (Underfill Classification)	DOA-Budget	2GX	\$51,469 - \$72,063
Contract Compliance Officer	DOA-Office of Small Business Dev and DPW-Administrative Services	2GX	\$51,469 - \$72,063
Legislative Fiscal Analyst-Senior (Underfill Title)	Common Council/City Clerk's Office	2GX	\$51,469 - \$72,063
Budget and Management Analyst-Senior (Underfill Classification)	DOA-Budget	2FX	\$48,670 - \$67,616

There is no direct match as the position under study performs budget preparation, monitoring, and administration but also assists with City-wide benefits administration and performs data analysis and calculations related to health, wellness, and worker's compensation programs. Pay Range 2GX (\$51,469 - \$72,063) includes several classifications that do various aspects of the position under study including Accounting Specialist, Budget and Management Analyst-Lead, Contract Compliance Officer, Environmental Policy Analyst and Legislative Fiscal Analyst-Senior. For example, the Accounting Specialist monitors the financial activities of grants by conducting on-site fiscal site reviews of the organizations that receive grant funds from the City. This includes monitoring, analyzing, and reconciling grant transaction to insure timeliness, accuracy, consistency, and completeness of financial data.

The classification of Legislative Fiscal Analyst-Lead in Pay Range 2HX (\$54,865 - \$76,806) seems stronger as it conducts research, drafts bills, analyzes budget items, and performs fiscal reviews at a high level that involves the ability to apply advanced statistical procedures, interacting with City policymakers and top management personnel, drafting and conducting surveys, and preparing analyses on a variety of topics.

An analysis conducted by Staffing Manager Kristin Urban indicates that there has been recruitment difficulty for Accounting and Financial positions in the past five years. According to the analysis, several related titles have received seven or fewer qualified candidates. For this reason, recruitment flexibility is recommended by allowing recruitment anywhere in the range with approval by DER. To reflect the broader range of expanded duties and responsibilities for this position we recommend the title of Business Operations Specialist.



Therefore, based upon the changes in this position and an increase in level of responsibility, we recommend the position of Business Operations Analyst in Pay Range 2FX (\$48,670 - \$67,616) be reclassified to Business Operations Specialist in Pay Range 2GX (\$51,469 - \$72,063) with recruitment flexibility anywhere in the range with approval by DER.

**DPW-Operations**

<b>Current</b>	<b>Recycling Assistant</b>	<b>PR 2AN (\$42,436 - \$49,193)</b>	<b>1 Position</b>
<b>Recommended</b>	<b>Sanitation Project Analyst</b>	<b>PR 2FX (\$48,670 - \$67,616)</b> <b>FN: To be eligible to receive 4.8% increase for snow and ice control operations.</b>	<b>1 Position</b>

Under the direction of the Sanitation Services Manager, the basic function of this position is to facilitate and support the planning, implementation, monitoring, and overall management of sanitation-specific projects covering all aspects of sanitation services including operations, communications and outreach, procurement, and pilot programs; work with field personnel and other staff to design, implement, and continuously improve data management systems; conduct extensive and in-depth research and analysis related to Sanitation Services and the solid waste management industry; and provide guidance and advice to the Sanitation Services Manager, Sanitation Area Managers, and Resource Recovery Program Manager regarding findings and recommendations. Duties and responsibilities include the following:

- 50% Coordinate internal resources, third parties, and vendors as necessary for the execution of sanitation-related projects and outreach programs; ensure that all projects are delivered on-time, within scope, and within budget; develop project scopes and objectives including relevant stakeholders and ensuring technical feasibility; develop detailed project plans and measure project performance using appropriate systems, tools, and techniques; maintain comprehensive project documentation including the development of standard operating procedures when necessary; and serve as a resource for implementing piloted projects across different areas of the division.
- 25% Design and continuously improve data management and reporting systems to support departmental analysis and facilitate planning and decision making; conduct extensive and in-depth research and analysis of various waste management issues such as program participation, diversion, recycling, personnel deployment, and budget and resource allocation; review and analyze rules, regulations, policies and procedures of Sanitation Services and other similar departments around the country; recognize and identify trends in sanitation operations; and provide guidance and advice to the Sanitation Services Manager and other staff.
- 15% Prepare analyses, summaries, and reports in response to requests for information from the public and City entities; provide information for periodic reports such as internal annual reports, DNR (Department of Natural Resources) applications and reports, and project summary reports; and assist with special events, education and outreach opportunities, tests at the Materials Recovery Facility, and other sanitation-related activities.
- 10% Assist with managing the tasks, projects, reports, and requirements of the Intergovernmental Agreement between the City of Milwaukee and Waukesha County in relation to the management of the Joint Materials Recovery Facility; attend meetings, audits, and inspections; and coordinate tasks for projects in which the City is taking a lead role in implementing.

Minimum requirements include a bachelor’s degree in environmental science, public administration, communications, public relations, journalism, education or closely related field and one year of professional work experience preferably

in the field of recycling, solid waste management, or other environmental field. Equivalent combinations of education and experience may be considered.

This position was first created in 2008 and was classified as a Recycling Assistant in Pay Range 530 with the basic function of assisting with recycling programs and activities conducted by the City in fulfillment of state-mandated recycling criteria; administering the recycling enforcement system; and assisting with outreach and education programs to promote recycling. The Pay Range was later changed to 2AN with the transition to the new Salary Ordinance in 2012.

The department indicated that this position has evolved from primarily performing administrative support functions to performing analyst and project management work. This position has taken on higher-level duties and responsibilities including planning, coordinating, and conducting a variety of projects and assignments and providing detailed analysis and research for Sanitation Services. Projects include information regarding recycling, composting and other landfill diversion initiatives.

Comparisons were made to several related positions including the following:

Environmental Policy Analyst	DPW-Operations-Forestry	2GX	\$51,469 - \$72,063
Research and Policy Analyst	Fire and Police Commission	2FX	\$48,670 - \$67,616
Administrative Specialist-Senior	Department of Administration, City Attorney, Health, Library, and Neighborhood Services	2EX	\$48,670 - \$63,426

The most comparable position is the Research and Policy Analyst in Pay Range 2FX (\$48,670 - \$67,616) located in the Fire and Police Commission. This position conducts extensive and in-depth research and analysis of various public safety issues and provides guidance and advice to the FPC Executive Director, the Board of Fire and Police Commissioners, and the Fire and Police Chiefs regarding findings and recommendations.

We recommend the title "Sanitation Project Analyst" which describes the expanded duties and responsibilities of the position. As this position may work during snow and ice control operations above and beyond normal working hours we recommend that it be eligible to receive the 4.8% increase for snow and ice control operations.

Therefore, based upon the position's increased level of duties and responsibilities, we recommend the position of Recycling Assistant in PR 2AN (\$42,436 - \$49,193) be reclassified to Sanitation Project Analyst in PR 2FX (\$48,670 - \$67,616). We further recommend a footnote that makes this position eligible to receive a 4.8% increase for snow and ice control operations.

**Library**

<b>Current</b>	<b>New Position</b>		
<b>Recommended</b>	<b>Early Childhood Program Director</b>	<b>PR 2JX (\$62,338 - \$87,270)</b>	<b>1 Position</b>

This new position in the Library will direct the Office of Early Childhood Initiative (OECI), which represents the City of Milwaukee's interest in and commitment to ensuring all Milwaukee children have equitable opportunities for their social, emotional, and intellectual development through access to high quality and research-based services and programs with a special focus on Milwaukee's 4 Promise Zones. This position will work with an appointed Community Advisory Council to achieve these and other goals recommended by the Early Education Task Force:

- 1) Improve quality childcare practice, access, and support.
- 2) Strengthen and support a career path for early childhood educators, particularly among people of color.
- 3) Increase community commitment to support parent education regarding brain development and the importance of developmental screenings of children from birth to three years.



- 4) Develop policy and provide support to early childhood education initiatives and programs.

Duties and responsibilities include the following:

- 60% Program Leadership - Provide leadership in establishing and running the new Office of Early Childhood Initiatives; collaborate with strategic partners to increase enrollment of children ages 0-3 in quality early education services and programs; inform parents and caregivers of opportunities using communication strategies that reach families in targeted areas of the city, build trust, and inspire action; develop and maintain an inventory of quality services and resources to assist parents and caregivers in attaining enrollment; serve as a resource to parents, stakeholders, elected bodies, and others seeking information about developmental needs of young children; and become familiar with and participate in related community initiatives, such as *Milwaukee Succeeds*.
- 20% Community Leadership - Manage and collaborate with a Community Advisory Council on Early Childhood Education that provides input and feedback into the work of the OEI and its effectiveness; convene and document meetings; develop and maintain relationships with parents and other community stakeholders; represent the City, Mayor, Common Council, and Library Director in the community; develop regular written reports for presentation to appointing authorities and stakeholders; and work with the Community Advisory Council and others to implement other recommendations of the Early Education Task Force.
- 15% Administrative Leadership - Collect, analyze, and report data and other evidence to stakeholders and reporting authorities that demonstrate movement toward achieving benchmarks and are used in making informed and collaborative improvements as needed; determine future needs of the office and plan accordingly; plan and manage the office budget; prepare the annual budget request; and maintain office records in compliance with the Wisconsin Open Records Law.
- 10% Other Duties - Maintain open communication with the Library Director, Library Board, Mayor, and Common Council; attend meetings and present reports as requested; maintain relationships with national counterparts and attend conferences; and perform other duties as assigned.

Minimum requirements include a bachelor's degree in education, early childhood education and development, or public policy; and five years of experience in a non-profit or government agency. A master's degree is preferred. Equivalent combinations of education and experience may be considered. Other requirements include the capacity to think strategically and analytically about the social, economic, cultural, and political issues affecting our community, children, and families.

To study this position, comparisons were made to other positions in the City including leadership positions within the Library.

Assistant Director-IT & Technical Services	Library	1IX	\$75,478 - \$105,669
Violence Reduction and Prevention Program Director	Health	1IX	\$75,478 - \$105,669
Assistant Director-Library Operations	Library	1HX	\$70,827 - \$99,154
Library Public Services Area Manager	Library	1HX	\$70,827 - \$99,154
Small Business Development Director	Department of Administration	1GX	\$66,435 - \$93,010
Community Health Services Officer	Health	2KX	\$66,435 - \$93,010
Librarian V	Library	1FX	\$62,338 - \$87,270
Community Engagement and Achievement Collaborative Manager	Department of Administration	2JX	\$62,338 - \$87,270
Violence Prevention Research Coordinator	Health	2JX	\$62,338 - \$87,270



Well Women's Program Manager	Health	1EX	\$63,807 - \$81,844
Substance Abuse Prevention and Control Program Manager	Health	2IX	\$58,462 - \$81,844

This comparison shows that some of the higher level positions within the Library and other City departments have wider program and staff responsibilities. More comparable positions in Pay Range 2JX are the Community Engagement and Achievement Collaborative Manager and the Violence Prevention Research Coordinator. The Community Engagement and Achievement Collaborative Manager promotes racial equity and inclusion in Milwaukee through City-wide collaboration with a special focus on enhancing local capacity to improve life outcomes of boys and men of color significantly marginalized from economic, social, educational and political life; serve as a spokesperson and central point of contact for the City on issues pertaining to advancing the achievement of boys and men of color; and collaborate with and help advance the mission and goals of the Black Male Achievement Advisory Council (BMAAC) and My Brother's Keeper (MBK).

The Violence Prevention Research Coordinator functions as the coordinator of the Milwaukee Homicide Prevention Commission which includes leading research for the Commission; overseeing the work of staff involved with data collection and management; leading and assisting staff in analyzing the data; developing policies and processes to improve data transfer and analysis; completing policy and research reports using data gathered through reviews and multi-agency data; preparing grant applications to support the review process and related research; supporting all scientific, managerial, and fiscal aspects of the review process; and serving as the primary lead with grant reporting.

To assist with recruitment for this unique position, we recommend recruitment anywhere in the range with approval by the Chair of Finance and Personnel and DER.

This position will establish and direct the Office of Early Childhood Initiatives in collaboration with a community advisory council on Early Childhood Education. Based on comparisons to positions with similar scope and level of responsibility, we recommend this position be classified as Early Childhood Program Director in Pay Range 2JX (\$62,338 - \$87,270) with the ability to recruit anywhere in the range with the approval of the Chair of Finance and Personnel and DER.

**Action Required – Effective Pay Period 1, 2018 (December 31, 2017)**

In the Salary Ordinance

Under Pay Range 2JX:

Add the following title and footnote designation:

Early Childhood Program Director (2)
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In the Positions Ordinance

Under Library, Administrative Services Decision Unit, Office on Early Childhood Initiatives:

Delete one position of "Early Childhood Director".

Add one position of "Early Childhood Program Director".

**Action Required – Effective Pay Period 9, 2018 (April 22, 2018)**

In the Salary Ordinance

Under Pay Range 2AN:

Delete the title of "Recycling Assistant (4)" and footnote (4) in its entirety.

Under Pay Range 2FX:

Delete the title of "Business Operations Analyst".

Add the title of "Sanitation Project Analyst" and create the following footnote:

Sanitation Project Analyst (1)

(1) The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and dice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work.

Under Pay Range 2GX:

Add the title "Business Operations Specialist" and create the following footnote:

Business Operations Specialist (11)

(11) Recruitment at any rate in the pay range with the approval of DER.

In the Positions Ordinance

Under the Department of Employee Relations, Employee Benefits Division:

Delete one position of "Business Operations Analyst".

Add one position of "Business Operations Specialist".

Under the Department of Public Works-Operations Division, Sanitation Section:

Delete one position of "Recycling Assistant".

Add one position of "Sanitation Project Analyst".

Prepared by: *Sarah Trotter*  
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo*  
Maria Monteagudo, Employee Relations Director





# City of Milwaukee Fiscal Impact Statement

## A

**Date** 4/5/18 **File Number** 171871  
**Subject** Classification and pay recommendations submitted to the City Service Commission for April 10, 2018 meeting.

## B

**Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter, Human Resources Representative  
Dept. of Employee Relations/X2398.

## C

- This File**
- Increases or decreases previously authorized expenditures.
  - Suspends expenditure authority.
  - Increases or decreases city services.
  - Authorizes a department to administer a program affecting the city's fiscal liability.
  - Increases or decreases revenue.
  - Requests an amendment to the salary or positions ordinance.
  - Authorizes borrowing and related debt service.
  - Authorizes contingent borrowing (authority only).
  - Authorizes the expenditure of funds not authorized in adopted City Budget.

## D

- This Note**  Was requested by committee chair.

## E

- Charge To**
- |  |   |
|--|---|
| <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) _____         |   |

**F**

Assumptions used in arriving at fiscal estimate.

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**G**

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
<b>TOTALS</b>			

**H**

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

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**I**

List any costs not included in Sections E and F above.

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**J**

Additional information.

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**Department of Employee Relations  
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of April 11, 2018  
City Service Commission Meeting of April 10, 2018

<b>NEW COSTS FOR 2018</b>										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Employee Relations	Business Operations Analyst	2FX	Business Operations Specialist*	2GX	\$48,670	\$51,469	\$1,938	\$329	\$2,267
1	DPW-Operations	Recycling Assistant	2AN	Sanitation Project Analyst*	2FX	\$42,436	\$48,670	\$4,316	\$734	\$5,050
1	Library	New Position	N/A	Early Childhood Program Director**	2JX	N/A	N/A	N/A Included in 2018 Budget		
3								\$6,254	\$1,063	\$7,317

\*Assume effective date is Pay Range 9, 2018 (April 22, 2018).

\*\*Assume effective date is Pay Period 1, 2018 (December 31, 2017).

<b>NEW COSTS FOR FULL YEAR</b>										
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Employee Relations	Business Operations Analyst	2FX	Business Operations Specialist	2GX	\$48,670	\$51,469	\$2,799	\$476	\$3,275
1	DPW-Operations	Recycling Assistant	2AN	Sanitation Project Analyst	2FX	\$42,436	\$48,670	\$6,234	\$1,060	\$7,294
1	Library	New Position	N/A	Early Childhood Program Director	2JX	N/A	N/A	N/A Included in 2018 Budget		
3								\$9,033	\$1,536	\$10,569

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