

CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

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

June 7, 2019

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 190301 – Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action

Dear Committee Members:

The following classifications and pay recommendations for the Department of Employee Relations were submitted to the City Service Commission meeting on May 21, 2019.

Department of Employee Relations

Current	Recommendation
College Intern PR 9IN (\$21,507 - \$28,226) Vacant	Human Resources Assistant PR 5IN (\$46,347 - \$54,669) Recruitment is at \$47,779
Program Assistant II PR 5FN (\$40,516 - \$48,248) Recruitment is at \$42,539 Vacant	Human Resources Analyst – Senior PR 2FX (\$48,670 - \$67,616) Recruitment flexibility at any point in the range.

Respectfully submitted,

Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Report
Fiscal Impact Statement

C: Andrea Knickerbocker, Dennis Yaccarino, Nick Sinram, Nicole Fleck, Ken Wischer

JOB EVALUATION REPORT

City Service Commission Meeting: May 21, 2019

Department of Employee Relations

Current	Recommendation
College Intern PR 9IN (\$21,507 - \$28,226) Vacant	Human Resources Assistant PR 5IN (\$46,347 - \$54,669) Recruitment is at \$47,779
Program Assistant II PR 5FN (\$40,516 - \$48,248) Recruitment is at \$42,539 Vacant	Human Resources Analyst – Senior PR 2FX (\$48,670 - \$67,616) Recruitment flexibility at any point in the range.

Background

As a part of the 2019 approved budget, the Department of Employee Relations has requested a classification study of two vacant positions within Compensation and Pay Administration Services. The basic functions of these positions have changed and new job descriptions have been provided.

Human Resources Assistant

This position works with the Human Resources Manager (Compensation) and Analysts in producing classification and market studies recommendations for City of Milwaukee positions. The position assists with production of reports, and ensures that recommendation reports move smoothly through the approval process involving the City Service/Fire & Police Commission and the Common Council Finance and Personnel Committee. The position will also provide support to both the Pay Administration staff and the Business Operations Specialist in Employee Benefits. Duties, responsibilities, and requirements include the following:

- Works closely with the Compensation Manager and Analysts in editing complex and varied classification and pay recommendation reports. Coordinate timely submission of classification and pay reports between City Service/Fire & Police Commission, Finance Committee and Common Council. Introduce, schedule and fill appropriate files for Finance Committee and Common Council action.
- Prepare certifications for employees upon reclassifications/title changes. Calculate rates of pay. Delegate job codes to new and changed positions. Coordinates pay implementation meetings with departments.
- Track pending and completed classification requests and completed reports for budgetary and ready reference purposes. Request Job Analysis Questionnaires, job descriptions and related information for these studies.
- This position will also provide support to auditing Citywide HCM entries on a weekly basis, as well as providing guidance to the various HR and payroll functions throughout the City including the Fire and Police departments. This includes interpretation and administration of policies and procedures relating to compensation/pay progression and HRIS entries,
- Provide support to the Business Operations Specialist in terms of accounts payable.

Minimum requirements include an associate's degree in Human Resources, business management, accounting, or related field; and a minimum of three years previous experience providing administrative support functions and processing payroll. Equivalent combinations of education and experience will also be considered.

This position assists in the production of classification and pay study reports in close coordination with the all staff members in Compensation and Pay Administration Services ensuring that the approval process for committees and boards, the communications with department representatives and employees, the related HCM entries, and the implementation meetings with department representatives and Pay Services staff run smoothly. This coordination

work involves a significant and complex process. In addition, the position will be responsible for accounts payable responsibilities in support of the Business Services Specialist in Employee Benefits.

The requested classification of Human Resources Assistant in Pay Range 5IN (\$47,779 - \$54,669) is consistent with the highest level of Program Assistants with City government. Human Resources Assistants classifications currently exist in the Police Department Human Resources Division as well as the Department of Public Works Administrative Services Division, Finance & Planning Section.

The Human Resources Assistants in the Police Department's Human Resources Division ensure the workflow of the division is efficient and accurate. They manage selection processes, prepare human resources reports, and perform various human resource functions such as process requests to fill vacancies within the department, update job descriptions for managers process internal disciplines and grievances and maintain files, provide orientation presentations to new employees, prepare and manage the selection process and new recruit classes for officers and aides, compose disciplinary orders, and process probation reports and maintain an employee probation database.

The Human Resources Assistant in the DPW - Administrative Services Division maintains and audits various personnel and payroll databases. These include databases on discipline, grievances, and job descriptions.

The Human Resources Assistant classification blends paraprofessional and professional human resources duties with administrative work and serves as an entry-level title to the field of human resources. The work of this classification supports a significantly complex program or area of operation. These positions require an extensive knowledge of technical and/or administrative information. They also analyze information, draw conclusions, and make recommendations; have extensive responsibility for the complex program or area of operation; and communicate with other City personnel and the public.

For these reasons, this report recommends that the position authority for this position be classified as Human Resources Assistant in Pay Range 5IN (\$46,347 - \$54,669) with recruitment at \$47,779.

Human Resources Analyst – Senior

The classification of Human Resources Analyst-Senior provides a full range of professional personnel services to City departments, employees, and the public in meeting all facets of City departments' human resources needs. The primary focus of this position will be in determining the classification and compensation of City of Milwaukee positions. Duties, responsibilities, and requirements include the following:

- 50% Study new and existing jobs for proper classification. Prepare logical, well researched and substantiated recommendation reports for the City Service Commission, Fire and Police Commission, and the Finance and Personnel Committee.
- 20% Perform market pay studies for job classifications.
- 10% Prepare special recruitment rate letters, cover letters, and other memos related to Compensation processes.
- 10% Assist customer departments in implementing the compensation impacts of classifications, reorganizations, and job restructuring in coordination with the Pay Administration staff. Provide guidance and information concerning pay and benefits to DER staff, departments and employees.
- 10% Research and recommend rule changes, policies, guidelines and procedures as related to the City Service Commission and Salary Ordinance; represent DER before CSC, FPC, and Finance and Personnel.

Minimum requirements include a bachelor's degree in human resources management, industrial relations, education, psychology, business administration, management, public administration, or a related field from an accredited college or university; and two years of progressively responsible experience performing duties related to job compensation and classification.

DER has requested that this position be repurposed to that of a Human Resources Analyst – Senior in order to provide sufficient staffing for the research, preparation, and recommendation of classification and market pay studies for City of Milwaukee departments. The proposed duties and responsibilities are consistent with the responsibilities of a Human Resources Analyst – Senior within Employee Relations.

A review of labor market data for Human Resources positions at a journey level reveals that the City's pay structure for these positions may be below market. The table below provides market data from the Economic Research Institute (ERI) for Human Resources Generalist positions within a 30-mile radius of the City of Milwaukee. As the data indicates, the mean salary range starts at \$64,023 annually and goes up to \$76,543 annually.

Years of Exp	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
1	52,508	56,985	63,023	68,831	74,763
3	55,104	59,830	66,171	72,278	78,488
5	57,806	62,782	69,427	75,833	82,327
7	60,679	65,911	72,869	79,586	86,377
9	63,760	69,261	76,543	83,587	90,693

ERI defines a Human Resources Generalist as follows:

- *Assesses personnel policies, programs, and procedures, and informs employee and management personnel on the interpretation of them.*
- *Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research.*

This labor market data suggests that recruitment flexibility beyond what is currently authorized (up to 60% of the range) may provide the necessary flexibility to attract a qualified pool of applicants.

This report therefore recommends repurposing this position as a Human Resources Analyst – Senior in Pay Range PR 2FX (\$48,670 - \$67,616). Also, in order to hire a well-qualified individual for this position that will focus on compensation and classification; we request recruitment flexibility at any point in the range with DER approval.

Action Required – Effective Pay Period 1, 2019 (December 30, 2018)

In the Salary Ordinance

Under Pay Range 2FX:

Add the (5) and (10) designations to the title of "Human Resources Analyst – Senior".

Create the following footnotes (5) and (10) "Recruitment may be at any rate in the range with the approval of DER."

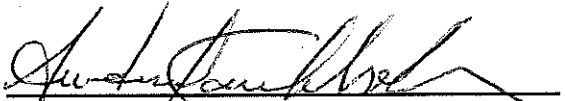
In the Positions Ordinance

Under Department of Employee Relations – Operations Division, Employee Relations and Compliance:

Delete one position of "Human Resources Assistant".

Under Compensation and Pay Administration Services:

Add one position of "Human Resources Assistant".

Prepared by: 
Andrea Knickerböcker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A Date 06/07/2019 File Number 190301 Original Substitute

Subject Communication from the Department of Employee Relations relating to a classification study for Employee Relations that was sent to the May 21, 2019 City Service Commission meeting.

B Submitted By (Name/Title/Dept./Ext.) Sarah Trotter / Human Resources Representative / 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 Charge To

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) _____
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

E

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. Please see 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.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	_____
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	_____
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 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

City Service Commission May 21, 2019
Finance and Personnel Committee Meeting of June 12, 2019

NEW COSTS FOR 2019

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Employee Relations	College Intern	9IN	Human Resources Assistant	5IN	N/A	N/A	N/A	N/A	N/A
1	Employee Relations	Program Assistant II	5FN	Human Resources Analyst - Senior	2FX	N/A	N/A	N/A	N/A	N/A
2								\$0	\$0	\$0

Assume effective date is Pay Period 1, 2019 (December 30, 2018).

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Employee Relations	College Intern	9IN	Human Resources Assistant	5IN	N/A	N/A	N/A	N/A	N/A
1	Employee Relations	Program Assistant II	5FN	Human Resources Analyst - Senior	2FX	N/A	N/A	N/A	N/A	N/A
2								\$0	\$0	\$0