



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

December 5, 2025

Board of City Service Commission
Department of Employee
Relations 200 East Wells Street,
Room 706
Milwaukee, WI 53202

Re: Request to Extend Temporary Appointment Sarah Wangerin

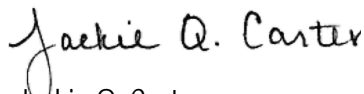
Dear Board of City Service Commissioners,

The Department of Employee Relations respectfully request approval to extend the temporary appointment of Sarah Wangerin as HRIS Auditor - Lead for the Department of Employee Relations from December 22, 2025 through Saturday, January 31, 2026. This is the second extension request.

Ms. Wangerin's temporary appointment started on August 3, 2025 to recognize the additional duties and responsibilities outside of her job description and beyond the scope of the Workday incentive.

Thank you for your consideration should commissioners have any questions Department of Employee Relations staff will be available at the meeting to answer.

Respectfully,


Jackie Q. Carter
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	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
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:			
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:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <u>TRAINING AND EDUCATION:</u> <u>WORK EXPERIENCE:</u> <u>OTHER REQUIREMENTS (i.e. LICENSES):</u>			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
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.) No 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	SIGNATURE 	TITLE	DATE
APPROVING OFFICER	SIGNATURE 	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



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 (<i>last, first, middle</i>)		DATE
POSITION TITLE	PAY RANGE	RATE OF PAY

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.

Sarah Wangerin

Temporary Appointment Applicant Signature

Date Signed

Witness Name (Print)

Witness Signature

David Lindsey

Work Experience

City of Milwaukee – Department of Employee Relations, Classification and Compensation Team

Human Resources Representative, November 2024 – Present

Fiscal Impacts and Cost Analysis

- Perform multifactor data and cost analyses; organize and provide data for market rates, compensation strategy, pay philosophies, and policies.
- Summarize highly complex data into comprehensive, easy to understand reports and organize and develop data tracking worksheets.
- Communicate data analysis and findings in a manner that guides and facilitates informed and timely decisions.
- Research and recommend rule changes, policies, guidelines and procedures as related to the City Service Commission and Salary Ordinance.
- Assists with pay equity audits
- Assists Compensation Supervisor with Matrix placements, SRL and Certification Pay

HRIS/Workday

- Manage classification specification administration, including maintenance of the master classification specification spreadsheet; ensures consistency and accuracy between the master spreadsheet and the documents published in Word or PDF.
- Partners with Functional Applications Manager's Team, DER Staffing Team, DER Worker's Compensation Team, and Labor Negotiator to ensure Workday job profiles and classification specifications published online remain aligned with the source files
- Applies required and requested changes to classification specifications at the direction of the Human Resources Manager and/or Compensation Supervisor
- Coordinates the improvement and accuracy of compensation administration in Workday/HRIS and serves as a Workday expert user, keeping up with latest Workday updates.
- Create and maintain Compensation focused Business Processes, Eligibility rules, and other configuration items for the Workday system.
- Audits compensation data, programs policies and practices to ensure data integrity, consistency and compliance.

Research and Analytics

- Compare and contrast positions under study to other current City of Milwaukee and external positions.
- Determine appropriate position titles and pay ranges.
- Determine methods to make pay practices more effective through job classification studies.
- Provide guidance in various HR and payroll functions throughout the City, including Fire and Police; this includes interpreting and administering policies and procedures relating to Compensation and HRIS/Workday entries.

City of Milwaukee – Department of Employee Relations, Classification and Compensation Team

Human Resources Representative, March 2023 – October 2024

Research

- Study new and existing jobs for proper classification and rates of pay.

- Perform market pay studies for job classifications.
- Job shadow current City employees to gather information about a position's duties.
- Study job descriptions of internal and external positions to learn more about their responsibilities and minimum requirements for the purpose of determining comparability.
- Provide guidance in various HR and payroll functions throughout the City, including Fire and Police; this includes interpreting and administering policies and procedures relating to Compensation and Human Capital Management (HCM) entries.
- Generate various reports and data, including for the annual budget.

Analytics

- Compare and contrast positions under study to other current City of Milwaukee and external positions.
- Determine appropriate position titles and pay ranges.
- Determine methods to make pay practices more effective through job classification studies.

Communication/Administration

- Represent the Compensation Section in meetings with customer departments; maintain communication with department heads, human resources representatives, budget analysts, and others in regard to classification studies; and report back to the Human Resources Manager with concerns or pressing issues that need to be addressed.
- Respond to outside requests for position pay and pay ranges.
- Track pending and completed classification requests and reports to ensure proper documentation is received from the requesting department; answer questions about pending and completed studies and meet with department representatives to audit and discuss positions.
- Present reports to Common Council staff and to the CSC.
- Prepare materials for the CSC, upload necessary documents into Legistar, and send email messages to CSC Commissioners.

City of Milwaukee – Health Department

Human Resources Representative, September 2020 – March 2023

Talent Acquisition:

- Monitored, prepared and processed requisitions, promotion and transfer requests, and reclassification requests.
- Served as a liaison between hiring managers and DER to ensure recruitment and examination activities are moving forward in an efficient manner, maintaining strong communications in all directions throughout the process.
- Provided guidance to hiring managers in the preparation of interview questions, rating tools, and the hiring process.
- Verified employment, education requirements, and review background check information.
- Extended job offers and shepherded candidates through the pre-employment process.
- Collaborated with leaders to determine effective, creative, targeted recruitment strategies.
- Proactively and regularly met with leaders to determine current and future staffing needs.
- Worked closely with MHD supervisors to identify pay gaps and make recommendations to DER's compensation team for appropriate pay based on classification.
- Make pay recommendations based on market analysis and equity within the department.

City of Wauwatosa – Human Resources

Human Resources Assistant, October 2019 – September 2020

Essential Functions:

- Provide exceptional customer service to employees, residents and guests in person and via phone; answers inquiries, explains department policies and procedures, provides forms and information related to recruitment processes, employee benefits, payroll and other matters related to department operations.
- Accurately and timely updates and maintains department records, files and databases, including those pertaining to recruitment, payroll, benefits, compensation and performance reviews; establish an organized system for paper and electronic records.
- Supports recruitment by preparing interview packets, scheduling interviews and planning logistics; assists with screening applications and interviewing.
- Processes employee and applicant data and status changes including salary and benefits adjustments, new hires, terminations, performance reviews and employment applications.
- Maintains department supplies and processes ProCard transaction and purchase orders.
- Prepares and distributes a variety of routine correspondence, reports and informational materials.
- Performs research and compiles data for various reports and projects; uses HR software to compile and analyze data.
- Assists with planning and organizing employee events.

City of Milwaukee – Department of Public Works, Payroll section

Personnel Payroll Assistant III, October 2018 – October 2019

Daily Time Entry and Employee Resources

- Entered daily work hours and paid time off hours for 135 DPW Sanitation truck drivers and special equipment operators using correct accounting codes, job title codes, and earn codes (related to overtime and special pay practices).
- Verified time off by obtaining proper documentation and authorization.
- Ran biweekly TOA (time owed and allowed) reports to enter and audit correct vacation and sick leave accruals for all employees.
- Entered payroll adjustments as needed for corrections to already processed time entry.
- Made new hire and transactional entries (transfers, promotions, pay progression, etc) into PeopleSoft 9.2 HRIS system as needed.
- Maintained Service Dates for employees as required by City benefits guidelines.
- Acted as a point of contact for employees and managers for payroll information including:
 - Pay and pay stub access
 - Employee benefits
 - Injury pay and TTD
 - City policies related to job and title changes, promotions and pay progression

Special Projects

- Created biweekly tracking rosters to ensure accuracy in time entry
- Created a user-friendly equipment query spreadsheet to ensure accuracy in time entry

City of Milwaukee – Department of Employee Relations, Certification and Salary Systems team

HRIS Auditor, October 2017 – October 2018

PeopleSoft 9.2 Experience and Duties

- Audited complex pay and personnel transactions for all general city employees utilizing worklists in PeopleSoft 9.2 HR module.
 - Hundreds of transactions per pay period including promotions, transfers, pay increases, changes in benefit status, etc.
- Verified transactions using the proper documentation and authorization.
 - Supporting documentation included City Service Rules, Salary Ordinance, Positions ordinance, City Charter, certifications and city payroll procedures
 - Reported potential violations to the Certification and Salary Systems Administrator and operating department.
- Assisted the Pay Services Specialist with implementation of mass rate changes for the city payroll.
- Provided guidance and direction for city payroll personnel in making accurate entries in PeopleSoft. Guided the same staff in making corrections to inaccurate entries.
- Assisted the Certification and Salary Systems Administrator in calculating pay rates, benefits service dates, years of service credit, and seniority.
- Researched and analyzed data as requested by the Certification and Salary Systems Administrator, Human Resources Manager, Employee Relations Director or other managers to assist with special reports and projects as needed.
- Served in rotation with other DER clerical staff to provide back-up coverage for the main reception area.

Special Projects

- Personal pay auditing on a request basis from employees
- Large scale pay and pay matrix placement for large groups of employees at the request of the department.
- Helped to implement pay progression city-wide in 2017. Duties included proof-reading and suggesting corrections to drafted guidelines, supporting payroll and HR staff in other departments, and auditing pay entries for pay progression as they were made.
- Drafted, edited, and maintained payroll procedures.
- Written communication skills to develop and write reports.

City of Milwaukee – Department of Employee Relations, Certification and Salary Systems team

Human Resources Assistant, April 2017 – October 2017

Program Assistant Duties

- Pre-placement (pre-employment) processing:
 - Reviewed job announcement bulletins to determine required pre-placement testing and ensure tracking worksheet is up-to-date for all job titles.
 - Coordinated and scheduled pre-placement exams for out-of-town candidates.
- I-9 processing and tracking:
 - Ensured employees complete all sections and review proper documentation, pursuant to federal compliance requirements.
- Department payroll:
 - Serve as the payroll clerk for the department by auditing timecards, reviewing supporting documentation, and making HCM/PeopleSoft entries.
- Customer service:

- Staff the front desk (reception), including assisting applicants in the use of JOBAPS.
- Process referrals and certifications.

General Clerical Duties

- Filed pre-placement documents, personnel action forms and related documentation, create files for departmental personnel, deliver and pick up mail.

Special Projects

- Prepared documents in support of the conversion of the pre-employment Excel spreadsheet into an application for online use and tracking.

Milwaukee Public Library – Wisconsin Talking Book and Braille Library

Library Reference Assistant, April 2013 – April 2017

Reference Assistant Duties

- Provided specialized patron interaction by phone, in person, and via email
 - Reader's advisory as well as information and reference services
 - Responded to patron's messages and requests from library voicemail
- Performed patron account maintenance
 - Processed new patron applications and contacted patrons to verify information
 - Evaluated hundreds of accounts on a monthly basis for overdue books, nonuse of service and general errors
- Staffed front desk reception area greeting, helping and directing the general public, Talking Book Library patrons, deliveries and staff members
- Represented the Talking Book Library at outreach events

Special Projects

- Developed and executed patron magazine subscription maintenance
 - Composed and mailed correspondence to contact patrons about overdue materials
- Implemented and completed a cassette machine recall
 - Composed and mailed correspondence to hundreds of patrons to recall obsolete cassette players
- Contacted multiple vendors seeking estimates on Talking Book Library specific items

Education

University of Wisconsin – Milwaukee

B.A. History - Fall, 2012

Milwaukee Area Technical College

Associate's Degree, Chemical Technology – Fall, 2006

Dean's list, 2006