



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychev
Labor Negotiator

Department of Employee Relations

October 23, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Subject: *Common Council File No. 241004 - Communication from the Department of Employee Relations amending the Positions Ordinance to designate additional positions as bilingual.*

Dear Committee Members:

This communication requests amendments to the 2024 Positions Ordinance to designate four additional positions located in the Assessor’s Office, City Attorney’s Office, and the Mayor’s Office as bilingual. A bilingual designation means that the requirements for the position will include the ability to read, speak, and/or write in both English and Spanish.

This past July, under File #240046, the Common Council approved compensation of \$2.00 per hour, effective Pay Period 1, 2024 (December 24, 2023) for employees in positions that are designated as bilingual. In addition, it was noted that departments could make requests that one or more additional positions be designated as bilingual. To do so, a department must complete a “Bilingual Designation” form, provide a current job description, and attach written justification including the percentage of time spent on translation and/or interpretation, approximate percentage of customer interaction that requires bilingual skills, what essential functions require bilingual skills, and demographic information relative to the residents served by the position.

To assign a bilingual designation a position must meet all the criteria listed below.

- Public contact that requires regular and frequent use (at least 25% of available time) of bilingual skills.
- Bilingual skills are necessary to provide service to the community and are essential to the successful performance of the department’s functions.
- Bilingual skills are required to perform the essential functions of the job.
- The position is performed in a setting that with a demonstrated public need for the designation.

The Department of Employee Relations recommends the following four positions be designated as bilingual:

Department	Title	Number of Positions
Assessor’s Office	Commercial Property Appraiser 3	1
City Attorney	Office Assistant II	1
Mayor	Director of Community Relations and Partnerships	1
Mayor	Staff Assistant to the Mayor	1

Assessor's Office

- Commercial Property Appraiser 3 (One Position) – This is one of 11 positions that inspect complex commercial properties for sale, permit, and valuation review. This position also assists Spanish-speaking taxpayers by going on property inspections to translate, responds to Spanish-speaking callers and in-person visitors to the office, and assists administration with emails. Interpretation and translation work exceeds 25% of the workload.

City Attorney

- Office Assistant II (One Position) – This position is located in the Neighborhood Revitalization – Ordinance Enforcement Office in the Police Administration Building and performs reception and customer service duties, creates documents, inputs data, maintains records, generates subpoenas for Municipal Court, and creates and maintains files. This position also provides translation and interpretation services more than 25% of the time by translating at court zoom meetings, providing login directions, providing directions to various departments, assisting Police Officers with Spanish-speaking defendants, and assisting citizens with completing forms related to property returns.

Mayor's Office

- Director of Community Relations and Partnerships (One Position) – This position manages implementation of all aspects of community outreach, public affairs, and constituent services to ensure positive and effective liaison services between the Mayor's Office and residents of the City of Milwaukee. This position also serves as a point of contact for residents in the Hispanic community and promotes partnerships and collaboration; and performs interpretation and translation in Spanish and English at the office, at scheduled meetings and events, and when serving as an ambassador and liaison for the Mayor. Approximately 20% of Milwaukee residents are Hispanic/Latino about 22% of Milwaukee residents speak a language other than English in the home and this position spends more than 25% of the time communicating with constituents and attending public meetings. The focus of the position is on community engagement, advocacy and support, public relations, event coordination, and cultural competence and ensuring the Hispanic community is well-represented and has equal access to opportunities and resources provided by the City.
- Staff Assistant to the Mayor (One Position) – This is one of two positions in the Mayor's Office with this title and serves as a point of contact for the Mayor's constituency to address their concerns through written and verbal communication in Spanish and English. This includes analyzing the content of incoming correspondence; collecting the opinions of constituents on the phone and in writing; crafting constituent response letters, mayoral proclamations, and salutary remarks; and performing interpretation at community events and meetings and for visitors to the Mayor's Office. The percentages of time for using bilingual skills are as follows: Crisis and Incident Management - 25%, Community Engagement – 25% and Translation/Interpretation – 15%.

The following ordinance changes are recommended:

Action Required – Effective Pay Period 1, 2024 (December 24, 2023)

In the Positions Ordinance

Under Assessor's Office, Assessment Division, Real Property:

- Delete one position of 'Commercial Property Appraiser 3 (X)'.
- Add one position of 'Commercial Property Appraiser 3 (A)(X)'.
- Create footnote '(A)' to read as follows.

'(A) Position is designated as bilingual.'

Under City Attorney, Administrative Division:

- Delete one position of 'Office Assistant II'.
- Add one position of 'Office Assistant II (D)'.
- Create footnote '(D)' to read as follows.

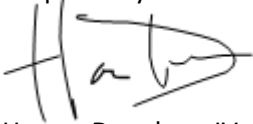
'(D) Position is designated as bilingual.'

Under Mayor, Administration:

- Delete one position of 'Director of Community Relations and Partnerships (Y)'.
- Add one position of 'Director of Community Relations and Partnerships (A)(Y)'.
- Delete one position of 'Staff Assistant to the Mayor (Y)'.
- Add one position of 'Staff Assistant to the Mayor (A)(Y)'.
- Create footnote '(A)' to read as follows.

'(A) Position is designated as bilingual.'

Respectfully submitted,



Harper Donahue, IV
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>10/30/2024</u>	File Number	<u>241004</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of amending the Salary Ordinance or Positions to provide interpretation and translation pay for positions designated as bilingual in the Salary Ordinance or Positions Ordinance.				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u>
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C	This File	<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.

D	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) _____	

	Purpose	Specify Type/Use	Expenditure	Revenue
E	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

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

The total cost for 2024 is \$19,238. The total cost for a full year is \$19,238. 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: October 30, 2024

NEW COSTS FOR 2024

Pos.	Dept	Title	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
1	Assessor's Office	Commercial Property Appraiser 3	2MX	\$0	\$4,160	1	\$4,160	\$582	\$4,742	
1	City Attorney	Office Assistant II	6DN	\$0	\$4,160	1	\$4,160	\$851	\$5,011	
1	Mayor	Director of Community Relations and Partnerships	2LX	\$0	\$4,160	1	\$4,160	\$582	\$4,742	
1	Mayor	Staff Assistant to the Mayor	2KX	\$0	\$4,160	1	\$4,160	\$582	\$4,742	
4							\$16,640	\$2,598	\$19,238	

Assume Effective Pay Period 1, 2024 (December 24, 2023) unless otherwise indicated.

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

NEW COSTS FOR FULL YEAR

Pos.	Dept	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
1	Assessor's Office	Commercial Property Appraiser 3	2MX	\$0	\$4,160	1	\$4,160	\$582	\$4,742
1	City Attorney	Office Assistant II	6DN	\$0	\$4,160	1	\$4,160	\$851	\$5,011
1	Mayor	Director of Community Relations and Partnerships	2LX	\$0	\$4,160	1	\$4,160	\$582	\$4,742
1	Mayor	Staff Assistant to the Mayor	2KX	\$0	\$4,160	1	\$4,160	\$582	\$4,742
4							\$16,640	\$2,598	\$19,238

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