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JOB EVALUATION REPORT

REVISED 2/12/2024

Fire and Police Commission Meeting: February 15th, 2024

This city-wide job study aligns 88 paraprofessional titles and related classifications across all City departments. These titles represent 710 positions and 541 incumbents citywide. This series covers positions in Part I: Section 5: *Paraprofessionals* in the Salary Ordinance and corresponding titles in section 9: *Part-time and Intermittent*. Recommendations are also made for the direct supervisors and managers of these positions which would be compressed as result of this report.

These are positions in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Examples of classifications include clinic assistants, human resources assistants, program assistants, and accounting assistants.

These recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission as titles are often specific to a department. Titles highlighted in grey are specific to the Fire and Police Commission report.

Vacancy Rate

Vacancy Rate

	Number	Percentage
Filled	541	76%
Vacant	169	24%

Incumbent Demographics

Ethnic Group

	Number	Percentage
Black	219	40%
Hispanic	72	13%
White	227	42%
Asian	14	3%
American Indian/ Alaska Native	9	2%

Sex

	Number	Percentage
Female	421	78%
Male	120	22%

The recommendations appropriately place the rates of pay for classifications based upon a comparison to market rates of pay. These changes are not reclassifications unless specifically addressed at the end of this report. Employees in these titles will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title.

Reclassifications are addressed at the end of the report. The analysis and recommendation process for reclassification included a review of a position's duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience requirements.

Background

In 2021, the City of Milwaukee instituted a minimum living wage for City of Milwaukee employees. This change raised rates of pay for approximately 500 employees and affected two paraprofessional pay ranges. This report aims to decompress the pay ranges and position titles that were eclipsed or compressed. Market data is provided to support recommended minimum rates of pay. Market data was sourced from the Economic Research Institute (ERI), a salary survey to which Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary information from the State of Wisconsin and other Wisconsin municipalities.

Examples of this compression are displayed in the resulting minimum rates of pay in pay ranges 5AN-5BN:

2021 Pay Range and Rate	Current Pay Range and Rate	Recommended Pay Range and Rate
5AN: \$29,782 - \$35,902	5AN: \$33,110-\$38,100	5AN: \$40,826-\$51,032
5BN: \$30,530 - \$37,456	5BN: \$33,110-\$39,749	5BN: \$42,867-\$53,584
5CN: \$34,067 - \$40,688	5CN: \$36,152-\$43,178	5CN: \$45,011-\$56,264
5DN: \$36,252 - \$42,916	5DN: \$38,471-\$45,543	5DN: \$47,261-\$59,076
5EN: \$40,501 - \$46,724	5EN: \$42,980-\$49,583	5EN: \$49,139-\$61,424
5FN: \$40,516 - \$48,248	5FN: \$42,996-\$51,201	5FN: \$51,596-\$64,495
5GN: \$41,610 - \$49,946	5GN: \$44,157-\$53,003	5GN: \$53,351-\$66,689
5HN: \$45,013 - \$51,408	5HN: \$47,768-\$54,555	5HN: \$55,728-\$69,660
5IN: \$46,347 - \$54,669	5IN: \$49,184-\$58,015	5IN: \$57,620-\$72,025
5JN: \$47,095 - \$57,144	5JN: \$49,977-\$60,642	5JN: \$60,036-\$75,045
5KN: \$48,851 - \$59,323	5KN: \$58,014-\$71,349	5KN: \$63,038-\$78,798
-	5LN: \$66,716-\$82,051	5LN: \$65,408-\$81,760
-	5MN: \$53,006-\$64,316	5MN: \$68,678-\$85,847
-	5NN: \$56,218-\$68,214	-
-	5ON: \$59,625-\$72,348	-

*Note: Residents receive a rate that is 3% higher.

Accounting Assistant Series – City of Milwaukee

Accounting Assistant IIIs perform various general accounting, procurement, and accounts payable functions. Incumbents follow City of Milwaukee policies and procedures and generally accepted government accounting principles.

Accounting Program Assistant IIIs provide technical accounting and financial related services according to generally accepted accounting principles, audits, and enforces requirements for contracts, grants, and/or budgeting.

Market Data – Economic Research Institute

Accounting Clerk

ERI defines an Accounting Clerk as a position that prepares and keeps financial and business transaction data up-to-date, applying accepted procedures, and prepares reports to ensure accurate accounting

records. Performs complex clerical and entry-level accounting activities. Compiles and checks source documents, such as vouchers, invoices, purchase orders, and cash receipts, for completeness and accuracy, and prepares reports. Verifies and posts details of business transactions to appropriate ledgers and journals, and totals accounts.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Accounting Clerk	Milwaukee, Wisconsin	Level 1	41,557	45,376	48,625
Accounting Clerk	Milwaukee, Wisconsin	Level 2	46,807	51,038	54,676
Accounting Clerk	Milwaukee, Wisconsin	Level 3	53,697	58,464	62,620

ERI as of August 14th, 2023

Program Assistant Series – City of Milwaukee

Program Assistant IIs and IIIs perform a variety of sophisticated office support and administrative work in support of a program or distinct area of operations. Program Assistants acquire thorough knowledge of the policies and procedures associated with a particular program or operational area. While they exercise considerable independence in carrying out their responsibilities, they work closely with managers and professionals to interpret policies.

With greater responsibility, *Program Assistant IIIs* need an elevated knowledge base and skill set in order to perform the more complex functions required of them.

Human Resources Assistant– City of Milwaukee

Human Resources Assistant provides administrative support for department Human Resources functions. Incumbents ensure processes run smoothly, accurately, and efficiently while ensuring quality and compliance are maintained. The Human Resources Assistant initiates new work projects and improves processes on a constant basis.

Market Data – Economic Research Institute

Program Specialist (Non-Profit)

ERI defines a Program Specialist as a position that coordinates and performs administrative support for one or more programs in a non-profit organization. Oversees projects and communicates between teams to assist in the overall completion of tasks and assignments in a timely manner. Develops and implements programs and initiatives designed to publicize the organization and increase public awareness.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Program Specialist	Milwaukee, Wisconsin	Level 1	\$41,370	\$45,803	\$49,938
Program Specialist	Milwaukee, Wisconsin	Level 2	\$46,149	\$51,119	\$55,825
Program Specialist	Milwaukee, Wisconsin	Level 3	\$52,886	\$58,606	\$64,096

ERI as of August 14th, 2023

Market Data – Economic Research Institute

Human Resources Assistant

ERI defines a Human Resources Assistant as a position that assists one or more functional areas within Human Resources. Performs diversified clerical and administrative activities. Makes files on all new personnel, photographing and assigning employee number. Records changes on all employee status as

necessary; e.g., change of address, departmental transfers, rate increases, terminations, etc. Verifies payroll changes with computer printout. Enrolls new employees in programs. Processes and records information, such as personal data, compensation, benefits, tax data; attendance, performance reviews or evaluations, and termination date and reason. Processes employment applications; and assisting in other employment activities.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Human Resources Assistant	Milwaukee, Wisconsin	Level 1	\$43,365	\$47,665	\$51,447
Human Resources Assistant	Milwaukee, Wisconsin	Level 2	\$48,480	\$53,196	\$57,389
Human Resources Assistant	Milwaukee, Wisconsin	Level 3	\$54,666	\$59,887	\$64,584

ERI as of August 14th, 2023

Market Rates - Bureau of Labor Statistics

In conducting a market cost of labor analysis for these titles, rates of pay from the Bureau of Labor Statistics (BLS) were obtained. The following table provides wage information from BLS for Bookkeeping, Accounting, and Auditing Clerks and Human Resources titles in Federal, state, and local government, including government-owned schools and hospitals, and the USPS:

Occupation Area: Milwaukee-Waukesha-West Allis, WI	25th percentile wage	Median wage	75th percentile wage
Bookkeeping, Accounting, and Auditing Clerks	\$39,566	\$47,461	\$54,335
Human Resources Assistants	\$40,637	\$46,757	\$51,765
Human Resources Specialists	\$49,286	\$62,608	\$79,917

Source: BLS – Published in May 2022; aged by 2% to approximate 2024 rates

External Comparisons

In addition to market data comparisons, DER staff made comparisons to comparable positions in other southeastern Wisconsin jurisdictions:

City	Title	Minimum Pay	Minimum Experience	Recommended
Milwaukee	Program Assistant I	\$42,980	Three Years	\$53,351
State of WI	Ops Program Associate	\$44,159	Not provided	
Milwaukee	Program Assistant II	\$45,143	Four Years	\$57,620
Madison	Program Assistant 1	\$55,004	Three Years	
Milwaukee	Program Assistant III	\$50,704	Associates + 3 years	\$62,229
Milwaukee	Human Resources Assistant	\$50,704	Associates + 3 years	\$62,229
Wauwatosa	Human Resources Assistant	\$57,504	None	
Racine	Human Resources Assistant	\$58,011	Associates + 1 year	

*The **State of Wisconsin** describes ‘Operations Program Associate’ as a position that performs a combination of complex, unit specific program duties in support of a professional program area(s) for the majority of the time. Positions relieve supervisors or program specialists of the less complex professional tasks. Decisions usually result in approval or denial of a request in the program area and may have impact across program lines. Positions serve as a liaison with other state agencies, federal government, local units of government, courts and law enforcement agencies, other states, the general public, or the private sector to obtain, provide, or exchange*

complex information. Positions provide support in program compliance activities; perform quality assurance reviews within the program area, identify deficiencies, and provide feedback as necessary to effectively recommend changes in the policies and procedures of the program area.

*The **City of Madison** describes 'Program Assistant 1' as a position that is responsible programmatic support work in a City department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising considerable judgment and discretion in the interpretation and application of policies*

Recommendations

The recommendations that follow are organized by 'Current Pay Range and Rate' and indicate titles by Department. Please note that these recommendations are shown only as non-resident wage rates. City of Milwaukee residents receive the 3% residency incentive.

Paraprofessionals

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Public Health Aide Health - Underfill title	5AN: \$33,110-\$38,100	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$43,561
Clinic Assistant Health - Underfill title	5BN: \$33,110-\$39,749	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$43,090
Community Education Assistant Health - One Position	5BN: \$33,110-\$39,749	Public Health Educator II	2DN: \$45,101-\$63,140 Recruit Rate: \$53,914
Community Education Assistant Health - One Position	5BN: \$33,110-\$39,749	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$43,090
Medical Assistant Health - Six Positions Health - One Position -Bilingual Hmong	5CN: \$36,152-\$43,178	N/A	5CN: \$45,011-\$56,264 Recruit Rate: \$48,084
Forensic Identification Processor Police Dept - Five Positions	5DN: \$38,471-\$45,543 Recruit Rate: \$41,988	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$51,182
Library Circulation Services Representative Library - 73 Positions Library - Five Positions bilingual	5DN: \$38,471-\$45,543 Recruit Rate: \$40,094	N/A	5AN: \$40,826-\$51,032
Library Technical Services Specialist Library - Eight Positions	5DN: \$38,471-\$45,543 Recruit Rate: \$40,094	N/A	5AN: \$40,826-\$51,032
License Specialist I CCCC - Underfill title	5DN: \$38,471-\$45,543 Recruit Rate: \$41,988	N/A	5HN: \$55,728-\$69,660
Police Records Specialist II Police Dept - Underfill title	5DN: \$38,471-\$45,543 Recruit Rate: \$41,988	N/A	5HN: \$55,728-\$69,660
Accounting Assistant III DPW Admin - One Position Treasurer - One Position Water Works - Five Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$44,887	N/A	5GN: \$53,351-\$66,689
Community Service Officer Police Dept - 25 Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$41,937	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$55,842

Library Audio Machine Technician Library - Two Positions	5EN: \$42,980-\$49,583	N/A	5BN: \$42,867-\$53,584 Recruit Rate: \$44,909
License Specialist II CCCC - Five Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Office Coordinator Fire Dept - One Position	5EN: \$42,980-\$49,583	N/A	5GN: \$53,351-\$66,689
Office Coordinator II Fire Dept - One Position	5EN: \$42,980-\$49,583 Recruit Rate: \$44,026	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,648
Police Records Specialist III Police Dept - 18 Positions	5EN: \$42,980-\$49,583 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Police Services Specialist-Investigator Police Dept - 27 Positions Police Dept - 10 Positions PPD	5EN: \$42,980-\$49,583 Recruit Rate: \$41,937	N/A	5GN: \$53,351-\$66,689
Program Assistant I CCCC - One Position DCD - One Position DNS - One Position DOA - One Position DPW Infra - Three Positions DPW OPS - Three Positions FPC - Two Positions Health - Two Positions Water Works - One Position	5EN: \$42,980-\$49,583	N/A	5GN: \$53,351-\$66,689
Program Assistant I DCD - One Position	5EN: \$42,980-\$49,583	Administrative Services Supervisor	1DX: \$58,223-\$81,507 Recruit Rate: \$70,690
Administrative Assistant III DPW Infra - One Position Health – Two Positions Police Dept - Seven Positions Port - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Clinic Office Coordinator Health - Three Positions	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Emergency Communications Administrative Assistant III DEC - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	Administrative Assistant III	5IN: \$57,620-\$72,025
Health Access Assistant Health - Four Positions	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Health Project Assistant Health - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025
Lead Project Assistant Health - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,977	N/A	5IN: \$57,620-\$72,025
Program Assistant II DNS - Ten Positions DOA - Two Positions DPW Admin - One Position DPW Infra - Two Positions DPW OPS - Five Positions	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	N/A	5IN: \$57,620-\$72,025

Fire Dept – One Position Health - Four Positions Library - One Position Treasurer - One Position Water Works - Four Positions			
Program Assistant II Treasurer - One Position	5FN: \$42,996-\$51,201 Recruit Rate: \$45,143	Tax Enforcement Specialist	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Accounting Program Assistant III COMP - Seven Positions DCD - One Position Library - One Position	5GN: \$44,157-\$53,003 Recruit Rate: \$51,392	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,401
Communications Assistant-Senior DPW OPS - Eight Positions	5GN: \$44,157-\$53,003 Recruit Rate: \$47,992	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$49,399
Emergency Communications Officer I DEC - Underfill title	5GN: \$44,157-\$53,003 Recruit Rate: \$45,977	N/A	5CN: \$45,011-\$56,264 Recruit Rate: \$45,977
Health Accounting Assistant Health - Two Positions	5GN: \$44,157-\$53,003 Recruit Rate: \$51,392	Accounting Coordinator II	2FN: \$51,250-\$71,754 Recruit Rate: \$62,529
Tow Lot Assistant III DPW OPS - Seven Positions	5GN: \$44,157-\$53,003 Recruit Rate: \$47,992	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$49,399
Unified Call Center Representative 1 DOA - Underfill title	5GN: \$44,157-\$53,003 Recruit Rate: \$45,977	N/A	5CN: \$45,011-\$56,264 Recruit Rate: \$45,977
License Specialist III CCCC - Two Positions	5HN: \$47,768-\$54,555	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$60,973
Water Billing Specialist Water Works - Five Positions	5HN: \$47,768-\$54,555 Recruit Rate: \$51,392	N/A	5KN: \$63,038-\$78,798 Recruit Rate: \$63,530
911 Dispatcher DEC - Underfill title	5IN: \$49,184-\$58,015 Recruit Rate: \$66,716	N/A	5LN: \$65,408-\$81,760 Recruit Rate: \$66,716 Footnote: Appointment may be at any rate in the following pay range: \$66,716-\$82,051
911 Telecommunicator DEC - Underfill title	5IN: \$49,184-\$58,015 Recruit Rate: \$58,014	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$58,014 Footnote: Appointment may be at any rate in the following pay range: \$58,014-\$71,349
Administrative Assistant IV DNS - One Position Health - Two Positions Library - One Position Police Dept - Two Positions Water Works - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Assessment Accounting Assistant Assessor - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$49,870	N/A	5GN: \$53,351-\$66,689
Benefits Services Specialist DER - Two Positions ERS - Two Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229

Communications Assistant Lead DPW OPS - Five Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Emergency Communications Administrative Assistant IV DEC - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Administrative Assistant IV	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Emergency Communications Financial Services Assistant DEC - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Management Accountant - Senior	2JX: \$66,154-\$92,612 Recruit Rate: \$72,768
Emergency Communications Human Resources Assistant DEC - Underfill title	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Human Resources Assistant	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
ERS Accounting Assistant ERS - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$49,870	N/A	5GN: \$53,351-\$66,689
Human Resources Assistant DER - Four Positions Fire Dept - One Position FPC - Two Positions Health - One Position Library - Two Positions Police Dept - Two Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Human Resources Assistant DNS - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Human Resources Analyst	2IX: \$62,041-\$86,854 Recruit Rate: \$68,244
Library Circulation Services Representative-Lead Library - Six Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Library Communications Assistant Library - Two Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Library Technical Services Specialist-Lead Library - Three Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$51,987
Parking Enforcement Officer DPW OPS - 58 Positions	5IN: \$49,184-\$58,015	N/A	5DN: \$47,261-\$59,076 Recruit Rate: \$49,184
Program Assistant III DNS - Three Positions DOA - One Position DPW Infra - One Position Health - Five Positions Library - One Position Police Dept - One Position Water Works - Five Positions	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Program Assistant III DPW OPS - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	Administrative Specialist Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Program Assistant III Health - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	Human Resources Assistant	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Program Assistant III Treasurer - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$50,704	Administrative Specialist-Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Revenue Collection Specialist Treasurer - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264

Administrative Services Coordinator CCCC - One Position DCD - One Position DOA - One Position Fire Dept - One Position Water Works - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5KN: \$63,038-\$78,798 Recruit Rate: \$64,264
Assessment Services Assistant-Senior Assessor - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$56,842
Court Accounting Assistant-Senior Muni Court - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$56,842
Court Administrative Assistant Muni Court - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	Administrative Specialist-Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Court Services Assistant-Lead Muni Court - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$56,842
Deferred Compensation Plan Services Assistant Def Comp - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$52,365
ERS Fiscal Services Assistant ERS - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$54,989	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,989
Internet Analyst DOA - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$52,784	N/A	5FN: \$51,596-\$64,495 Recruit Rate: \$52,784
Lead Parking Enforcement Officer DPW OPS - Four Positions	5JN: \$49,977-\$60,642 Recruit Rate: \$51,644	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$51,644
Legal Office Assistant-Senior City Attorney - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$56,842	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,275
Payroll Assistant 1 Citywide - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$54,418	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,418
Tow Lot Assistant Lead DPW OPS - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5GN: \$53,351-\$66,689
Transportation Accounting Assistant DPW OPS - One Position	5JN: \$49,977-\$60,642 Recruit Rate: \$52,365	N/A	5GN: \$53,351-\$66,689
Unified Call Center Representative 2 DOA - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$51,644	N/A	5EN: \$49,139-\$61,424 Recruit Rate: \$51,644
WIC Client Services Assistant 1 Health - Underfill title	5JN: \$49,977-\$60,642 Recruit Rate: \$54,418	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$54,418
Assessment Services Specialist Assessor - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
BOZA Administrative Assistant-Lead BOZA - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,684
Docketing Specialist City Attorney - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$63,602	N/A	5KN: \$63,038-\$78,798 Recruit Rate: \$63,602
Emergency Communications Officer II DEC - Underfill title	5KN: \$58,014-\$71,349 Recruit Rate: \$58,014	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,014
ERS Services Specialist ERS - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Facilities Program Assistant Library - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$58,772	Facilities Program Specialist	5IN: \$57,620-\$72,025 Recruit Rate: \$58,772

Internet Analyst-Senior DOA - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$55,423	N/A	5GN: \$53,351-\$66,689 Recruit Rate: \$55,423
IT Support Associate DOA - Three Positions Library - One Position	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,684
Legal Office Assistant-Lead City Attorney - Two Positions	5KN: \$58,014-\$71,349 Recruit Rate: \$59,684	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Unified Call Center Representative 3 DOA - 11 Positions DOA - 21 Positions (Auxiliary)	5KN: \$58,014-\$71,349 Recruit Rate: \$58,014	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,014
Emergency Communications Officer III DEC - Underfill title	5LN: \$66,716-\$82,051 Recruit Rate: \$66,716	N/A	5LN: \$65,408-\$81,760 Recruit Rate: \$66,716
Emergency Communications Officer IV DEC - 184 Positions	5LN: \$66,716-\$82,051 Recruit Rate: \$70,052	N/A	5MN: \$68,678-\$85,847 Recruit Rate: \$70,052
Payroll Assistant 2 Citywide - Underfill title	5MN: \$53,006-\$64,316 Recruit Rate: \$57,139	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$57,139
WIC Client Services Assistant 2 Health - Underfill title	5MN: \$53,006-\$64,316 Recruit Rate: \$57,139	N/A	5HN: \$55,728-\$69,660 Recruit Rate: \$57,139
Municipal Court Clerk 1 Muni Court - Underfill title	5NN: \$56,218-\$68,214 Recruit Rate: \$57,272	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$58,781
Payroll Assistant 3 DPW Admin - Nine Positions Fire Dept - One Position Police Dept - One Position Water Works - One Position	5NN: \$56,218-\$68,214 Recruit Rate: \$59,996	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,996
WIC Client Services Assistant 3 Health - Seven Positions	5NN: \$56,218-\$68,214 Recruit Rate: \$59,996	N/A	5IN: \$57,620-\$72,025 Recruit Rate: \$59,996
DPW Payroll Services Assistant DPW Admin - One Position	5ON: \$59,625-\$72,348 Recruit Rate: \$61,780	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Fire Business Services Specialist Fire Dept - Three Positions	5ON: \$59,625-\$72,348 Recruit Rate: \$61,780	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Municipal Court Clerk 2 Muni Court - Six Positions	5ON: \$59,625-\$72,348 Recruit Rate: \$59,956	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Water Program Assistant Water Works - Two Positions	5ON: \$59,625-\$72,348 Recruit Rate: \$61,780	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229

*Note: Residents receive a rate that is 3% higher.

Professionals

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Executive Administrative Assistant I Citywide - Underfill title	2BN: \$39,716-\$55,598	N/A	2CN: \$42,322-\$59,242 Recruit Rate: \$51,440
Public Health Educator I Health - Underfill title	2BN: \$39,716-\$55,598 Recruit Rate: \$43,536	N/A	2BN: \$39,716-\$55,598 Recruit Rate: \$48,641
Administrative Specialist DOA - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$42,322	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Administrative Specialist DOA - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$42,322	Administrative Specialist-Senior	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992

Document Services Supervisor CC-CC - Two Positions	2CN: \$42,322-\$59,242 Recruit Rate: \$51,468	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Executive Administrative Assistant II CC-CC - One Position COMP - One Position	2CN: \$42,322-\$59,242	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Office Supervisor II Police Dept - One Position	2CN: \$42,322-\$59,242	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Public Health Educator II Health - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$48,256	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$53,914
Records Services Supervisor ERS - One Position	2CN: \$42,322-\$59,242 Recruit Rate: \$51,468	N/A	2DN: \$45,101-\$63,140 Recruit Rate: \$55,041
Accounting Coordinator I DCD - Two Positions DPW ADMIN - One Position Police Dept - Two Positions	2DN: \$45,101-\$63,140 Recruit Rate: \$51,392	N/A	2EN: \$48,079-\$67,309 Recruit Rate: \$58,438
Accounting Coordinator II COMP - Two Positions DCD - Two Positions Health - Two Positions	2DN: \$45,101-\$63,140 Recruit Rate: \$54,989	N/A	2FN: \$51,250-\$71,754 Recruit Rate: \$62,529
Administrative Support Specialist DER - One Position DPW Admin - One Position FPC - One Position Mayor - One Position	2DN: \$45,101-\$63,140 Recruit Rate: \$54,989	N/A	2EN: \$48,079-\$67,309 Recruit Rate: \$58,416
Emergency Communications Administrative Support Specialist DEC - One Position	2DN: \$45,101-\$63,140 Recruit Rate: \$54,989	Administrative Support Specialist	2EN: \$48,079-\$67,309 Recruit Rate: \$58,416
Business Services Specialist Attorney - One Position DOA - Two Positions DPW Admin - One Position	2DN: \$45,101-\$63,140 Recruit Rate: \$51,388	N/A	2FN: \$51,250-\$71,754 Recruit Rate: \$63,860
Election Services Coordinator Election - Three Positions	2DN: \$45,101-\$63,140 Recruit Rate: \$54,070	N/A	2EN: \$48,079-\$67,309 Recruit Rate: \$60,973
Absentee Services Coordinator Election - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Election Administrative Services Coordinator Election - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Election Services Field Coordinator Election - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Parking Administrative Services Coordinator DPW OPS - One Position	2EN: \$48,079-\$67,309 Recruit Rate: \$59,114	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$64,264
Administrative Specialist-Senior DNS - One Position DOA - Three Positions DPW Admin - One Position Library - One Position	2EX: \$51,649-\$67,309	N/A	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992

Healthcare Access Program Coordinator Health - One Position	2FN: \$51,250-\$71,754 Recruit Rate: \$56,037	N/A	2GN: \$54,619-\$76,474 Recruit Rate: \$65,112
Legal Administrative Specialist-Senior Attorney - Two Positions	2FX: \$51,649-\$71,754 Recruit Rate: \$62,069	N/A	2GX: \$54,619-\$76,474 Recruit Rate: \$66,992
Municipal Court Clerk-Lead Muni Court - One Position	2GX: \$54,619-\$76,474 Recruit Rate: \$65,724	N/A	2IX: \$62,041-\$86,854 Recruit Rate: \$67,917

*Note: Residents receive a rate that is 3% higher.

Officials and Administrators

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Forensic Processor Supervisor Police Dept- One Position	1AX: \$51,649-\$67,309	N/A	1BX: \$51,649-\$71,754 Recruit Rate: \$62,959
Permit Desk Supervisor DNS - One Position	1AX: \$51,649-\$67,309	N/A	1DX: \$58,223-\$81,507 Recruit Rate: \$70,690
Police Records Supervisor Police Dept - One Position	1AX: \$51,649-\$67,309 Recruit Rate: \$52,303	N/A	1CX: \$54,619-\$76,474 Recruit Rate: \$66,758
Administrative Services Supervisor DCD - One Position DNS - Three Positions	1BX: \$51,649-\$71,754	N/A	1DX: \$58,223-\$81,507 Recruit Rate: \$70,690
License Coordinator CC-CC - One Position	1CX: \$54,619-\$76,474	N/A	1DX: \$58,223-\$81,507 Recruit Rate: \$69,717
Document Services Manager CC-CC - One Position	1DX: \$58,223-\$81,507 Recruit Rate: \$70,166	N/A	1FX: \$66,154-\$92,612 Recruit Rate: \$75,719
Police Records Manager Police Dept - One Position	1DX: \$58,223-\$81,507	N/A	1EX: \$62,041-\$86,854 Recruit Rate: \$74,838
License Division Assistant Manager CC-CC - One Position	1FX: \$66,154-\$92,612 Recruit Rate: \$67,477	N/A	1FX: \$66,154-\$92,612 Recruit Rate: \$76,688
License Division Manager CC-CC - One Position	1HX: \$75,162-\$105,223 Recruit Rate: \$75,162	N/A	1HX: \$75,162-\$105,223 Recruit Rate: \$84,357

*Note: Residents receive a rate that is 3% higher.

Paraprofessionals – Part-time and Intermittent

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Temporary Program Assistant I Citywide - Temporary title	9EN: \$40,146-\$44,426 Recruit Rate: \$42,980	N/A	9HN: \$51,250-\$71,754 Recruit Rate: \$53,351
Temporary Election Services Office Administrator Election - Temporary title	9HN: \$51,250-\$71,754 Recruit Rate: \$51,250	Temporary Early Voting Coordinator	9HN: \$51,250-\$71,754 Recruit Rate: \$64,264 Footnote: Appoint at any rate with DER approval.
Temporary Community Education Assistant Health - Temporary title	9KN: \$33,110-\$33,110	N/A	9EN: \$40,146-\$44,426 Recruit Rate: \$43,090
Temporary Library Circulation Services Representative Library - Six Positions	9UN: \$38,471-\$42,388 Recruit Rate: \$40,094	N/A	9FN: \$37,114-\$49,219 Recruit Rate: \$40,826

*Note: Residents receive a rate that is 3% higher.

Reclassified positions

Positions in this section represent positions with significant material changes to the position's duties and responsibilities and/or changes in levels of responsibility, knowledge, skills, or abilities. Incumbents in these positions receive promotions into new position titles and are evaluated for potential new probationary periods, position underfills, or other effects of team or division restructures.

Department of Emergency Communications

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Emergency Communications Financial Services Assistant DEC - One Position	5IN: \$49,184-\$58,015 Recruit Rate: \$51,392	Management Accountant - Senior	2JX: \$66,154-\$92,612 Recruit Rate: \$72,768

The Department of Emergency Communications has requested the reclassification of a Financial Services Assistant position in their department to Management Accountant - Senior due to the current level of responsibility, technical skills, and minimum qualifications. This position performs payroll administration, reporting data from the city Financials system, provides backup for the Emergency Communications Finance Manager, and assists in the annual budget process.

Essential Functions:

- Administer department accounts; process requisitions, purchase orders, invoice payments, IRIs to and from the department, and petty cash; and maintain accounts payable records. Process accounts payable invoices within FMIS. Process purchase requisitions and purchase orders. Respond to related inquiries from vendors and Port personnel and develop and generate accounts receivable reports.
- Prepare requests for contracts, bids, and Requests for Proposals. Monitor contract expiration dates and prepare amendment requests as needed. Organize and maintain purchasing documents including contracts, BID and RFP files, including contacting and coordinating with vendors.
- Provide updates to the Finance Manager regarding financial office matters; oversee office resources by ordering supplies and maintaining inventory.
- Prepare Procard documentation and process payments. Facilitate Procard purchases as assigned. Run daily/weekly queries to monitor the budget.
- Edit, audit, and reconcile online time entry on a biweekly basis for DEC employees in accordance with applicable rules and policies.
- Complete online time adjustments for payroll errors, corrections, and separation payouts.
- Provide support to employees regarding time entry processing, new hire onboarding, benefit communications and assistance with enrollments, processing tuition reimbursements.
- Includes necessary reports, tax forms, wage requests, leave of absences and tracking, employee database maintenance.
- Respond to employee's payroll inquiries.
- Administer the City's Sick Leave Control Incentive Program.

Minimum Qualifications include a Bachelor's degree in business administration or a closely related field from an accredited college or university and two years of accounting and/or financial experience related to the position.

Based on the essential functions including departmental account administration, professional backup and assistant to the department Finance Manager, and budgeting duties, we recommend reclassifying

this Emergency Communications Financial Services Assistant position to a Management Accountant - Senior position in pay range 2JX: \$66,154-\$92,612 with a recruitment rate of \$72,768.

Pay Range Restructure

This recommendation will completely restructure the pay ranges for Section 5: Paraprofessionals in the salary ordinance and the corresponding pay ranges in Section 9: Part-time and Intermittent. Below is a chart reflecting the new ranges for Section 5 so as to eliminate confusion:

2021 Pay Range and Rate	Current Pay Range and Rate	Recommended Pay Range and Rate
2021 Pay Range and Rate	Current Pay Range and Rate	Recommended Pay Range and Rate
5AN: \$29,782 - \$35,902	5AN: \$33,110-\$38,100	5AN: \$40,826-\$51,032
5BN: \$30,530 - \$37,456	5BN: \$33,110-\$39,749	5BN: \$42,867-\$53,584
5CN: \$34,067 - \$40,688	5CN: \$36,152-\$43,178	5CN: \$45,011-\$56,264
5DN: \$36,252 - \$42,916	5DN: \$38,471-\$45,543	5DN: \$47,261-\$59,076
5EN: \$40,501 - \$46,724	5EN: \$42,980-\$49,583	5EN: \$49,139-\$61,424
5FN: \$40,516 - \$48,248	5FN: \$42,996-\$51,201	5FN: \$51,596-\$64,495
5GN: \$41,610 - \$49,946	5GN: \$44,157-\$53,003	5GN: \$53,351-\$66,689
5HN: \$45,013 - \$51,408	5HN: \$47,768-\$54,555	5HN: \$55,728-\$69,660
5IN: \$46,347 - \$54,669	5IN: \$49,184-\$58,015	5IN: \$57,620-\$72,025
5JN: \$47,095 - \$57,144	5JN: \$49,977-\$60,642	5JN: \$60,036-\$75,045
5KN: \$48,851 - \$59,323	5KN: \$58,014-\$71,349	5KN: \$63,038-\$78,798
	5LN: \$66,716-\$82,051	5LN: \$65,408-\$81,760
	5MN: \$53,006-\$64,316	5MN: \$68,678-\$85,847
	5NN: \$56,218-\$68,214	

*Note: Residents receive a rate that is 3% higher.

Footnotes for these titles will remain the same unless footnoted assignment rates were rolled into the title's new recruitment rates. We are also recommending that titles classified as Skilled Crafts in pay ranges 5EN – 5MN may be authorized at any rate in the pay range with the approval of the Department of Employee Relations.

Action Required - Effective Pay Period 6, 2024 (March 3rd, 2024)

* See addendum included in CCFN for Salary and Position Ordinance changes.

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