



Department of Employee Relations

Cavalier Johnson
Mayor

Makda Fessahaye
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

April 7, 2022

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Subject: *Common Council File No. 211968 - Communication from the Department of Employee Relations relating to a bilingual designation for the Business Systems Specialist position in the Common Council-City Clerk's Office License Division.*

Dear Committee Members:

This communication requests an amendment to the 2022 Positions Ordinance to designate a position as bilingual in the Common Council-City Clerk's Office License Division. James Owczarski, City Clerk, has requested this designation for the position of Business Systems Specialist to have someone who is fluent in both English and Spanish. A bilingual designation means that the requirements for the position include the ability to read, speak, and write in both English and Spanish.

The Business Systems Specialist is responsible for monitoring the ongoing implementation of recommendations from the Local Business Action Team. This group focuses on bringing greater efficiency, transparency and accessibility to the licensing process. This position also acts as a liaison between local businesses, neighborhood groups, city departments and city officials; and provides recommendations for streamlining processes in the License Division. Duties include providing ongoing translation support for License Division materials.

The following ordinance change is recommended to approve this bilingual designation:

In the Positions Ordinance:

Under Common Council-City Clerk, License Division:
Add designation "E" to the title "Business Systems Specialist"

Respectfully submitted,

Makda Fessahaye
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>4/11/2022</u>	File Number	<u>211881</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations relating to a bilingual designation for the Business Systems Specialist position in the Common Council- City Clerk's Office License Division.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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C	<p>This File</p> <ul style="list-style-type: none"> <input 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 checked="" 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.
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D	<p>Charge To</p> <ul style="list-style-type: none"> <li style="width: 50%;"><input type="checkbox"/> Department Account <li style="width: 50%;"><input type="checkbox"/> Contingent Fund <li style="width: 50%;"><input type="checkbox"/> Capital Projects Fund <li style="width: 50%;"><input type="checkbox"/> Special Purpose Accounts <li style="width: 50%;"><input type="checkbox"/> Debt Service <li style="width: 50%;"><input type="checkbox"/> Grant & Aid Accounts <li style="width: 50%;"><input checked="" type="checkbox"/> Other (Specify) <u>N/A</u>
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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

FAssumptions used in arriving at fiscal estimate. There is no fiscal impact.**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. _____

JThis Note Was requested by committee chair.