



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Jackie Q. Carter**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: April 8, 2026

**Port Milwaukee**

<b>Current</b>	<b>Recommended</b>
Administrative Assistant III PR 5IN (\$57,620 – \$74,186)  (One Vacant Position)	Administrative Services Coordinator PR 5KN (\$63,038 – \$81,162) FN: Recruitment rate is at \$64,264 (One Vacant Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Port Milwaukee has requested the repurpose of one vacant position of ‘Administrative Assistant III’ in Pay Range 5IN to a position of ‘Administrative Services Coordinator’ in Pay Range 5KN. A new job description was provided and conversations were held with Selena Cole, Business Operations Manager.

This position acts as the personal and confidential assistant to the Port Director, serves as the Assistant Secretary to the Board of Harbor Commissioners, and provides high level administrative and project support to other Port Milwaukee sections at the direction of the Port Director. This position performs research, prepares correspondence, reports, meeting agendas and minutes, and handles sensitive and confidential information in support of Port operations. Duties and responsibilities include:

30% Acts as the personal and confidential assistant to the Port Director:

- Performs research, conducts data entry, and prepares report forms, and other correspondence.
- Interfaces with the Port tenants, other City departments, and the public on behalf of the Director.
- Handles sensitive Port commercial information on behalf of the Director.
- Manages calendar and scheduling for Port Director, port employee leave and conference rooms at the Port Administration building.
- Supports meetings with set up, supplies, and hospitality, as appropriate.

30% Acts as the Assistant Secretary to the Board of Harbor Commissioners:

- Records and prepares official minutes and correspondence on behalf of the Board.
- Acts as a legal custodian of files and records, including executed contracts, leases, and legal documents of the Board.
- Schedules meetings and appointments on behalf of the Board.
- Contacts parties to appear before the Harbor Commission and coordinates information.
- Prepares public notices.

20% Provides administrative and project support to Port divisions at the direction of the Port Director:

- Facilitates Port permitting (e.g. Urban Park, Open Water, etc.) and registration processes (e.g. recreational mooring, etc.).
- Screens telephone calls and public visitors, helping resolve routing and complex inquiries of the Port.
- Maintains Port contacts, including maintenance of a database of internal and external communications.
- Provides customer service to residents, customers, and partners who visit or contact Port Milwaukee.

20% Serves as support/back-up staff as needed:

- Assist in coordination and scheduling of meetings and making travel arrangements, as requested.
- Acts as Port Milwaukee’s Records Retention and Open Records Coordinator.
- Acts as Port Milwaukee’s backup Payroll Clerk, including managing, processing, and approving employee time, as requested.
- Initiates Port conference room scheduling, as requested.
- Prepares agendas, takes minutes, and completes summaries for Port Division meetings and presentations, as requested.
- Supports the Port’s responsibilities with the Wisconsin Commercial Ports Association (WCPA), as requested.
- Acts as a mail courier for the Port, as requested.
- Orders office supplies and maintains quantity and organization of inventory.
- Other duties as assigned.

Minimum requirements include an associate’s degree in administrative support, business administration, business management, or a closely related field; two years’ experience providing high-level confidential administrative support while supporting boards/commissioners and leadership functions.

The department that this position will be taking on additional duties and responsibilities to meet operational needs. This position is now going to be performing in an advanced capacity that will provide routine high-level administrative work that acts independently in their support of leadership, Port divisions, and the Board of Harbor Commissioners. These increased responsibilities include but are not limited to: calendar management and meeting support for the Port Director, coordination and preparation of public notices, as well as administrative oversight on meeting related communications and documentation for the Board of Harbor Commissioners.

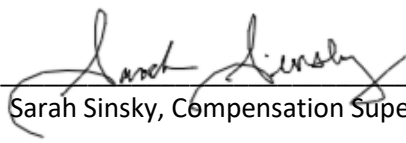
Classification	Function
Administrative Services Coordinator PR 5KN (\$63,038 – \$81,162) FN: Recruitment rate is at \$64,264 <b>Department:</b> DER	This position provides executive level support to the Director of Employee Relations and administrative support services to the Department of Employee Relations, as well as the coordination of all activities for the Milwaukee City Service Commission.

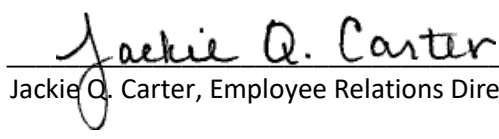
Administrative Services Coordinator PR 5KN (\$63,038 – \$81,162) FN: Recruitment rate is at \$64,264 <b>Department:</b> DCD	This position provides confidential executive level administrative support to the Commissioner of DCD, provides administrative support to all sections of DCD, as needed, and assists in delivering various administrative functions to the department.
Administrative Services Coordinator PR 5KN (\$63,038 – \$81,162) FN: Recruitment rate is at \$64,264 <b>Department:</b> MWW	This position serves as the executive assistant to the Water Works Superintendent and provides administrative support to the Administration manager and the Personnel Officer.

Based off the duties and responsibilities, this position is now performing work comparable to other Administrative Services Coordinators classified city-wide. This report recommends repurposing one vacant position of Administrative Assistant III in Pay Range 5IN (\$57,620 – \$74,186) as an Administrative Services Coordinator in Pay Range 5KN (\$63,038 – \$81,162) with the recruitment rate of \$64,264.

**Action Required – Effective Pay Period 11, 2026 (May 10, 2026)**

\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by:   
 Sarah Sinsky, Compensation Supervisor

Reviewed by:   
 Jackie Q. Carter, Employee Relations Director