

June 9, 2004

To the Honorable
The Common Council
City of Milwaukee

Dear Common Council Members:

We wish to open a file to implement a classification title change, as specified in the Salary Ordinance, for a position of Project Assistant in the Department of Administration - Information and Technology Management Division. Footnote "4" under Pay Range 594 reads as follows: "Current incumbent, Eileen Francis, to retain the title of Project Assistant until she vacates her current position, at which time the title will revert to Program Assistant II in Pay Range 530."

The above footnote was created as a result of a City-Wide Office Support Study approved by the City Service Commission April 30, 1996; by the Finance Committee May 30, 1996 (File # 960035) and by the Common Council June 4, 1996 (Files #960064 and #960066). Although the study recommended title changes only for most office support positions, some were upgraded or downgraded. The incumbents of positions that were downgraded were allowed to retain their former titles and pay ranges until they vacated their positions, at which time the positions would revert to the lower level classifications. Footnotes were added to the Salary Ordinance to specify which incumbents would retain their former titles and pay ranges, and the Positions Ordinance was amended to include all of the new office support titles.

Since the incumbent of the Project Assistant position has retired, the position will revert to a Program Assistant II. The following amendments are recommended to remove the footnote from the Salary Ordinance and to correct a title error in the Positions Ordinance:

In the Salary Ordinance, under Pay Range 594, delete the footnote designation "4" following the title "Project Assistant" and delete footnote "4" in its entirety.

In the Positions Ordinance, under Department of Administration – Information and Technology Management Division, Policy and Administration, delete one position of "Project Assistant II" and add one position of "Program Assistant II."

Sincerely,

Florence Dukes
Employee Relations Director

FHD:AK:pb