



Department of Employee Relations

October 14, 2009

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Tobin
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

Troy Hamblin
Labor Negotiator

Alderman Michael Murphy
Chair of the Finance and Personnel Committee
Milwaukee Common Council
City of Milwaukee

Dear Alderman Murphy;

At the DER Budget Hearing on October 9th you requested information regarding the suggestion of reorganizing all Human Resources positions within operating departments and assigning them to the Department of Employee Relations. At the hearing I indicated I did not think this was a good idea as there are critical differences between what Personnel Officers do for their respective departments and what DER is responsible for per state statutes, the Milwaukee Code of Ordinances, and Civil Service Rules. This memo provides additional information in support of my original position.

There are four Personnel Officer positions assigned to DCD, DPW, Health, and the Milwaukee Public Library with full responsibility for personnel and employee relations functions within those departments. In addition, the Milwaukee Police Department and the Fire Department have dedicated human resources personnel staffing those functions. Every other City agency has designated a position that is responsible for handling personnel matters in addition to other department specific operational and administrative responsibilities.

Attached please find a table that summarizes the key differences between the personnel related responsibilities performed by DER and Personnel Officers at the operating departments. We do not recommend reorganizing all City human resources positions under DER because the functions of the department personnel officers are different from those of DER staff and would still need to be performed. They would just be performed in a different department. Thus, the proposed reorganization would not produce efficiencies by the elimination of overlapping duties. Furthermore, there is an advantage to having the knowledge of departmental operations and personnel that being located directly in a department brings.

Thank you for the opportunity to comment on this issue. Please contact me at X3335 if you need additional information.

Sincerely,

Maria Monteagudo
Employee Relations Director

C: Finance Committee Members

**CRITICAL HUMAN RESOURCES FUNCTIONS PERFORMED BY DER AND PERSONNEL OFFICERS
WITHIN CITY OF MILWAUKEE OPERATING AGENCIES**

FUNCTION	DER Responsibilities	Personnel Officers Responsibilities
Staffing	Job Analysis, test development, recruitment, application screening, test administration, scoring, creation of eligible lists and certification of eligibles in accordance with civil service regulations.	Coordinate preparation of job descriptions and interview processes for referred candidates, advice hiring managers on proper interviewing techniques, conduct reference checks, and make employment offers.
Leave Administration	Establish and enforce leave administration policies and procedures in accordance with applicable federal, state, and local regulations.	Administer leave benefits and determine eligibility, determine department specific protocols to follow, and maintain employee leave records and balances.
Compensation and Pay Administration	Recommend and establish compensation and pay policies and procedures for approval by Mayor and Common Council. Implement mass rate changes after labor settlements.	Oversee pay and payroll administration activities for departmental employees.
Labor and Grievance Administration	Negotiate provisions of collective bargaining agreements, perform grievance administration activities, and staff mediation and arbitration procedures.	Interpret provisions of collective bargaining agreements, coordinate department level grievance administration steps, and participate in negotiations with locals.
Worker Comp and Safety	Administer provisions of Wisconsin Worker's Compensation Act including claims administration and processing, compensability determination, and litigation. Oversee Safety initiatives and programs.	Assist managers in preparation of claims, overseeing appropriate interventions, prepare required reports and safety plans.
Training and Development	Coordinate schedule of City-wide training opportunities, review and process tuition reimbursement applications and membership dues reimbursement applications.	Identify department specific training needs and facilitate and coordinate programs and services accordingly.
Employee Relations	Staff the Board of City Service Commissioners, advice departments on disciplinary matters, conduct pre-hearing conferences, establish and enforce employment policies and procedures.	Advice managers on employee disciplinary matters, conduct investigations of harassment or discrimination, perform residency investigations, and coordinate performance improvement plans. Develop and enforce department specific work rules.