



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: July 7, 2026

Market Reallocation:

Various (City Attorney, Department of Employee Relations, Milwaukee Public Library)

Current	Recommended
Business Finance Manager PR 1IX (\$85,366 - \$123,106) FN: Recruitment rate is \$98,272 One Position – City Attorney One Position – DER One Position - MPL	Business Finance Manager PR 1LX (\$96,998 - \$139,868) FN: Recruitment rate is \$116,493 One Position – City Attorney One Position – DER One Position - MPL

Note: Residents receive a 4% Resident Incentive Allowance.

Department of City Development

Current	Recommended
Budget Manager – City Development PR 1IX (\$85,366 - \$123,106) FN: Recruitment rate is \$98,272 (One Position)	Budget Manager – City Development PR 1LX (\$96,998 - \$139,868) FN: Recruitment rate is \$116,493 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Department of Employee Relations

Current	Recommended
Worker's Compensation and Safety Manager PR 1JX (\$85,366 - \$123,106) FN: Recruitment rate is \$104,997 (One Position)	Worker's Compensation and Safety Manager PR 1LX (\$96,998 - \$139,868) FN: Recruitment rate is \$116,493 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Reclassifications:

DCD

Current Title	Current Pay Range	Recommendation	Recommended Pay Range
Human Resources Analyst One Position	2IX: \$62,041 - \$89,460 Recruit Rate: \$68,244	Human Resources Analyst - Senior	2KX: \$70,501 - \$101,665 Recruit Rate: \$78,859

This is a follow up report for the HR/Business Operations report to fine tune market recommendations and addition of one reclassification that the Department of City Development submitted after the report.

Current	Business Finance Manager	PR 1IX (\$85,366 - \$123,106) FN: Recruitment rate is \$98,272	Three Positions
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Recommended	Business Finance Manager	PR 1LX (\$96,998 - \$139,868) FN: Recruitment rate is \$116,493	Three Positions
Current	Budget Manager – City Development	PR 1IX (\$85,366 - \$123,106) FN: Recruitment rate is \$98,272	One Position
Recommended	Budget Manager – City Development	PR 1LX (\$96,998 - \$139,868) FN: Recruitment rate is \$116,493	One Position

It has been requested to evaluate the classification level of the Business Finance Manager and the Budget Manager – City Development in wake of the HR/Business Ops Market Study. Current job descriptions were submitted and discussions were held with representatives from various departments. Discussions were also held with DER Staffing to determine the appropriate minimum qualifications for these classifications.

In determining the recommended classification of these positions, comparisons were made with other budget and financial positions in the City. Factors considered included size and complexity of the department, size of operating and capital budgets, reporting structures and division of work, and overall scope of responsibility. This analysis indicated that these positions should be at a higher level than the classification of Business Operations Manager but not as high as the Finance and Administration Manager. The duties of the Business Finance Manager are to administer and analyze the budget, develop budget strategy, conduct research and develop and implement cost control functions. This classification administers financial aspects of the department, including purchasing, accounts payable, accounts receivable/invoices, and inventory control, along with monitoring the departmental expenditures and revenues of all operational, capital, and grant budgets. While the duties of the Budget Manager – City Development are to analyze and develop the budget and fiscal management of the DCD and its component units, Redevelopment Authority (RACM), Neighborhood Improvement Development Corporation (NIDC), and other City programs administered by the department. This classification administers financial aspects of the department, including accounts payable, accounts receivable and internal control procedures, along with monitoring the departmental expenditures and revenues of all operational, capital, and special project budgets such as Tax Increment Districts and federal and state grants.

Taking into consideration the comparable level of complexity and knowledge needed to perform the work of these classifications, this report recommends placing the Business Finance Manager and Budget Manager – City Development in Pay Range 1LX with a recruitment rate of \$116,493.

Current	Worker's Compensation and Safety Manager	PR 1JX (\$85,366 - \$123,106) FN: Recruitment rate is \$104,997	One Position
Recommended	Worker's Compensation and Safety Manager	PR 1LX (\$96,998 - \$139,868) FN: Recruitment rate is \$116,493	One Position

It has been requested to evaluate the classification level of the Worker's Compensation and Safety Manager in wake of the HR/Business Ops Market Study. A current job description was submitted and discussions were held with Jackie Carter, Employee Relations Director.

Under the direction of the Employee Benefits Director, the position manages the Worker's Compensation and Safety Section. This includes oversight of the City's Third Party Administrator (TPA) for worker's compensation claims, monitoring and auditing claim management activity for the Worker's Compensation Program, working with the City Attorney to coordinate defenses for litigated files, partnering with the City's Risk Manager and Safety Office on citywide safety programming and Return to Work (RTW) Programs including DER's Bridge to Work program, providing support for the City's Disabled Employee Placement Program (DEPP) and to the Employees' Retirement System for the Duty Disability Retirement process. Ensures compliance with the State of Wisconsin Department of Workforce Development Chapter 102 as well as safety and health standards for public employees and applicable OSHA reporting requirements.

Based upon the duties and responsibilities of comparator titles listed below, the recommendation is to move the Worker’s Compensation and Safety Manger to pay range 1LX (\$96,998 - \$139,868) with a recruitment rate of \$116,493 in tandem with the implementation of the Human Resources/Business Operations market study.

Classification	Function
Title: Human Resources Administration Manager* Pay Range: 1LX (\$96,998 - \$139,868)* Recruitment Rate: \$116,493* Department: Various – City Wide	Leads the department’s comprehensive human resources (HR) functions, including talent management, hiring, performance management, professional development, organizational design initiatives, compliance, and worker safety.
Title: Public Health Clinic Operations Director Pay Range: 1LX (\$96,998 - \$139,868) Recruitment Rate: \$105,376 Department: MHD	Serves as the principal staff advisor regarding operations and administrative services and provides ongoing leadership and day-to-day guidance to senior management personnel. Maintain collaborative relationships with internal and external stakeholders; support compliance and safety protocol implementations to assure OSHA standards, ADA, and other legal obligations are met.
Title: Benefits and Wellness Supervisor Pay Range: 1KX (\$91,006 - \$131,235)* Recruitment Rate: \$108,493* Department: DER	Oversees daily benefit operations, manages benefits-related systems and processes within the Human Resources Information System (HRIS), supervises benefits staff, and coordinates employee outreach, engagement, and education initiatives.
Title: Risk Manager and Safety Officer Pay Range: 1KX (\$91,006 - \$131,235)* Recruitment Rate: \$108,493* Department: DER	This position is responsible for designing, implementing, and evaluating all aspects of employee safety programs, and providing advice, guidance, and facilitation for all general City departments regarding how to address and resolve employee safety issues and concerns.

*Reflects changes after the approval and adoption of Human Resources/ Business Operations Market Study

Current	Human Resources Analyst	PR 2IX (\$62,041 - \$89,460) Recruit Rate: \$68,244	One Position
Recommended	Human Resources Analyst - Senior	PR 2KX (\$70,501 - \$101,665) Recruit Rate: \$78,859	One Position

This position provides confidential professional duties related to personnel and payroll within the DCD’s Finance and Administration Section.

70% Personnel and Payroll:

- Enter new DCD employees in the HRMS system and creates personnel files. Provide set-up work for new employees, including ordering phones and other equipment, preparing new hire paperwork, and submitting requests for computer access. Maintain employee information in HRMS and personnel files, such as, appointments, sick leave, jury duty, promotions, transfers, discipline, retirements, and separations.
- Perform employee records maintenance/processing, included but not limited to the employee information database, electronic posting of employee time, timecard processing, etc. Maintain and audit personnel and payroll databases and reporting. Monitor employee work hours in order to implement vacation benefit or reduction of service credit. Advice employees of benefit changes.

- Process and monitor certifications, employee probation periods, FMLA usage, and employee performance reviews. Track, analyze, and process various employee processes and reports, including but not limited to sick leave incentive program, annual salary reports, and biannual sick leave control program.
- Prepare and correct basic and complex employee time-entry transactions, including but not limited to verification of calculations, special pays, retroactive payments and payroll adjustments, and leave balance, and record appropriate information in HRMS.
- Process auto allowance requests and maintain employee auto insurance and driver's license records.
- Assist with recruitment activities, such as scheduling candidates for interviews, and formatting interview materials.
- Respond to payroll requests for information, such as pension estimates, unemployment for worker's compensation wage statements.

20% Earn and Learn:

- Support the Earn and Learn Summer Youth Internship Program by processing the online applications into an excel format, apply established criteria to identify eligible candidates, sending disposition notices, assembling applications and transcripts, referring ineligible candidates, screening candidates. Promote SYIP through social media, speaking to youth at job fairs, school visits, and other events. Assist the Human Resources Administrator and Youth Coordinator with SYIP job placement, payroll sheets, and record maintenance.

5% Assist in updating and maintaining department and SYIP web pages using Titan. Update content, links, and documents as necessary.

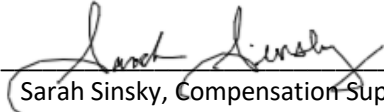
5% Other duties as assigned.

Minimum qualifications include a bachelor's degree in human resources management, business administration, public administration, or a closely related field from an accredited college or university, and two years of progressively responsible professional-level experience closely related to the essential functions listed above.

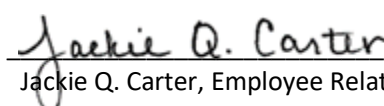
Based off the duties and responsibilities, this position is now performing work comparable to other Human Resources Analyst – Seniors classified city-wide. This report recommends reclassifying one position of Human Resources Analyst in Pay Range 2IX as a Human Resources Analyst – Senior in Pay Range 2KX (\$70,501 - \$101,665) with a recruitment rate of \$78,859.

Action Required – Effective Pay Period 15, 2026 (July 5, 2026)

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

Prepared by: 
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Prepared by: 
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