



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Veronica Rudychev**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: September 10, 2024

**Department of Employee Relations – Compensation**

Current Title	Recommended Title
Pay Services Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment rate of \$82,677 (One Vacant Position)	Human Resources Representative PR 2KX (\$70,501 - \$98,704) FN: Recruitment rate of \$77,551 (One Vacant Position)
Human Resources Representative PR 2KX (\$70,501 - \$98,704) FN: Recruitment rate of \$77,551 (One Position)	Compensation Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment rate of \$82,677 (One Position)

Note: Residents receive a rate that is 3% higher.

The Department of Employee Relations has requested to reclassify one position of Human Resources Representative in PR 2KX as a Compensation Supervisor in PR 1HX and repurpose one vacant position of Pay Services Supervisor in PR 1HX as a Human Resources Representative in PR 2KX due to the reorganization of duties. New job descriptions were provided and discussions were held with Harper Donahue, Employee Relations Director.

**Position Descriptions and Recommendations**

Current	Pay Services Supervisor	PR 1HX (\$75,162 - \$105,223) FN: Recruitment rate of \$82,677	One Position
Recommended	Human Resources Representative	PR 2KX (\$70,501 - \$98,704) FN: Recruitment rate of \$77,551	One Position

This position provides a full range of professional personnel services to City departments, employees, and the public in meeting all facets of City departments’ human resources needs. The primary focus of this position is the compensation analytics for City of Milwaukee positions. Duties and responsibilities include:

- Perform multifactor data and cost analyses; organize and provide data for market rates, compensation strategy, pay philosophies, and policies.
- Maintain a database of comparable jurisdictions.
- Design and conduct surveys for a broad range of issues and maintain results.
- Evaluate the performance of market studies and pay policy changes through turnover data and other variable metric indicators.

- Administers and participates in salary survey requests; receives and reviews salary survey requests, both annually required and ad hoc requests, prepares and researches correct benchmarking and ensures benchmarking accuracy and overall quality of survey submission(s).
- Submits completed survey information and data within vendor deadlines.
- Summarize highly complex data into comprehensive, easy to understand reports and organize and develop data tracking worksheets.
- Communicate data analysis and findings in a manner that guides and facilitates informed and timely decisions.
- Research and recommend rule changes, policies, guidelines, and procedures as related to City Service Commission and the Salary Ordinance.
- Creates fiscal statements for classification and job evaluation studies.
- Assists with pay equity audits.
- Manages classification specification administration, including maintenance of the master classification specification spreadsheet; ensures consistency and accuracy between the master spreadsheet and the documents published in Word or PDF. Partners with the Functional Application Administrator's team in HCM Support and Audit section and the Position Control Specialist in the Staffing section to ensure future Workday job profiles and classification specifications published online remain aligned with the source files. Applies required requested changes to classification specifications at the direction of the Compensation Human Resources Manager and Compensation Supervisor.
- Assists Compensation Supervisor with Matrix placements, Special Request Letters, and Certification Pay.
- Assists with maintaining and monitoring certification pay.
- Assists in implantation of the compensation impacts of classification, reorganizations, and job restructuring.
- Perform other duties as assigned.

Minimum requires include a bachelor's degree in public administration, human resources, or related field; with a minimum of three years of progressively responsible human resources experience, ideally with experience in compensation and performing data analysis and writing related reports.

The previous duties and responsibilities of this vacant position has been absorbed by two positions: the Functional Applications Administrator and the Human Resources Representative (proposed Compensation Supervisor) so as to better align technical knowledge in respective areas. The Functional Applications Administrator has taken the duties that fall under HCM support and auditing and the proposed Compensation Supervisor has taken on the classification and compensation functions so as to maximize accuracy and efficiencies internally and externally.

The DER Compensation requests repurposing this vacant position to provide analytical support that will assist in forecasting and staying abreast of market trends participating in surveys to broaden comparator pay information. This position will perform functions that are currently spread amongst the Compensation staff as a means to an end. By centralizing these duties in one position, there will be a more focused approach leading to the ability for quick turn around times for market forecasting and fiscal impacts for the Employee Relations Director, the Budget Office, the Mayor's Office and/or the Finance and Personnel Committee. This will then allow the other Human Resources Representatives within the Compensation staff to focus on classifications and job evaluations. Moreover, this position will eventually provide a bridge between compensation and the upcoming Workday system and will assist in ensuring there is a smooth transition as current compensation processes are integrated and then maintained in Workday.

Based upon the duties and responsibilities, this report recommends repurposing one Pay Services Supervisor in Pay Range 1HX (\$75,162 - \$105,223) with a recruitment rate of \$82,677 as a Human Resources Representative in Pay Range 2KX (\$70,501 - \$98,704) with a recruitment rate of \$77,551.

Current	Human Resources Representative	PR 2KX (\$70,501 - \$98,704) FN: Recruitment rate of \$77,551	One Position
Recommended	Compensation Supervisor	PR 1HX (\$75,162 - \$105,223) FN: Recruitment rate of \$82,677	One Position

This position supervises the Compensation section within the Department of Employee Relations by ensuring the solutions-oriented services of classification and compensation consultative and analytical services while supporting department and City of Milwaukee goals. This position is responsible for creating and ensuring compliance with the City’s classification and compensation practices, processes, and rules and that sound administration is maintained. Duties and responsibilities include:

- Partners with the DER Compensation Human Resources Manager on the creation and revision of Career Advancement Models within City Departments.
- Researches, complies, and analyzes market pay practices, as well as wage/salary data to identify industry trends and recommends changes to compensation policies and programs.
- Partners with the Compensation Human Resources Manager in the development, review, implementation and administration of new/ revised compensation programs.
- Assists with any required communication and change management related to the administration of current plans, or the revision, or creation of new compensation programs.
- Oversees and manages the workload of Human Resources Representatives, Human Resources Analyst – Senior, and Human Resources Assistant in the Compensation section.
- Ensures the Compensation team is trained to meet established service standards; and cross trains team members to promote flexibility and adaptability, and to limit process failures.
- Partners with key individuals across all departments to develop a vision for the future state of the City’s compensation/classification process. Provides direction regarding strategy, systems, and departmental collaboration.
- Establishes and maintains strong relationships with departmental leaders throughout the organization.
- Assists Functional Applications Administrator in calculating pay rates, benefit service dates, years of service credit, seniority, residency and/or other salary and/or benefit information as needed.
- Approves documentation of special pay authorizations and certifications.
- Facilitates on-line, and in person training regarding the administration of the City’s policies and procedures as related to pay administration, pay progression, career advancement models, as related to compensation and classification.
- Provides support to City department staff and consults and works with the Functional Applications Administrator in the functional application/maintenance/implementation of City pay practices.
- Supervises the Compensation section’s operations, including the team’s solutions-oriented, timely provision of classification and compensation consultation and analysis on a variety of requests, including but not limited to, individual position audits, pay equity, analyses/pay studies, classification studies, classifying new positions / repurposing vacant positions, regulatory compliance inquiries, etc.
- Studies new and existing jobs for proper classification. Prepares logical, well researched and substantiated recommendation reports for the City Service Commission, Fire and Police Commission, and the Finance and Personnel Committee.

- Performs market pay studies for job classifications.
- Provides input and leads projects supporting the department's and City's plan in the design, recommendation, and implementation of new or modified classifications and/or compensation approaches, practices, programs, etc., and supervises the team in administering approved changes.
- Presents and answers questions for classification and pay plan changes to the City Service Commission and Fire and Police Commission, and in the absence of the Compensation Human Resources Manager, Finance and Personnel.
- Ensures effective administration of the legislative/ordinance process and ensures post-approval communication and implementation of approved changes.
- Develops socialization plans with staff, responds to questions from stakeholders, and coaches staff on complex, politically sensitive, or escalated items.
- Oversees staff participation in a variety of annual compensation surveys and participation in ad hoc surveys from other jurisdictions.
- Reviews, develops, or modifies work plans, methods, and procedures, determines work priorities and develops work schedules to provide adequate staff coverage.
- Provides work instruction and assists employees with difficult and/or unusual assignments and encourages innovation.
- Assigns and distributes work, reviews work for accuracy and completeness.
- Participates in hiring interviews and selects candidate(s) for job opening(s).
- Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork.
- Encourages regular communication, informs staff of relevant business issues and their impact on the organization.
- Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; assists staff to achieve performance standards and identifies opportunities for continual improvements to performance standards.
- Documents causes for disciplinary action and makes formal recommendations for disciplinary action and submits to the Compensation Human Resources Manager for review.


Minimum qualifications include a bachelor's degree in public administration, human resources, or related field; and a minimum of four years of progressive experience in human resources with experience specific to compensation and classification. Previous supervisory experience is preferred.

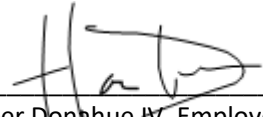
Due to the increasing and evolving work load of the Compensation section, this Human Resources Representative position has evolved and taken on additional responsibilities and duties. This position has been directing the work of classification staff, providing training of Classification staff, developing and proposing policy changes, and providing oversight and direction in the absence of the Compensation Human Resources Manager. Additionally, this position has now been performing evaluations and recommendations of special rate requests and certification pay requests from City departments.

With the higher-level functions that this position has taken on, the duties, responsibilities and requirements of this position are currently comparable to the work performed by the Human Resources Supervisor and Workforce Planning and Certification Supervisor in Pay Range 1HX (\$75,162 - \$105,223). Based upon this comparison, the recommendation is to reclassify one position of Human Resources Representative in Pay Range 2KX as a Compensation Supervisor in Pay Range 1HX (\$75,162 - \$105,223) with a recruitment rate of \$82,677.

**Action Required – Effective Pay Period 22, 2024 (October 13, 2024)**

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

Prepared by:   
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Reviewed by:   
Harper Donahue IV, Employee Relations Director