



Department of Employee Relations

Tom Barrett
Mayor

Makda Fessahaye
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

October 22, 2021

To the Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 211017 - "Communication from the Department of Employee Relations amending the Salary Ordinance to add recruitment flexibility to the title of Police Budget and Administration Manager in the Milwaukee Police Department."

Dear Committee Members:

This communication requests amendment to the 2021 and 2022 Salary Ordinances to allow recruitment flexibility for the title of Police Budget and Administration Manager in Pay Range 1HX (\$70,827 - \$99,154 wage rate) (\$72,952 - \$102,129 resident incentive rate). The Milwaukee Police Department experienced difficulty in recruiting a new Police Budget and Administration Manager as it was vacant for six months. Although two separate selection processes with numerous extensions were done in an attempt to fill this position, salary was consistently cited as the reason individuals did not apply for the position. In the end, a special rate letter was needed to successfully hire a candidate. For potential future needs to recruit and appoint the most qualified individual, Acting Chief of Police, Jeffrey Norman, is requesting a footnote that allows the department to recruit at any rate in the pay range with approval of the Department of Employee Relations and the Chair of the Finance and Personnel Committee.

The Police Budget and Administration Manager is responsible for policy development through financial management support functions within the Milwaukee Police Department. This would include project review and implementations, budget preparation and monitoring, accounting activities, purchasing capital and asset forfeiture management, and other financial duties.

The flexibility to recruit and appoint a candidate at any rate in the pay range would ensure that the civilian manager position salary is commensurate with the supervisory authority level. In addition, creating this recruiting flexibility will assist the Police Department in attracting the best candidates for this critical position.

This communication therefore requests the addition of footnotes that allow recruitment at any rate in the pay range with the approval of DER and the Chair of the Finance and Personnel Committee.

Action Required – Effective Pay Period 23, 2021 (October 31, 2021)

In the 2021 Salary Ordinance:

Under Pay Range 1HX

- Add footnotes (1) and (8) to the title 'Police Budget and Administration Manager'

In the 2022 Salary Ordinance:

Under Pay Range 1HX

- Add footnotes (1) and (8) to the title ‘Police Budget and Administration Manager’

Respectfully submitted,



Makda Fessahaye
Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>10/25/2021</u>	File Number	<u>211017</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication From the Department of Employee Relations amending the Salary Ordinance to add recruitment flexibility to the title of Police Budget and Administration Manager in the Police Department.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	
		<u></u>	

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
TOTALS		\$ 0.00	\$ 0.00	

F

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet. _____

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

H

List any costs not included in Sections D and E above. _____

I

Additional information. _____

J

This Note Was requested by committee chair.

**Department of Employee Relations
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of October 27, 2021

NEW COSTS FOR 2021

No. Pos.	Board	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	Police Budget & Adm Mgr	1HX	Police Budget & Adm Mgr	1HX	N/A	N/A	N/A	Recruitment Flexibility Only	
1										

Assume effective date is Pay Period 23, 2021 (October 31, 2021)

NEW COSTS FOR FULL YEAR

No. Pos.	Board	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Police	Police Budget & Adm Mgr	1HX	Police Budget & Adm Mgr	1HX	N/A	N/A	N/A	Recruitment Flexibility Only	
1										