



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: January 13, 2026

Comptroller's Office

Current	Recommended
City Payroll Specialist PR 2IN (\$62,041 – \$86,854) FN Recruitment rate is at \$68,244 (One Position)	City Payroll Specialist - Lead PR 2KX (\$70,501 – \$98,704) FN Recruitment rate is at \$77,551 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

Department of Employee Relations

Current	Recommended
Human Resources Representative PR 2KX (\$70,501 – \$98,704) FN Recruitment rate is at \$77,551 (One Position)	Compensation Analytics Specialist - Lead PR 2LX (\$75,162 – \$105,223) FN Recruitment rate is at \$85,305 (One Position)
Human Resources Assistant PR 5JN (\$60,036 – \$75,045) FN Recruitment rate is at \$62,229 (One Vacant Position)	Compensation Analytics Specialist PR 2JX (\$66,154 – \$92,612) FN Recruitment rate is at \$76,222 (One Vacant Position)

Note: Residents receive a 3% Resident Incentive Allowance.

Fire and Police Commission

Current	Recommended
One New Position	HRIS Auditor PR 2JN (\$66,154 – \$92,612) FN Recruitment rate is at \$76,222 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

This report classifies new positions added through the 2026 budget and evaluates positions that have changed to perform new functions to meet the operational needs of the department. Job description provided by departments were evaluated and discussions were held with respective department heads and human resources personnel. The following recommendations for classification changes are based on a review of the position descriptions of duties and responsibilities, knowledge/ skills/ abilities, and minimum qualifications.

Current	City Payroll Specialist	PR 2IN (\$62,041 – \$86,854) FN: Recruitment rate is at \$68,244	One Position
Recommended	City Payroll Specialist - Lead	PR 2KX (\$70,501 – \$98,704) FN Recruitment rate is at \$77,551	One Position

This position is the lead of the City Payroll Specialist and ensures that the editing, processing, and pre-auditing of all data required for the proper operation of PeopleSoft Human Resources System (HRMS) to ensure the accuracy of payments made to approximately 10,000 City employees. This position assists the City Payroll Manager in generating and issuing W2s for all City employees; answer questions and resolves problems related to employee pay, deductions, leave balances, and other payroll issues. Staff is the final authority to ensure compliance with the provisions of labor agreements and ordinances covering all personnel. Duties and responsibilities include:

- Lead and advise City Payroll Specialist in editing and auditing all timecard and adjustment records for the City payroll to ensure that all employee pay is properly computed in accordance with City Service Commission rules, Fire and Police Commission rules, Salary Ordinance, Chapter 350, and union agreements.
- Adjustments consist of reclasses in injury, vacation, sick, FMLA, holiday, comp, and overtime hours; TOA hours to clear balances due to terminations, increase hours due to union changes, etc.; dollars that pay retroactive promotions or reclassifications, buyouts due to terminations, special payments due to ordinance or contracts, overpayments, etc.
- Must focus on City procedures as it relates to pensionable periods and tax years.
- Audit timecards of fire short payments, holiday entries, FLSA entries, etc.
- Instruct and advise, on a daily basis, department or bureau payroll and HR personnel the proper methods of processing employee payments through HRMS and Citytime. This includes usage of proper forms, dates, related pay/shift codes, instruction on appropriate balancing and controls, taxes, FLSA, and pension.
- Lead system testing related to entire W2 processing, including communications, filing of affidavits, collections of contributions, tax forms, pension contributions through the 80-100% process, electronic filing flat files, etc. and assist with garnishment and pension testing.
- Serve as backup to the Time Tracking Lead position.
- Process garnishments, child support, tax levies, and bankruptcies for all City of Milwaukee employees. Review and implement all garnishment, child support, levy, and bankruptcy paperwork, communication, and entries.
- Communicate with State and Federal taxing authorities, child support authorities, law offices, garnissees, and State of Wisconsin courts.
- Must handle high volumes of correspondence via postal mail and electronic mail, computer applications, and calls from garnissees that are in a stressful situation.
- Use and execute withholding orders via the eIWO (Electronic Income Withholding Order) system.
- Distribute biweekly deduction registers of State and various law offices.
- Assist City Payroll Manager in generating and issuing W2s for all City employees.
- Enter and verify federal and state tax forms, lock in letters, direct deposits, employee deductions for pay, inclusion of union fees, political fees, separate banking relationships, separate life insurance arrangements, UPAF (United Performing Arts Fund), salary advancements, equipment repayments and garnishments for all City of Milwaukee employees. Responsible for maintaining the paper files and records.

- Distribute payroll deduction listings to outside agencies and other appropriate personnel.
- Verify electronic transfers of direct deposits and payroll checks for payday distribution.
- Input balance adjustments to deductions, especially deferred compensation and FSAs (flexible spending account), year-to-date employee earnings balances for City payroll.
- Create, run, and maintain queries in HRMS and Citytime to be used to analyze and resolve bi-weekly payroll problems for City payroll.
- Provide research for information requests regarding City employee payments, leave accumulations and use, deductions taken or other information requests from City employees, or written requests from outside agencies using available reports or system on-line capabilities.

Minimum qualifications include three years of experience as a City Payroll Specialist or 8 years of progressively responsible experience performing complex payroll functions, including auditing and editing payroll records. Equivalent combinations of education and experience may be considered. These minimums have yet to be assessed by the Staffing Division.

As the City of Milwaukee transitions over to Workday, it has become apparent that a lead worker is essential for the continued success of the Payroll Administration team. This position will be able to provide direction and oversight to City Payroll Specialist and take on the more complex payroll and auditing tasks to lessen the workload of the City Payroll Manager and Assistant City Payroll Manager. This position would also answer multifaceted questions or issues and triage issues that may need to have intervention by the Assistant City Payroll Manager and/or the City Payroll Manager.

Comparisons were made to other similar City positions including the following:

Title	Pay Range	Rates
Accountant - Lead	2KX	(\$70,501 - \$98,704) Recruitment rate of \$77,551
Accounting Supervisor	2KX	(\$70,501 - \$98,704) Recruitment rate of \$77,551
Senior Financial Analyst	2KX	(\$70,501 - \$98,704) Recruitment rate of \$77,551
HRIS Auditor - Lead	2LX	(\$75,162 - \$105,223) Recruitment rate of \$83,845

With the changes in duties and responsibilities, the level of work has changed. Based on a comparison to other positions and reviewing the scope of duties and responsibilities, the amount of supervision, oversight, and independence, we recommend this one position of City Payroll Specialist in Pay Range 2IN be reclassified as a City Payroll Specialist – Lead 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: \$77,551	One Position
Recommended	Compensation Analytics Specialist - Lead	PR 2LX (\$75,162 - \$105,223) FN: Recruitment Rate: \$85,305	One Position

The Compensation Analytics Specialist – Lead serves in a lead capacity ensuring the implementation, design and administration of the City's compensation strategy. This includes analyzing compensation

trends, ensuring market competitiveness, and maintaining legal compliance. Duties and responsibilities include:

- Delegate, monitor, and review the work of Compensation Analytics Specialist and Human Resources Analyst – Senior within the Compensation Analytics unit.
- 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).
- Audits and 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.
- Assist Compensation Supervisor in the development and implementation of SOPs relating to compensation and position control.
- 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 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 Supervisor and Compensation Human Resources Manager.
- Assists Compensation Supervisor with matrix placements, special rate letters, and certification pay, and may make decisions in the absence of the Compensation Supervisor.
- Assists with maintaining and monitoring of certification pay.
- Assists in the implementation of the compensation impacts of job studies, classifications, reorganizations, and job restructuring.
- Ensures appropriate coverage of workload per pay period and serve as backup to team members as needed.
- Respond to email inquiries that may require more attention that can be provided by Compensation Analytics team.
- Provide advanced training and guidance in accordance with the procedures and policies set by the Compensation Supervisor.
- Act as an informational resource to citywide department staff in incentive pay, matrix placements, position control etc.

- Act as an information resource to the Budget Office and Mayor's Office for market forecasting and fiscal statements.
- Stay abreast of legal changes that may impact compensation (i.e., FLSA thresholds, minimum wage, etc.)
- Perform other duties as assigned.

Minimum requirements 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, specifically with experience in compensation and performing data and compensation market analysis.

The Compensation Analytics unit is responsible for managing and maintaining general City positions accurately and effectively, proactive forecasting and analysis of market trends, classification and job study administration and implementation, and application and maintenance of special pay practices such as certification incentive pay. This lead position will be responsible for training of other positions within the unit and will make decisions necessary on certification pay, implementations, and/or special rate letters in the absence of the Compensation Supervisor.

Comparisons were made to other comparable City positions including the following:

Title	Pay Range	Rates
HRIS Auditor - Lead	2LX	(\$75,162 - \$105,223) Recruitment rate of \$83,845
Budget and Fiscal Policy Analyst IV	2LX	(\$75,162 - \$105,223) Recruitment rate of \$82,677
Business Systems Coordinator	2LX	(\$75,162 - \$105,223) Recruitment rate of \$86,509

Based off the duties and responsibilities in comparison to comparable titles, this report recommends reclassifying one position of Human Resources Representative in Pay Range 2KX (\$70,501 - \$98,704) as a Compensation Analytics Specialist – Lead in Pay Range 2LX (\$75,162 - \$105,223) with a recruitment rate of \$85,305.

Current	Human Resources Assistant	PR 5JN (\$60,036 - \$75,045) FN: Recruitment Rate: \$62,229	One Vacant Position
Recommended	Compensation Analytics Specialist	PR 2JX (\$66,154 - \$92,612) FN: Recruitment Rate: \$76,222	One Vacant Position

This position will maintain and monitor control process for general City positions, ensuring that positions align with Common Council – approved staffing levels and titles, and that the attendant notifications, benefits, and other permissions are activated. Duties and responsibilities include:

- Facilitate and support the implementation of the new, integrated Human Capital Management System.
- Assist in the development in Standard Operating Procedures (SOPs) related to position control data, reporting, and systems to be used by DER and citywide staff.
- Assist in the development and presentation of training for employees on position control process.

- Serve as a citywide resource in the position control and compensation analytics.
- Initiate and maintain all authorized positions in the system in a timely manner. Establish and ensure all authorized positions are reflected in the system.
- Create job codes
- Maintain statistical data relative to staffing and classification changes, including new hires, voluntary and involuntary transfers, staff separation, and vacancies.
- Evaluate the performance of market studies and pay policy changes through turnover data and other variable metric indicators.
- Work with the Compensation Analytics Specialist – Lead and Compensation Supervisor to create and maintain SOP's related to position control data, compensation analytics, reporting and systems.
- Reconcile and balance staffing allocations.
- Work closely with DOA-Budget and Comptroller's staff to ensure accuracy of position control records; facilitate communication among general City departments as necessary.
- Monitor and maintain approved position control and staffing levels.
- 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 salary survey submission(s).
- Communicate data analysis and finding in a manner that guides and facilitates informed and timely decisions.
- Assists in the management of classification specification administration and ensure they are accurately tied to future position control.
- Administer implementation of compensation and position impacts of job study, classification, reorganization and job restructuring studies.
- Based upon title and position, designate notification to other departments (e.g., ITMD, DER-Employee Benefits, and DPW) of hires, including security, access, and other new hire information and activations.
- Create, run, and maintain queries to analyze compensation and position control data.
- Generate reports to verify employees and positions are assigned to the appropriate site, department, and budget codes.
- Prepare and distribute information in support of the budget planning process; participate with budget and fiscal services in annual year-end closing and audit.
- Compile information from a variety of sources and prepare independent, advanced, analytical reports using spreadsheets and other software.

Minimum requirements include a bachelor's degree in information technology, business administration, or a related field from an accredited college or university, and two years of progressively responsible experience in payroll and/or accounting.

The repurpose of this vacant position to address operational needs and build out the Compensation Analytics unit within DER Compensation. This unit is responsible for managing and maintaining general City positions accurately and effectively, proactive forecasting and analysis of market trends, classification and job study administration and implementation, and application and maintenance of special pay practices such as certification incentive pay.

Based off the duties and responsibilities, this report recommends repurposing this vacant Human Resources Assistant position as a Compensation Analytics Specialist and placing it in Pay Range 2JX (\$66,154 - \$92,612) with a recruitment rate of \$76,222.

Current	New Position		One Position
Recommended	HRIS Auditor	PR 2JN (\$66,154 – \$92,612) FN Recruitment rate is at \$76,222	One Position

Under the direction of the Deputy Director, the HRIS Auditor audits all data required for the proper operation of the City's Human Capital Management System (HCM) to ensure the timely and accurate processing of payroll, personnel, and benefits transactions for employees of the Fire Department, Police Department, and Department of Emergency Communications. This position ensures compliance with the provisions of labor agreements and ordinances covering sworn personnel, non-represented personnel, and management. The HRIS Auditor ensures the accurate processing of payroll and personnel transactions and serves as a resource to department payroll and human resources staff. Duties and responsibilities include:

- Audit complex pay and personnel HRIS transactions.
- Verify and reconcile records in accordance with but not limited to:
 - Fire and Police Commission/City Service Commission Rules
 - City Ordinances
 - DER and Comptroller payroll procedures
 - Personnel Action Forms
 - Labor Agreements
 - Fair Labor Standards Act
- Request entries be made or corrections to existing entries to be made to insure HRIS data is accurate, reliable, and in compliance.
- Create, run, and maintain queries in HCM to be used to analyze and resolve biweekly transaction problems.
- Audit HCM HR tables including updates to job code tables, position tables, and maintain and audit the salary grade tables, etc.
- Process inquiries received via the FPC Pay Services email distribution list.
- Act as an informational resource to MFD, MPD, and DEC department staff in making HRIS transactions.
- Provide basic training and guidance in accordance with the curriculum, procedures, and policies set by the City's Functional Applications Administrator (DER).
- Assist with biweekly residency processing.
- Provide support to MFD, MPD, and DEC staff and the City's Functional Applications Administrator in the functional application/maintenance of city pay practices including:
 - Rates of pay, salary at time of appointment, salary adjustments, salary anniversary dates, longevity incentive pay, promotions and special pay practices, demotions, and other supplemental pay practices.
- Research and analyze data as requested to assist with special reports for projects as needed.

Minimum qualifications include an associate's degree in business, accounting, or a related field from an accredited college or university; and two years of progressively responsible experience supporting and utilizing a Financial Management Information System (FMIS) and/or a Human Resources Management

(HCM) system (i.e. accounting, human resources, payroll, procurement, project management, risk management and compliance, and supply chain operations software), including one year of experience performing complex functions in PeopleSoft HCM.

This new position added through the 2026 budget has duties, responsibilities, and requirements that mirror that of the already classified HRIS Auditor in Pay Range 2JN. Based upon this comparison, this report recommends to classify this new position as an HRIS Auditor in Pay Range 2JN (\$66,154 - \$92,612) with a minimum rate of \$76,222.

Action Required – Effective Pay Period 3, 2026 (January 18, 2026)

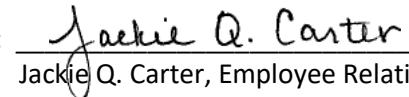
* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

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