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JOB EVALUATION REPORT

Fire and Police Commission Meeting: February 15th, 2024

This city-wide job study aligns 53 Administrative Support titles and related classifications across all City departments. These titles represent 464 positions and 235 incumbents citywide. This series covers positions in Part I: Section 6: *Administrative Support* in the Salary Ordinance and corresponding titles in section 9: *Part-time and Intermittent*. These are positions in which workers are responsible for internal and external communication, recording, and retrieval of data and/or information in support of a function or program. Examples of classifications include office assistants, communications assistants, and customer service representatives.

Note this report does not include a market recommendation for Fire Cadet and Police Aide titles, as a full market and classification study will be completed after labor contracts in related titles have been settled. Incumbents are limited to their current rate of pay.

These recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission as titles are often specific to a department. **Titles highlighted in grey are specific to the Fire and Police Commission report.**

Vacancy Rate

Vacancy Rate		
	Number	Percentage
Filled	235	51%
Vacant	229	49%

Incumbent Demographics

Ethnic Group		
	Number	Percentage
Black	95	53%
Hispanic	19	11%
White	62	35%
Asian	2	1%
American Indian/ Alaska Native	1	1%

Sex		
	Number	Percentage
Female	149	83%
Male	30	17%

The recommendations appropriately place the rates of pay for classifications based upon a comparison to market rates of pay. These changes are not reclassifications unless specifically addressed at the end of this report. Employees in these titles will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title.

Background

In 2021, the City of Milwaukee instituted a minimum living wage for City of Milwaukee employees. This change raised rates of pay for approximately 500 employees and affected six administrative support and seven part-time and intermittent pay ranges. This report aims to decompress the pay ranges and position titles that were eclipsed or compressed. Market data is provided to support recommended minimum rates of pay. Market data was sourced from the Economic Research Institute (ERI), a salary survey to which Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary information from the State of Wisconsin and other Wisconsin municipalities.

Examples of this compression are displayed in the resulting minimum rates of pay in pay ranges 6AN-6FN:

2021 Pay Range and Rate	Current Pay Range and Rate	Recommended Pay Range and Rate
6AN: \$29,180 - \$30,672	6AN: \$33,110-\$33,110	6AN: \$36,421 - \$43,705
6BN: \$23,437 - \$32,381	6BN: \$33,110-\$34,363	6BN: \$37,114 - \$44,537
6CN: \$26,297 - \$32,910	6CN: \$33,110-\$34,925	6CN: \$38,849 - \$46,618
6DN: \$29,306 - \$34,445	6DN: -	6DN: \$40,826 - \$48,991
6EN: \$28,267 - \$35,922	6EN: \$33,110-\$38,121	6EN: \$41,494 - \$49,792
6FN: \$30,664 - \$38,406	6FN: \$33,110-\$40,757	6FN: \$43,153 - \$51,784
6GN: \$33,976 - \$39,943	6GN: \$36,056-\$42,388	6GN: \$44,909 - \$53,891
6HN: \$37,080 - \$41,863	6HN: \$39,349-\$44,426	6HN: \$46,226 - \$55,471
6IN: \$36,935 - \$43,335	6IN: \$39,196-\$45,988	6IN: \$47,150 - \$56,585
6JN: \$34,849 - \$44,546	6JN: \$36,982-\$47,272	6JN: \$48,357 - \$58,029
6KN: \$38,629 - \$45,391	6KN: \$40,993-\$48,169	6KN: \$49,095 - \$58,914
6LN: \$40,501 - \$46,724	6LN: \$42,980-\$49,583	6LN: \$50,964 - \$61,157
6MN: -	6MN: \$45,584-\$52,588	6MN: \$52,917 - \$63,500
6NN: \$38,628 - \$51,547	6NN: \$40,993-\$54,702	-
6ON: \$49,344 - \$56,340	6ON: \$52,364-\$59,789	-

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

The resulting compression is also displayed in the resulting minimum qualification changes in the Office Assistant series:

Position Title	2021	Minimums	Current	Minimums
Office Assistant I	\$26,297	Six months of experience	\$33,110	N/A
Office Assistant II	\$30,529	Two years of experience	\$33,110	Availability to work full-time
Office Assistant III	\$34,717	Three years of experience	\$36,842	One year of office support experience
Office Assistant IV	\$37,830	Four years of experience	\$40,146	Two years of progressively responsible administrative support experience

Office Assistant Series – City of Milwaukee

Office Assistant IIs generally perform receptionist duties, type documents, input data, maintain records, and distribute mail.

Office Assistant IIIs and IVs perform increasingly responsible and complex administrative tasks requiring a command of automated systems, English writing conventions, and policies and procedures. Depending upon the assignment, they may coordinate calendars for departmental managers, serve as lead workers and trainers for clerical staff, and perform cashiering duties.

Market Data – Economic Research Institute

Assistant Clerk

ERI defines an Assistant Clerk as a position that sorts and files records, and assists staff or department in performing other clerical tasks requiring limited knowledge of systems or procedures. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Writes or types bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Work is distinguished from General Clerk as duties are not as complex.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Assistant Clerk	Milwaukee, Wisconsin	Level 3	\$46,309	\$50,586	\$54,230
Assistant Clerk	Milwaukee, Wisconsin	Level 2	\$41,389	\$45,229	\$48,483
Assistant Clerk	Milwaukee, Wisconsin	Level 1	\$37,545	\$41,023	\$43,958

ERI as of August 14th, 2023

General Clerk

ERI defines a General Clerk as a position that assists department, performing any combination of clerical duties requiring general knowledge and application of various work methods and procedures that may be complex. Types or enters information into computer to prepare correspondence. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Conducts limited research. Operates various office machines, opens and routes incoming mail, answers correspondence, and prepares outgoing mail. Answers telephones, conveys messages, and runs errands.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
General Clerk	Milwaukee, Wisconsin	Level 3	\$48,100	\$52,357	\$56,056
General Clerk	Milwaukee, Wisconsin	Level 2	\$43,316	\$47,142	\$50,429
General Clerk	Milwaukee, Wisconsin	Level 1	\$39,854	\$43,363	\$46,348

ERI as of August 14th, 2023

Market Rates - Bureau of Labor Statistics

In conducting a market cost of labor analysis for these titles, rates of pay from the Bureau of Labor Statistics (BLS) were obtained. The following table provides wage information from BLS for Office and Administrative Support Occupations in Federal, state, and local government, including government-owned schools and hospitals, and the USPS:

Occupation Area: Milwaukee-Waukesha-West Allis, WI	25th percentile wage	Median wage	75th percentile wage
ALL: Office and Administrative Support Occupations	\$36,312	\$42,942	\$51,847
Office Clerks, General	\$33,385	\$39,127	\$48,797
Office and Administrative Support Workers, All Other	\$32,558	\$40,372	\$48,154

Source: BLS – Published in May 2022; aged by 2% to approximate 2024 rates

External Comparisons

In addition to market data comparisons, DER staff made comparisons to comparable positions in other southeastern Wisconsin jurisdictions:

City	Title	Minimum Pay	Minimum Experience	Recommended
Milwaukee	Office Assistant I; II	\$33,110	None	\$40,826
State of WI	Office Associate	\$37,794	None	
Wauwatosa	Office Assistant	\$41,912	None, 2 years preferred	
Madison	Clerk 1	\$42,762	None	
Milwaukee	Office Assistant III	\$36,842	1 year	\$44,909
Racine	Clerk-Typist II	\$39,541	2 years	
Milwaukee	Office Assistant IV	\$40,146	2 years	\$49,399
Madison	Clerk 2	\$48,507	2.5 years	

*The **State of Wisconsin** describes ‘Office Associate’ as a position that performs routine office support work under close to general supervision. Positions are located within any size work unit in an agency or on a campus and must be familiar with the organizational structure to complete tasks. They may be involved in work assignments with several interrelated operating units and may lead lower level classified staff, student workers or limited term employees. Positions perform a variety of basic office support tasks consistent with established office and agency policies and procedures with little or no ability to change the procedures. The activities are routine in nature and require little discretion as the work processes and routines are well defined and easily quantifiable.*

*The **City of Madison** describes ‘Clerk 1’ as a position that performs routine entry-level clerical support work in processing office records, data and materials based on the needs of the agency. Work may include direct contact with the public. Initially, work is performed under close supervision, and is structured to incorporate more difficult assignments, as skills are acquired, leading to career advancement to Clerk 2.*

Recommendations

The recommendations that follow are organized by ‘Current Pay Range and Rate’ and indicate titles by Department. Please note that these recommendations are shown only as non-resident wage rates. City of Milwaukee residents receive the 3% residency incentive.

ADMINISTRATIVE SUPPORT

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Police Services Specialist Police Dept - 19 Positions	6AN: \$33,110-\$33,110	N/A	6CN: \$38,849-\$46,618
Fire Cadet Fire Dept - 52 Positions	6BN: \$33,110-\$34,363	N/A	6AN: \$36,421-\$45,526 Recruit Rate: \$33,110
Police Aide Police Dept - 32 Positions	6BN: \$33,110-\$34,363	N/A	6AN: \$36,421-\$45,526 Recruit Rate: \$33,110

Office Assistant I Citywide - Underfill title	6CN: \$33,110-\$34,925	N/A	6BN: \$37,114-\$46,392
Office Assistant II City Attorney - One Position DNS - Eight Positions DPW Infra - One Position Fire Dept - One Position Health - One Position Library - Two Positions Police Dept - 43 Positions	6EN: \$33,110-\$38,121	N/A	6DN: \$40,826-\$48,991
Office Assistant II DPW OPS Fleet - One Position	6EN: \$33,110-\$38,121	Program Assistant I	5GN: \$53,351-\$66,689
Office Assistant II Health - One Position	6EN: \$33,110-\$38,121	Community Health Administrative Specialist 1	5IN: \$57,620-\$72,025
Office Assistant II Health - One Position	6EN: \$33,110-\$38,121	Customer Service Representative III	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant II Library - One Position	6EN: \$33,110-\$38,121	Administrative Assistant III	5IN: \$57,620-\$72,025
Office Clerk II Citywide - Underfill title	6EN: \$33,110-\$38,121	N/A	6BN: \$37,114-\$46,392
Communications Assistant I Citywide - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$34,039	N/A	6EN: \$41,494-\$49,792
Customer Service Representative I Citywide - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	N/A	6GN: \$44,909-\$53,891
Mail Processor Police Dept - Two Positions	6FN: \$33,110-\$40,757	N/A	6DN: \$40,826-\$48,991
Office Assistant III City Attorney - One Position DCD - One Position DNS - 17 Positions DOA - One Position DPW Infra - Three Positions ERS - One Position Fire Dept - One Position Health - Five Positions Library - One Position Mayor - One Position Police Dept - 21 Positions	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	N/A	6GN: \$44,909-\$53,891
Office Assistant III DCD - Two Positions	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Program Assistant I	5GN: \$53,351-\$66,689
Office Assistant III ERS - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Benefits Services Specialist	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Office Assistant III Health - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Customer Service Representative III	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant III Health - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Program Assistant III	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Office Assistant III Library - One Position	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	Program Assistant III	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229

Police Records Specialist I Police Dept - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$36,842	N/A	6GN: \$44,909-\$53,891
Tow Lot Assistant I DPW OPS - Underfill title	6FN: \$33,110-\$40,757 Recruit Rate: \$34,039	N/A	6EN: \$41,494-\$49,792
Accounting Assistant I Police Dept - One Position Treasurer - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$41,951	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Administrative Assistant I DOA - One Position Police Dept - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Assessment Services Clerk Assessor - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$38,470	N/A	6DN: \$40,826-\$48,991
Communications Assistant II CCCC - One Position	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Customer Service Representative II CCCC - Two Positions DNS - Three Positions	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Tow Lot Assistant II DPW OPS - Underfill title	6GN: \$36,056-\$42,388 Recruit Rate: \$38,471	N/A	6HN: \$46,226-\$55,471 Recruit Rate: \$46,256
Accounting Assistant II DCD - One Position DNS - Two Positions DPW Admin - One Position DPW Infra - One Position Police Dept - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$43,580	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,139
Accounting Program Assistant I Citywide - Underfill title	6HN: \$39,349-\$44,426 Recruit Rate: \$43,580	N/A	6JN: \$48,357-\$58,029 Recruit Rate: \$48,426
Administrative Assistant II CCCC - Two Positions DER - One Position DPW Admin - One Position DPW Infra - One Position ERS - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Communications Assistant III DPW OPS - Two Positions Water Works - Four Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Customer Service Representative III Treasurer - Five Positions Treasurer - One Position Bilingual Water Works - 16 Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant IV DCD - Four Positions DNS - Four Positions DPW Infra - One Position DPW OPS - Two Positions Fire Dept - Three Positions Library - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399

Police Dept - Six Positions Water Works - Three Positions			
Office Assistant IV DPW OPS Forestry - Three Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	Program Assistant I	5GN: \$53,351-\$66,689
Office Assistant IV Health - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	Customer Service Representative III	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Office Assistant IV Health - One Position	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	Program Assistant III	5JN: \$60,036-\$75,045 Recruit Rate: \$62,229
Police District Administrative Assistant Police Dept - 54 Positions	6HN: \$39,349-\$44,426 Recruit Rate: \$40,146	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Teller Police Dept - One Position Treasurer - One Position Treasurer - One Position Bilingual	6HN: \$39,349-\$44,426 Recruit Rate: \$43,580	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
BOZA Administrative Assistant 1 BOZA - One Position	6IN: \$39,196-\$45,988 Recruit Rate: \$39,750	N/A	6GN: \$44,909-\$53,891
Communications Assistant IV DPW OPS - Four Positions	6JN: \$36,982-\$47,272 Recruit Rate: \$42,036	N/A	6LN: \$50,964-\$61,157 Recruit Rate: \$51,726
Accounting Program Assistant II COMP - Three Positions	6KN: \$40,993-\$48,169 Recruit Rate: \$44,887	N/A	6MN: \$52,917-\$63,500
Administrative Services Assistant DCD - One Position	6KN: \$40,993-\$48,169 Recruit Rate: \$42,980	N/A	6MN: \$52,917-\$63,500
BOZA Administrative Assistant 2 BOZA - One Position	6KN: \$40,993-\$48,169 Recruit Rate: \$41,736	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399
Communications Assistant V Water Works - Seven Positions	6KN: \$40,993-\$48,169 Recruit Rate: \$42,980	N/A	6MN: \$52,917-\$63,500
Assessment Services Assistant 1 Assessor - Underfill title	6LN: \$42,980-\$49,583 Recruit Rate: \$43,914	N/A	6GN: \$44,909-\$53,891
Court Services Assistant 1 Muni Court - Underfill title	6LN: \$42,980-\$49,583 Recruit Rate: \$45,807	N/A	6GN: \$44,909-\$53,891 Recruit Rate: \$45,807
Payroll Clerk 1 Citywide - Underfill title	6MN: \$45,584-\$52,588 Recruit Rate: \$47,150	N/A	6IN: \$47,150-\$56,585
Assessment Services Assistant 2 Assessor - Underfill title	6NN: \$40,993-\$54,702 Recruit Rate: \$46,109	N/A	6IN: \$47,150-\$56,585
Court Accounting Assistant Muni Court - Four Positions	6NN: \$40,993-\$54,702 Recruit Rate: \$49,324	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,324
Court Services Assistant 2 Muni Court - Five Positions	6NN: \$40,993-\$54,702 Recruit Rate: \$48,097	N/A	6IN: \$47,150-\$56,585 Recruit Rate: \$48,097
Legal Office Assistant 1 City Attorney - Underfill title	6NN: \$40,993-\$54,702 Recruit Rate: \$50,077	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$50,077
Payroll Clerk 2 Citywide - Underfill title	6NN: \$40,993-\$54,702 Recruit Rate: \$49,324	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,324
Tax Enforcement Specialist Treasurer - Three Positions	6NN: \$40,993-\$54,702 Recruit Rate: \$51,392	N/A	5JN: \$60,036-\$75,045 Recruit Rate: \$62,355
Assessment Services Assistant 3 Assessor - Five Positions	6ON: \$52,364-\$59,789 Recruit Rate: \$48,415	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$49,399

ITMD Administrative Assistant DOA - One Position	6ON: \$52,364-\$59,789 Recruit Rate: \$50,387	N/A	6KN: \$49,095-\$58,914 Recruit Rate: \$50,387
Legal Office Assistant 2 City Attorney - Four Positions	6ON: \$52,364-\$59,789 Recruit Rate: \$54,136	N/A	6MN: \$52,917-\$63,500 Recruit Rate: \$54,136
Payroll Clerk 3 Police Dept - Two Positions	6ON: \$52,364-\$59,789 Recruit Rate: \$51,983	N/A	6LN: \$50,964-\$61,157 Recruit Rate: \$51,983

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

ADMINISTRATIVE SUPPORT – Part-time and Intermittent

Current Title	Current Pay Range and Rate	Recommended Title	Recommended Pay Range and Rate
Temporary Administrative Assistant II Citywide - Temporary title	9EN: \$40,146-\$44,426	N/A	9ON: \$44,317-\$55,396 Recruit Rate: \$49,399
Temporary Office Assistant I Citywide - Temporary title	9FN: \$33,110-\$33,110	N/A	9FN: \$33,110-\$33,110 Recruit Rate: \$37,114
Temporary Office Assistant II EC - 10 Positions Citywide - Temporary title	9KN: \$33,110-\$33,110	N/A	9FN: \$33,110-\$33,110 Recruit Rate: \$40,826
Temporary Customer Service Representative I Treasurer - 20 Positions Citywide - Temporary title	9ON: \$36,840-\$36,840	N/A	9KN: \$43,026-\$53,783 Recruit Rate: \$44,909
Temporary Office Assistant III Citywide - Temporary title	9ON: \$36,840-\$36,840	N/A	9KN: \$43,026-\$53,783 Recruit Rate: \$44,909
Temporary Customer Service Representative II Citywide - Temporary title	9UN: \$38,471-\$42,388	N/A	9ON: \$44,317-\$55,396 Recruit Rate: \$46,256

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

Pay Range Restructure

This recommendation will completely restructure the pay ranges for Section 6: Administrative Support in the Salary Ordinance and the corresponding pay ranges in Section 9: Part-time and Intermittent. This will be the same for Section 5: Paraprofessionals in the next report. Below is a chart reflecting the new ranges for Section 6 so as to eliminate confusion:

2021 Pay Range and Rate	Current Pay Range and Rate	Recommended Pay Range and Rate
6AN: \$29,180 - \$30,672	6AN: \$33,110-\$33,110	6AN: \$36,421 - \$43,705
6BN: \$23,437 - \$32,381	6BN: \$33,110-\$34,363	6BN: \$37,114 - \$44,537
6CN: \$26,297 - \$32,910	6CN: \$33,110-\$34,925	6CN: \$38,849 - \$46,618
6DN: \$29,306 - \$34,445	6DN: -	6DN: \$40,826 - \$48,991
6EN: \$28,267 - \$35,922	6EN: \$33,110-\$38,121	6EN: \$41,494 - \$49,792
6FN: \$30,664 - \$38,406	6FN: \$33,110-\$40,757	6FN: \$43,153 - \$51,784
6GN: \$33,976 - \$39,943	6GN: \$36,056-\$42,388	6GN: \$44,909 - \$53,891
6HN: \$37,080 - \$41,863	6HN: \$39,349-\$44,426	6HN: \$46,226 - \$55,471
6IN: \$36,935 - \$43,335	6IN: \$39,196-\$45,988	6IN: \$47,150 - \$56,585
6JN: \$34,849 - \$44,546	6JN: \$36,982-\$47,272	6JN: \$48,357 - \$58,029
6KN: \$38,629 - \$45,391	6KN: \$40,993-\$48,169	6KN: \$49,095 - \$58,914
6LN: \$40,501 - \$46,724	6LN: \$42,980-\$49,583	6LN: \$50,964 - \$61,157

6MN: -	6MN: \$45,584-\$52,588	6MN: \$52,917 - \$63,500
6NN: \$38,628 - \$51,547	6NN: \$40,993-\$54,702	-
6ON: \$49,344 - \$56,340	6ON: \$52,364-\$59,789	-

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

Current Pay Range and Rate	Recommended Pay Range Restructure
9FN: \$33,110-\$33,110	9FN: \$37,114-\$49,219
9KN: \$33,110-\$33,110	9KN: \$43,026-\$53,783
9ON: \$36,840-\$36,840	9ON: \$44,317-\$55,396

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

Footnotes for these titles will remain the same unless footnoted assignment rates were rolled into the title's new recruitment rates.

Action Required - Effective Pay Period 06, 2024 (March 3rd, 2024)

*** See addendum included in CCFN for Salary and Position Ordinance changes.**

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