



Department of Employee Relations

**Tom Barrett**  
Mayor

**Florence Dukes**  
Director

**David Heard**  
Fire and Police Commission  
Executive Director

**Michael Brady**  
Employee Benefits Director

May 3, 2004

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

Dear Committee Members:

Changes approved during the 2004 budget amendment process reduced the salary grade funding level for various management positions in the Mayor's Office. In order for these changes to be implemented, legislation changing the city's salary ordinance must also be adopted.

The Department of Employee Relations has received a request from the Mayor's Office to request a reallocation of the following positions to the salary grade funding levels approved in the 2004 budget. These positions are exempt from civil service by City Service Commission action.

*It is important to note that no request has been made at this time to study these management positions for proper classification level. The Mayor's Office could at a future time request that a study of these positions be performed.*

The requested reallocation changes are as follows:

Current Title and Salary Grade	Requested Title and Reallocated Salary Grade
Chief of Staff SG 017* \$90,763-\$127,072	Chief of Staff SG 016* \$85,151-\$119,217
Policy Planning Coordinator SG 015* \$79,892-\$111,846	Policy Planning Coordinator SG 013* \$70,311-\$98,442
Special Assistant to the Mayor SG 011* \$61,907-\$86,667	Special Assistant to the Mayor SG 010 \$59,519-\$83,328
Mayor's Liaison Officer SG 010 \$59,519-\$83,328	Mayor's Liaison Officer SG 009 \$55,849-\$78,186
Staff Assistant Manager SG 010 \$59,519-\$83,328	Staff Assistant Manager SG 009 \$55,849-\$78,186
Staff Assistant to the Mayor-Senior SG 009 \$55,849-\$78,186	Staff Assistant to the Mayor SG 007 \$49,154-\$68,811

To the Honorable  
The Committee on Finance and Personnel . . . #2

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Please note the requested title change of "Staff Assistant to the Mayor-Senior" to "Staff Assistant to the Mayor." This will alleviate the problem of positions with different responsibility levels being paid at the same salary grade

**Action Required:** (Effective April 20, 2004)

In the Salary Ordinance:

Under Salary Grade 009, delete the title "Staff Assistant to the Mayor-Senior" and add the titles "Mayor's Liaison Officer" and "Staff Assistant-Manager." Under Salary Grade 010, delete the titles "Mayor's Liaison Officer" and "Staff Assistant-Manager" and add the title "Special Assistant to the Mayor." Under Salary Grade 011, delete the title "Special Assistant to the Mayor." Under Salary Grade 013, add the title "Policy Planning Coordinator." Under Salary Grade 015, delete "Policy Planning Coordinator." Under Salary Grade 016, add the title "Chief of Staff." Under Salary Grade 017, delete the title and footnote designation "Chief of Staff 3" and delete footnote "3" in its entirety.

In the Positions Ordinance:

Under Mayor, Administration, delete one position of Staff Assistant to the Mayor-Senior and add one position of Staff Assistant to the Mayor.

Sincerely,



Florence H. Dukes  
Employee Relations Director

FHD:pb