



Department of Employee Relations

Tom Barrett
Mayor
Maria Monteagudo
Director
Renee Joos
Employee Benefits Director
Nicole Fleck
Labor Negotiator

September 15, 2017

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

Dear Committee Members RE: Common Council File Number 170620

The following classification and pay recommendations were approved by the Fire and Police Commission on September 7, 2017.

Fire Department

Current	Request	Recommendation
Administrative Assistant IV PR 5IN (\$47,779 - \$54,669) One Position	To be studied	Administrative Services Coordinator PR 5JN (\$49,344 - \$57,144)
Microcomputer Services Assistant PR 6KN (\$40,501 - \$45,391) One Position	Human Resources Assistant PR 5IN (\$47,779 - \$54,669)	Program Assistant II PR 5FN (\$42,539 - \$48,248)
Office Assistant III PR 6FN (\$34,717 - \$38,406) One Position	Program Assistant I PR 5EN (\$40,501 - \$46,724)	Office Assistant IV PR 6HN (\$37,830 - \$41,863)
Office Assistant III PR 6FN (\$34,717 - \$38,406) One Position	Program Assistant I PR 5EN (\$40,501 - \$46,724)	Office Assistant IV PR 6HN (\$37,830 - \$41,863)



The job evaluation report including the necessary Salary and Positions Ordinance amendments as well as the Fiscal Note are attached.

Sincerely,



Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Report
Fiscal Note

C: Fire Chief Mark Roling, Assistant Fire Chief Gerard Washington, Bryan Rynders, Juliette Battle, Cheryl Finger, Kelly Kesery, Susan Jasicki, Sue Williams, Dennis Yaccarino, Nicole Fleck and Ken Wischer



JOB EVALUATION REPORT

Fire and Police Commission Meeting: September 7, 2017

Fire Department

Current	Request	Recommendation
Administrative Assistant IV PR 5IN (\$47,779 - \$54,669)	To be studied	Administrative Services Coordinator PR 5JN (\$49,344 - \$57,144)
Microcomputer Services Assistant PR 6KN (\$40,501 - \$45,391)	Human Resources Assistant PR 5IN (\$47,779 - \$54,669)	Program Assistant II PR 5FN (\$42,539 - \$48,248)
Office Assistant III PR 6FN (\$34,717 - \$38,406)	Program Assistant I PR 5EN (\$40,501 - \$46,724)	Office Assistant IV PR 6HN (\$37,830 - \$41,863)
Office Assistant III PR 6FN (\$34,717 - \$38,406)	Program Assistant I PR 5EN (\$40,501 - \$46,724)	Office Assistant IV PR 6HN (\$37,830 - \$41,863)

Action Required – Effective Pay Period 18 (August 27, 2017)

In the Positions Ordinance, under the Fire Department, Support Services Bureau Decision Unit, delete one position of "Administrative Assistant IV" and add one position of "Administrative Services Coordinator". Under Support Services Bureau Decision Unit, Administration Division, delete one position of "Microcomputer Services Assistant" and two positions of "Office Assistant III" and add one position of "Program Assistant II" and two positions of "Office Assistant IV".

Background

This is the second of two reports regarding the study of several administrative support positions in the Administration Division and the Business and Finance Section of the Milwaukee Fire Department (MFD). Fire Chief Mark Rohlfing has indicated that their work is vital to the MFD providing effective and efficient services. He noted there have been some recruitment and retention challenges with the current classifications and rates of pay. He also noted that some of the duties and responsibilities are specialized and unique to the Fire Department and are complex in nature. In the interest of providing more operational stability he has requested that the classifications and rates of pay for these positions be studied.

The first report focused on four positions in the Business and Finance Section. The following changes were recommended and approved.

Current	Request	Recommendation
New Position (Included in 2017 Budget)	Program Assistant III PR 5IN (\$47,779 - \$54,669) (New Position in 2017 Budget)	Program Assistant III PR 5IN (\$47,779 - \$54,669)
Program Assistant II PR 5FN (\$42,539 - \$48,248)	Administrative Specialist PR 2CN (\$39,881 - \$55,825)	Program Assistant III PR 5IN (\$47,779 - \$54,669)
Accounting Assistant III PR 5EN (\$40,501 - \$46,724)	Administrative Specialist PR 2CN (\$39,881 - \$55,825)	Program Assistant III PR 5IN (\$47,779 - \$54,669)
Personnel Payroll Assistant II PR 6HN (\$37,830 - \$41,863)	Personnel Payroll Assistant III PR 5EN (\$40,501 - \$46,724)	Personnel Payroll Assistant III PR 5EN (\$40,501 - \$46,724)

This report focuses on three positions in the Administration Division and one position that reports directly to the Fire Chief. New job descriptions were provided and incumbents completed questionnaires. Job audits were conducted with incumbents and discussions were held with Juliet Battle, Fire Personnel Officer. It should be noted that the requirements for these positions have not been assessed by the Staffing Division.

Current:	Administrative Assistant IV	PR 5IN (\$47,779 - \$54,669)
Recommendation	Administrative Services Coordinator	PR 5JN (\$49,344 - \$57,144)

The primary function of this position is to serve as a confidential secretary to the Fire Chief and three Assistant Fire Chiefs; assist in the research, data compilation and preparation of reports on confidential personnel matters and other areas as requested by the Chiefs; assist the Fire Personnel Officer with various human resources duties and perform the regular job duties of that position in her absence. Duties and responsibilities include the following:

- 35% Policy, Procedure, Rule and Directive Analysis, Composition and Auditing – reviews and analyzes policies, procedures, rules and directives; composes and makes recommendations for changes; seeks final approval from appropriate Chief and/or civilian manager; and publishes according to department procedures. Audits and researches non-compliance of directives on a scheduled and ad hoc basis; studies work processes within the Department and makes recommendations for change to promote efficiency; and serves as a resource for department staff on the clarification of policy.
- 30% Composition of Correspondence, Reports, and Presentations – aids in research and composes letters in response to citizen and City government agency questions or complaints, commendation letters for department staff or community members for heroism or exceptional duty, and some letters required of the Chief and Assistant Chiefs; creates slide presentations for Fire and Police Commission meetings, Mayoral meetings and the Chief's reviews; screens requests made to the Chief and the Assistant Chief of the Support Bureau, researches compliance and potential issues, gathers information for informed decision-making and in some cases independently replies on behalf of the Chief or Assistant Chief; audits work schedules of those leaving the MFD's Return to Work Program to determine credits owed to or by the employee; audits member's sick leave usages for abuse, and creates related reports and correspondence; researches validity of grievances and drafts responses; prepares agendas, takes confidential notes, and prepares and distributes minutes for the Chief's twice-monthly staff meetings; edits the Department's annual report and a great majority of the written documents released by the department including letters, media releases, and directives of all types.
- 25% Administrative Duties – screens phone calls and mail, prioritizing what is necessary for review by the Chief or Assistant Chiefs; manages the calendars of the Chief and Assistant Chiefs and responds to requests for events; serves as a liaison and coordinates the accurate and timely flow of information between the Chiefs, MFD Division Heads, City officials and citizens; monitors Common Council proceedings and advises appropriate department representative as needed; and coordinates the MFD "experiences" offered to charitable organizations for fundraising.
- 10% Human Resources Duties – assists the Chiefs with the selection process for Assistant, Deputy and Battalion Chief positions by creating timelines, job announcements, correspondence, and assisting with the creation of oral and written assessments along with the associated rating forms and scoring spreadsheets, all associated documentation and recordkeeping, and organizes and monitors the process to remain within deadline; assists the Fire Personnel Officer with correspondence, rating forms, score spreadsheets, and formulating interview questions for non-cadet civilian hires; and creates and administers practical tests for office support candidates.

Requirements include an Associate's Degree in Business Communications or related field and four years of office support experience performing duties related to this position with at least two years at the Office Assistant IV level or above. Equivalent combinations of education and experience may be considered.

The Department indicated that this position has grown and taken on additional responsibilities for reviewing and analyzing policies, rules and procedures, and rewriting them for clarification and to streamline processes in the department. This position also now audits processes for other positions and makes recommendations for changes; audits work schedules and provides greater support to the Chiefs by taking a problem, researching the information and coming up with solutions that provide a better process and/or more information for the Chiefs. The department indicated that these duties require more critical thinking, decision-making and initiative. The specification for the current classification of Administrative Assistant IV includes the following:

Administrative Assistant IV

Performs advanced, diversified and confidential secretarial and administrative duties requiring broad and comprehensive experience, skill and knowledge of organization policies and practices; prepares correspondence, memoranda, and reports from various sources of information; and composes and may initiate routine and non-routine correspondence and memoranda for the manager's signature.

Searches records and databases for information needed by the manager for reports, speeches, and other uses; follows-up on correspondence, projects, and requests from the department to others in the organization; screens telephone calls and visitors; and resolves routine and some complex inquiries.

Schedules and maintains calendar of appointments, meetings, and travel itineraries, and coordinates related arrangements; prepares agendas and takes minutes at board meetings and staff meetings; prepares minutes and meeting summaries and distributes; acts as a group leader for projects and may work with others on teams to complete special projects; uses advanced features of microcomputer software and mainframe applications; and provides administrative and secretarial services to the head of an extremely complex and multifaceted department.

This position under study performs many of the duties listed above but now is also expected to take the initiative to make improvements; do the research, draft the correspondence, and make recommendations for the responses.

Comparisons were made to several classifications including the following:

Title	PR	Rates
Administrative Assistant IV	5IN	\$47,779 - \$54,669
Administrative Specialist	2CN	\$39,881 - \$55,825
Administrative Services Coordinator	5JN	\$49,344 - \$57,144
Administrative Specialist - Senior	2EX	\$48,670 - \$63,426

The Administrative Services Coordinator classification most closely matches the position under study. One position is located in the Department of City Development (DCD) and serves as the confidential secretary to the Commissioner of City Development. It previously was classified as Administrative Assistant IV and then was reclassified to Administrative Services Coordinator due to new duties and responsibilities that strengthened the position. This included coordinating maintenance and custodial services for DCD; coordinating and overseeing the records center and the retention process including processing and organizing numerous records from the past; coordinating responses to proposed state legislation; and a greater emphasis on obtaining information for the Commissioner to help with preparation for speaking engagements.

Although the position under study is not responsible for these same functions such as coordinating maintenance and custodial services, it has taken on additional responsibilities that have strengthened the position. The classification of

Administrative Specialist – Senior is higher as many of these positions have extensive financial responsibilities and/or oversight of other positions.

We therefore recommend that this position of Administrative Assistant IV in Pay Range 5IN (\$47,779 - \$54,669) be reclassified to Administrative Services Coordinator in Pay Range 5JN (\$49,344 - \$57,144).

Current:	Microcomputer Services Assistant	PR 6KN (\$40,501 - \$45,391)
Recommendation:	Program Assistant II	PR 5FN (\$42,539 - \$48,248)

The primary function of this position is to maintain and audit internally-utilized databases of personnel information, and generate notices, standard reports, and ad hoc worksheets and reports at the request of sworn and civilian managers. Duties and responsibilities include the following:

- 30% Internal Databases – maintain, modify, and audit master database of personnel information, plus other worksheets and databases, including vacations, paid-off days, disciplinary documentation, transfers, promotions, and military leaves; track this time and generate various reports and worksheets; submit address, phone number, and contact information changes in several databases including the City's Human Resources Management System (HRMS); implement the donor program and track hours and donated vacation; and create various rosters of personnel on a regular basis and provide them as requested.
- 25% Requests for Information from Chiefs and Fire Personnel Officer – create, modify and use spreadsheets, databases, queries, reports, programs, labels, forms, and tables tailored to current needs of management personnel; assist with scheduling standard tests for promotees and preparing for ceremonies including packets containing paperwork and equipment; generate Special Team rosters for the Deputy Chief; monitor holiday balances for Fire Personnel Officer on a monthly basis and track leaves of absence; create releases of members for the MFD internal events calendar for staffing purposes; track new classes of cadets and firefighters, including race and gender statistics; and contact potential candidates as needed via email.
- 25% Personnel Resource – act as a resource to administration and field personnel, including answering questions and addressing problems in the areas of human resources, scheduling, leave balances, and payroll issues; process invoices for lost equipment; proctor computer testing of nonsworn candidates; order badges, keys, etc. as needed and maintain inventory; return payroll deduction form upon member separation; create "Time Owed and Allowed" adjustments for payroll purposes; track and monitor comp time usage, and perform a payroll leave audit including when members are tardy, emergency leaves, jury duty, and union business; and provide retiree information upon separation.
- 15% Information for External Departments – process standard departmental charges and related documents, including editing specifications for the proper disposition of matters related to rule violations and discipline, and run year-end discipline report for the Fire and Police Commission; prepare vehicle accident review board documents; gather medical and accident information to process City Attorney claims requests, and assist with generating invoices for apparatus repairs due to vehicle accidents; send letters to elected officials regarding decommissioned rigs; send retiree separations to the County Executive Deputy Chief of Staff; and track residency and extension dates provided by the Fire and Police Commission.
- 5% Memos, Notices and Campaigns – type letters, memos, department directives, notices and special projects, and do some composition, editing and publishing on the website; manage the Department's recordkeeping of the UPAF/Visions and Combined Giving Campaigns; and compile donations to the Benefit and Memorial Fund from all sworn members.

Requirements include four years of office support experience, including experience with database and spreadsheet software, with at least one year of experience at the Office Assistant III level or higher.

Coursework in business or human resources is desirable. Equivalent combinations of education and experience may be considered.

The changes in this position include an increase in the amount of time spent as a resource for others; proctoring computer testing of non-sworn candidates; and working on projects that were, at one time, performed by the Fire Personnel Officer. These projects include processing military leave and the donor program, providing retiree information and monitoring holiday balances.

As the position has expanded beyond providing services using the microcomputer a more general title such as Program Assistant II would be appropriate. The Program Assistant series is described below:

Program Assistant Series

Positions assigned to the Program Assistant series perform a variety of office support and administrative work in support of a program or distinct area of operations within a City department. As used here the term "program" is intended to be broad in application, encompassing the work of a bureau, division, section or specific program within a department. The duties and responsibilities of each Program Assistant are specific to each job assignment.

The level of work performed by Program Assistants is characterized as semiprofessional. As such, the Program Assistant series serves as a "bridge" between a number of office support job series and bona fide professional occupations, such as Management Accountant and Administrative Specialist, requiring a bachelor's degree or equivalent.

In this series, positions requiring the knowledge, skills, and abilities equivalent to that of a bachelor's degree have been assigned to the "II" level. Commensurate with their higher level of knowledge and skill, Program Assistants II also exercise a greater amount of responsibility, also known as impact and accountability, than those assigned to the "I" level.

The specification for the Program Assistant II includes the following:

Program Assistant II

Performs a variety of duties and responsibilities to support a program or area of operations within a City department; requires the equivalent knowledge and skill normally obtained with a bachelor's degree, and may function as a group leader for other employees.

A hallmark of the Program Assistant II is the analysis of information, in contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts or qualitative information. Program Assistants II are expected to initiate new work projects and improve processes on a continuous basis.

With the changes listed above and a comparison to other City positions the classification of Program Assistant II in Pay Range 5FN (\$42,539 - \$48,248) seems appropriate as this position works independently to maintain, modify and audit various databases that are used to create reports that are tailored to the needs of the Chiefs or other supervisory personnel. The position also responds to questions and problems related to human resources, scheduling, balances and payroll issues requiring a more extensive knowledge of the policies, rules and procedures of the department.

A Program Assistant II in the Health Department also maintains multiple databases as well as provides administrative support to the Home Environmental Health Division Manager and other supervisors and project coordinators; assigns

contracts, assures eligibility requirements are met, facilitates processing of contractor payments, and estimates scopes of work.

We therefore recommend that this position be reclassified from Microcomputer Services Assistant in Pay Range 6KN (\$40,501 - \$45,391) to Program Assistant II in Pay Range 5FN (\$42,539 - \$48,248).

Current:	Office Assistant III	PR 6FN (\$34,717 - \$38,406)
Recommendation:	Office Assistant IV	PR 6HN (\$37,830 - \$41,863)

The primary responsibility of this Office Assistant III position is to compile, process, and maintain comprehensive, confidential, time-sensitive data and reports as they relate to the MFD's sick, injury, family, and funeral leaves, and work-related injuries; and manage the department's Occupational Safety and Health Act (OSHA) log. Duties and responsibilities include the following:

- 25% Sick, Family and Funeral Leaves – process and maintain all sick, family and funeral leaves including the review of documents for eligibility, verification, monitoring usage, checking for accuracy, data entry, and follow-up; process correspondence, prepare lists, and monitor employee's sick leave usage as it relates to the department's Sick Leave Abuse Policy; monitor and process correspondence regarding an employee's eligibility and entitlement, per Local 215 Labor Contract; and compile and prepare correspondence and/or documentation for attorneys or outside agencies regarding non work-related injuries.
- 25% Injury Leave and Accident Reporting – process and maintain records related to injury leave and accident reporting including reviewing medical documentation, checking for eligibility, accuracy, data entry, and follow-up; compile data, prepare lists, and run computer reports; respond to both internal and external inquiries; monitor injury accident reporting and use data for computer entry, compiling and processing the OSHA log, the department's statistical injury sheets, and the Accountability in Management (AIM) report; review medical documentation and process correspondence related to the Return to Work Program; monitor and process correspondence regarding an employee's eligibility and entitlement, per Local 215 Labor Contract; and compile and prepare correspondence and/or documentation for attorneys or outside agencies regarding work-related injuries.
- 20% Family Leave – monitor employees' sick leave usage and offer family leave option when applicable; review applications for completion and eligibility and follow-up as needed; process correspondence, enter data and monitor usage; and close-out the leave when eligibility has been met and ensure that all data sources correspond.
- 20% Occupational Safety and Health Act (OSHA) Log – review MFD's injury accident reports for recordable injuries; assign case numbers and enter data into the OSHA log verifying information for accuracy; monitor and maintain log and submit log to the department's Health and Safety Manager, the Department of Employee Relations and state governmental agencies; and complete and submit the yearly U.S. Bureau of Labor Statistics survey answering questions related to the OSHA log and survey.
- 10% Weekly Sick Call and General Administrative Duties – prepare and maintain weekly list of employees using leave; process and submit list to various department personnel and to DER; create and maintain medical files for all employees per the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA); compile and prepare medical documentation and files for Medical Officer for weekly meetings with employees using leaves; and answer the telephone and direct department personnel and the public to the proper resource.

Requirements include four years of office support experience performing duties related to personnel with at least one year of experience at the Office Assistant III level or higher. Equivalent combinations of education and experience may be considered.

The changes in this position include the complexity of the Family and Medical Leave Act (FMLA), changes in the statistical data required in the form of reports, lists, and spreadsheets that must be distributed to department managers and other entities, and the addition of leadworker duties over another Office Assistant III position that helps with data entry. It was also indicated that there had been an increase in volume as more employees were utilizing these leaves.

The specifications for Office Assistant III and IV include the following:

Office Assistant III

Performs diverse and complex duties involving the application of standard procedures to a variety of office assignments; selects and interprets data, and demonstrates a thorough knowledge of departmental and organizational policies and procedures in assigned area of responsibility; and screens telephone call, answers questions and provides information. Some telephone and in-person work may be difficult due to the nature of questions or customers served. Uses advanced features of software packages on a regular basis to produce complex documents, may work with others on a team to complete special projects, and may guide and check the work of others.

Office Assistant IV

In addition to all of the duties listed for the Office Assistant III, and the corresponding knowledge, skills, and abilities associated with them, acts as a group leader for lower level employees and/or exercises responsibility for a specific function or service area requiring extensive knowledge of technical and/or complex procedures and processes having a significant consequence of error. This requires responsibility for monitoring and improving those procedures on a continuous basis.

With the changes listed above and a comparison to other City positions the Office Assistant IV classification seems appropriate. Other Office Assistant IV positions in the City also handle FMLA and other types of leave and/or maintain OSHA records and medical files including one position in the Department of Public Works (DPW) – Water Works. The position in DPW-Water Works provides office support for all personnel-related functions from hiring to separation of employees including processing and maintaining all leave applications for approval, documentation, files and ensures proper distribution, and tracks and updates FMLA-approved applications in a database. The position performs a variety of other functions including maintaining employee records and personnel and confidential medical files.

We therefore recommend that this position of Office Assistant III in Pay Range 6FN (\$34,717 - \$38,406) be reclassified to Office Assistant IV in Pay Range 6HN (\$37,830 - \$41,863).

Current:	Office Assistant III	PR 6FN (\$34,717 - \$38,406)
Recommendation:	Office Assistant IV	PR 6HN (\$37,830 - \$41,863)

The primary responsibility of this Office Assistant III position is to provide fire and emergency medical services (EMS) incident response records to requestors in accordance with the department's policies and requirements under the HIPAA regulations, the HITECH (Health Information Technology for Economic and Clinical Health) Act, and Wisconsin Open Records laws; and manage the accuracy, completion and distribution of such records. Duties and responsibilities include the following:

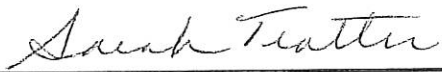
- 50% Distribution of Fire and Emergency Medical Services (EMS) Response Records – utilize electronic records management systems to locate response records to provide to insurance agencies, donor networks, private citizens, and other City and County departments; determine if records may be distributed in accordance with HIPAA, HITECH Act and Wisconsin Open Records laws; review response records for completeness and accuracy and whether records may be distributed or if a release of information signed by the patient, a court ordered subpoena for records, or redactions are necessary; log all requests, distribution of records, and requestors into spreadsheet; process and log payments received for records and prepare correspondence; and review changes to HIPAA, HITECH Act and the Wisconsin Open Records law and update manuals as needed.
- 25% Response to Inquiries regarding Incident Response Records – answer in-person, phone and electronic inquiries from entities such as the news media, insurance adjustors, the Red Cross, Milwaukee County Department of Social Services, the general public and other City departments in accordance with HIPAA regulations, Wisconsin Open Records laws, and state statutes regarding confidentiality of reports; review requests for general open records requests with the Assistant Chief of the Support Bureau and the City Attorney's Office and process on a case by case basis; process Freedom of Information Act (FOIA) requests from environmental agencies regarding responses made by the MFD including fire calls, HAZMAT (Hazardous Materials) responses, and chemical spills or leaks, and direct agencies to other City departments for further information about properties.
- 15% Training and Serving as Backup to other Office Assistant Positions – train one Office Assistant III position (receptionist) on Records Section duties and responsibilities, monitor work and provide general input to supervisor; train other office personnel on receptionist duties, including phone and counter inquiries, and Records Section primary duties and responsibilities; serve as a backup for receptionist duties including sorting the mail and ordering supplies; serve as a backup to other Office Assistant III position including supply and form requests, FMLA (Family and Medical Leave) memos, and inquiries from sworn personnel regarding sick and injury leave; serve as a backup to EMS Office Assistant IV duties such as forwarding hospital face sheets to the billing company and TEMS (Tactical Emergency Medical Service) response forms to proper resources, review billing and collections for completeness and accuracy, prior to distribution of records, and report discrepancies to the EMS Office Assistant IV, answer inquiries from insurance companies, attorneys and citizens regarding account balances, payments, and tax-intercepts due to nonpayment of debt, and work directly with managers of billing and collection agencies and the EMS Coordinator, to ensure accuracy of billings, and respond to requests from different agencies to submit claims/invoices, update patient information, and close accounts due to errors or write-offs.
- 10% General Administrative Duties – receive and distribute subpoenas and reports/forms to those assigned to respond; process MFD retiree death notices including directing families to resources such as the Firefighter Relief Association, the Honor Guard, and the Employee's Retirement System; notifying MFD personnel of retiree death, and pulling deceased retiree's personnel file; order supplies for department; update departmental phone directory and distribute; assist with updating HIPAA Privacy Notices for distribution to field personnel and update HIPAA and HITECH Act reference manuals; and perform any other administrative duties as assigned.

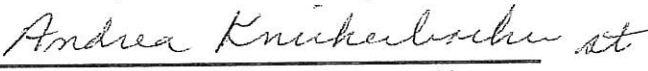
Requirements include four years of office support experience performing duties related to records with at least one year of experience at the Office Assistant III level or higher. Equivalent combinations of education and experience may be considered.

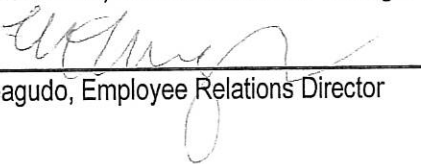
The changes in this position include working with the electronic record management systems and making sure to comply with applicable laws and requirements. More knowledge is needed to set up complicated spreadsheets and merge with Word to send out correspondence; and to work with the billing and collection processes.

In reviewing the changes to the position, the specifications for Office Assistant III and IV and comparisons to other positions in the City the classification of Office Assistant IV is appropriate. This position is comparable to the other Office Assistant III position in this report that we are recommending to be reclassified to Office Assistant IV. Also, there are Office Assistant IV positions in the Records Management Section of the Police Department that work with open records requests and perform similar duties.

We therefore recommend that this position of Office Assistant III in Pay Range 6FN (\$34,717 - \$38,406) be reclassified to Office Assistant IV in Pay Range 6HN (\$37,830 - \$41,863).

Prepared by: 
Sarah Trotter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A

Date	9/15/17	File Number	170620
Subject	Classification and pay recommendations submitted to the Fire and Police Commission for September 7, 2017 meeting.		

B

Submitted By (Name/Title/Dept./Ext.)	Sarah Trotter, Human Resources Representative Dept. of Employee Relations/X2398.
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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.
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D

This Note	<input type="checkbox"/> Was requested by committee chair.
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E

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

Assumptions used in arriving at fiscal estimate.

G

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
TOTALS			

H

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

I

List any costs not included in Sections E and F above.

J

Additional information.

Department of Employee Relations
Fiscal Note Spreadsheet

Finance and Personnel Committee Meeting of September 20, 2017
Fire and Police Commission Meeting of September 7, 2017

NEW COSTS FOR 2017

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Fire	Administrative Assistant IV	5IN	Administrative Services Coordinator	5JN	\$54,669	\$57,144	\$857	\$175	\$1,032
1	Fire	Microcomputer Services Assistant	6KN	Program Assistant II	5FN	\$47,161	\$48,248	\$376	\$77	\$453
1	Fire	Office Assistant III	6FN	Office Assistant IV	6HN	\$39,904	\$41,863	\$678	\$139	\$817
1	Fire	Office Assistant III	6FN	Office Assistant IV	6HN	\$33,865	\$36,902	\$1,051	\$215	\$1,266
4								\$2,962	\$606	\$3,568

Assume effective date is Pay Period 18 (August 27, 2017).

NEW COSTS FOR FULL YEAR

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Cost	Rollup	Total Rollup+ Sal
1	Fire	Administrative Assistant IV	5IN	Administrative Services Coordinator	5JN	\$54,669	\$57,144	\$2,475	\$506	\$2,981
1	Fire	Microcomputer Services Assistant	6KN	Program Assistant II	5FN	\$47,161	\$48,248	\$1,087	\$222	\$1,309
1	Fire	Office Assistant III	6FN	Office Assistant IV	6HN	\$39,904	\$41,863	\$1,959	\$401	\$2,360
1	Fire	Office Assistant III	6FN	Office Assistant IV	6HN	\$33,865	\$36,902	\$3,037	\$621	\$3,658
4								\$8,558	\$1,750	\$10,308

Totals may not be to the exact dollar due to rounding.