



Cavalier Johnson
Mayor

Jackie Q. Carter
Director

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Employee Benefits Director

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Labor Negotiator

Department of Employee Relations

November 5, 2025

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Subject: *Common Council File No. 251198 - Communication from the Department of Employee Relations amending the Positions Ordinance to designate one position in the Department of Public Works – Water Works as bilingual.*

Dear Committee Members:

This communication requests an amendment to the 2025 Positions Ordinance to designate one additional position located in the Department of Public Works – Water Works as bilingual. A bilingual designation means that the requirements for the position will include the ability to read, speak, and/or write in both English and Spanish.

In July of 2024, under File #240046, the Common Council approved compensation of \$2.00 per hour, effective Pay Period 1, 2024 (December 24, 2023) for employees in positions that are designated as bilingual. In addition, it was noted that departments could make requests that one or more additional positions be designated as bilingual. To do so, a department must complete a “Bilingual Designation” form, provide a current job description, and attach written justification including the percentage of time spent on translation and/or interpretation, approximate percentage of customer interaction that requires bilingual skills, what essential functions require bilingual skills, and demographic information relative to the residents served by the position.

To assign a bilingual designation a position must meet all the criteria listed below.

- Public contact that requires regular and frequent use (at least 25% of available time) of bilingual skills.
- Bilingual skills are necessary to provide service to the community and are essential to the successful performance of the department’s functions.
- Bilingual skills are required to perform the essential functions of the job.
- The position is performed in a setting that has a demonstrated public need for the designation.

The Department of Employee Relations has reviewed the request and recommends the following position be designated as bilingual.

Department	Title	Number of Positions
Department of Public Works – Water Works	Program Assistant III	1

Department of Public Works – Water Works

- Program Assistant III (One Position) – This is one of four Program Assistant III positions that lead the administrative support team for the Lead Service Line Replacement (LSLR) Program and serve as the primary contact with property owners and residents. As 20% of Milwaukee residents identify as Hispanic/Latino and one third of this group is more comfortable reading and speaking Spanish, the department has requested that one of the four Program Assistant III positions be bilingual. This position would communicate in Spanish and provide Spanish interpretation for other staff as needed.

Action Required – Effective Pay Period PP 1, 2024 (December 24, 2023)

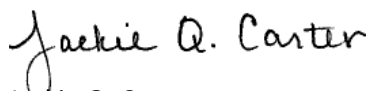
In the Positions Ordinance

Under Department of Public Works – Water Works, Distribution Organization, Field Operations:

- Delete one position of 'Program Assistant III'.
- Add one position of 'Program Assistant III (A)'.
- Create footnote '(A)' to read as follows.

'(A) Position is designated as bilingual.'

Respectfully submitted,



Jackie Q. Carter
Employee Relations Director

Attachment: Fiscal Impact Statement



City of Milwaukee Fiscal Impact Statement

A	Date	11/17/2025	File Number	251198	☒ Original	☐ Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of amending the Salary Ordinance to provide interpretation and translation pay for positions designated as bilingual in the Salary Ordinance or Positions Ordinance.				

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

D	Charge To	☒ Department Account	☐ Contingent Fund
		☐ Capital Projects Fund	☐ Special Purpose Accounts
		☐ Debt Service	☐ Grant & Aid Accounts
		☐ Other (Specify)	

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.**

The total cost for 2024 is \$5,011. The total cost for a full year is \$5,011. Please see attached spreadsheet for details. Cost breakdown is in 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 meeting: November 17, 2025

NEW COSTS FOR 2024

Pos.	Dept	Title	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
1	MWW	Program Assistant III	5JN	\$0	\$4,160	1	\$4,160	\$851	\$5,011	
1							4,160	851	\$5,011	

Assume Effective Pay Period 1, 2024 (December 24, 2023) unless otherwise indicated.

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

NEW COSTS FOR FULL YEAR

Pos.	Dept	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
1	MWW	Program Assistant III	5JN	\$0	\$4,160	1	\$4,160	\$851	\$5,011
1							\$4,160	\$851	\$5,011

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