



Department of Employee Relations

Tom Barrett
Mayor

Florence Dukes
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

June 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. At a previous meeting, your committee implemented changes to a number of these positions by amending the City's Salary and Positions Ordinances (File Numbers 031388 and 031611).

The Department of Employee Relations has received a request from the Mayor's Office to restore a title for one of the reallocated positions. The position of Staff Assistant to the Mayor-Senior was reallocated from salary grade 009 to salary grade 007 but with a title change to Staff Assistant to the Mayor. The request is to restore the title of Staff Assistant to the Mayor-Senior in salary grade 007.

This position is exempt from civil service by City Service Commission action. No request has been made at this time to study the position for proper classification level.

Action Required (Effective April 20, 2004):

In the Salary Ordinance, under Salary Grade 007, add the title "Staff Assistant to the Mayor-Senior."

In the Positions Ordinance, under Mayor, Administration, delete one position of "Staff Assistant to the Mayor (Y)" and add one position of "Staff Assistant to the Mayor-Senior (Y)."

Sincerely

Florence H. Dukes
Employee Relations Director

FHD:AK:pb
c: Patrick Curley