



Department of Employee Relations

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Director

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July 12, 2024

To: The City Service Commission
 From: Andrea Knickerbocker, Human Resources Manager
 Subject: Probationary Period Recommendations for Studied Positions

The following positions are being recommended for study at the July 16, 2024 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Comptroller – Senior Auditor Series

Current	Requested
Senior Auditor PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (Two Positions)	Senior Auditor PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (Four Positions)
Auditor PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (Two Positions)	Auditor PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (Underfill Title)
Associate Auditor PR 2IX (\$62,041 - \$86,854) FN: Recruitment is at \$68,244 (Underfill Title)	Associate Auditor PR 2IX (\$62,041 - \$86,854) FN: Recruitment is at \$68,244 (Underfill Title)
No new probationary period is recommended as this is just a position authority change and incumbents will only be promoted once they meet the minimums of the next title and would serve a probationary period.	

DER – ERP Position and HRIS Auditor Lead

Current Title	Recommended Title
HRIS Audit Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (One Position)	HRIS Auditor – Lead PR 2LX (\$75,162 - \$105,223) FN: Recruit Rate: \$83,845 (One Position)
New Position	Position Control Specialist PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (One Position)
Reclassification of HRIS Audit Coordinator to HRIS Auditor – Lead: A new probationary period is recommended as new lead duties have been added to the position. Classification of Position Control Specialist: Not applicable as this is a new position.	

Mayor’s Office – Policy and Administration Coordinator

Current	Recommendation
Staff Assistant to the Mayor PR 2GX (\$54,619 - \$76,474) (One Vacant Position)	Policy and Administration Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at: \$72,768 (One Vacant Position)
Not applicable as this position is vacant.	

Various – Legal Follow Up Report

Department of Employee Relations

Current	Recommended
Human Resources Compliance Officer PR 1IX (\$80,098 - \$112,137) FN: Minimum Rate: \$98,272 One Position	Human Resources Compliance Officer PR 1KX (\$91,006 - \$127,413) FN: Minimum Rate: \$116,493 One Position
No new probationary period is recommended as this is a market study.	

Department of City Development

Current	Recommended
Real Estate Compliance Liaison Officer PR 2QX (\$103,384 - \$144,744) One Position	Real Estate Compliance Liaison Officer PR 2TX (\$125,201 - \$175,275) One Position
No new probationary period is recommended as this is a market study.	

Various – Market and Communications

Market Recommendations

Current	Recommended
Director of Communications and Public Engagement PR 1JX (\$85,366 - \$119,521) FN: Appointment may be at any rate in the pay range with DER and Chair of Finance approval. (One Position- Mayor)	Director of Communications and Public Engagement PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$120,143 (One Position - Mayor)
Public Information Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 FN: Appointment may be at any rate in the pay range with DER and Chair of Finance approval. (One Position – City Clerk)	Public Information Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment is at \$109,221 (One Position – City Clerk)
Community Relations and Engagement Director PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 FN: Appointment may be at any rate in the pay range with DER and Chair of Finance approval. (One Position – MPL)	Communications and Community Engagement Director PR 1KX (\$91,006 - \$127,413) FN: Recruitment is at \$109,221 (One Position – MPL)

Market Development Manager PR 2MX (\$80,098 - \$112,137) (One Position – Port)	Market Development Manager PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$111,899 (One Position – Port)
Public Relations Supervisor PR 1CX (\$54,619 - \$76,474) (One Position – CCCC)	Public Relations Supervisor PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$99,291 (One Position – CCCC)
Certification and Communications Coordinator PR 2JX (\$66,154 – \$92,612) FN: Recruitment is at \$72,768 (One Position – DNS)	Marketing and Communications Officer PR 2LX (\$75,162 - \$ 105,223) FN: Recruitment is at \$90,291 (One Position – DNS)
Marketing and Communications Officer PR 2JX (\$66,154 – \$92,612) FN: Recruitment is at \$72,768 (Five Positions – DPW INF, DPW MWW, DCD, DER, MHD)	Marketing and Communications Officer PR 2LX (\$75,162 - \$ 105,223) FN: Recruitment is at \$90,291 (Five Positions – DPW INF, DPW MWW, DCD, DER, MHD)
Trade Development Representative PR 2IX (\$62,041 - \$86,854) (One Position – Port)	Trade Development Representative PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$84,393 (One Position – Port)
Marketing and Communications Coordinator PR 2FX (\$51,649 - \$71,754) (Three Positions – DOA, DCD, MHD)	Marketing and Communications Coordinator PR 2JX (\$66,154 – \$92,612) FN: Recruitment is at \$75,722 (Three Positions – DOA, DCD, MHD)
Permits and Communications Specialist PR 2FX (\$51,649 - \$71,754) (One Position – DPW)	Permits and Communications Specialist PR 2JX (\$66,154 – \$92,612) FN: Recruitment is at \$75,722 (One Position – DPW)
Graphic Designer – Lead PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$48,256 (One Position – CCCC)	Graphic Designer – Lead PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$73,022 (One Position – CCCC)
Graphic Designer II PR 2BN (\$39,716 - \$55,598) FN: Recruitment is at \$46,409 (Two Positions – CCCC, MHD)	Graphic Designer II PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$68,245 (Two Positions – CCCC, MHD)
Graphic Designer I PR 2AN (\$37,292 - \$52,204) FN: Recruitment is at \$40,146 (Underfill Title)	Graphic Designer I PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$63,780 (Underfill Title)
No new probationary periods recommended as this was mainly a market study and many of the positions are exempt by CSC action. Classification was looked at however there were no major changes in duties and responsibilities.	

Reclassification/ Reallocation Recommendations

Current	Recommended
Marketing and Communications Officer PR 2JX (\$66,154 – \$92,612) FN: Recruitment is at \$72,768 (One Position – DPW - Admin)	Marketing and Communications Officer – Lead PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$99,291 (One Position – DPW – Admin)
Creative Design and Brand Specialist PR 2FX (\$51,649 - \$71,754) (One Position – DOA)	Brand and Creative Services Officer PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$99,291 (One Position – DOA)

Administrative Specialist - Senior PR 2GX (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 (One Position – MPL)	Marketing and Communications Officer PR 2LX (\$75,162 - \$ 105,223) FN: Recruitment is at \$90,291 (One Position – MPL)
Library Marketing Specialist PR 2EN (\$48,079 - \$67,309) (One Position- MPL)	Marketing and Communications Coordinator PR 2JX (\$66,154 – \$92,612) FN: Recruitment is at \$75,722 (One Position - MPL)
Events and Outreach Coordinator PR 2FX (\$51,649 - \$71,754) (One Position – CCCC)	Events and Outreach Coordinator PR 2JX (\$66,154 – \$92,612) FN: Recruitment is at \$75,722 (One Position – CCCC)
No new probationary periods are recommended as incumbents have been performing the duties for some time and/ or are exempt by CSC action.	

Various – New and Change Positions

Board of Zoning Appeals

Current	Recommended
New Position	BOZA Administrative Supervisor PR 1FX (\$66,154 - \$92,612) Recruitment Rate \$76,503 (One vacant Position)
Not applicable as this is a new position.	

Election

Current	Recommended
Temporary Election Laborer (0.73 FTE) PR 9LN (\$33,330) (Six Positions)	Temporary Election Laborer (0.73 FTE) PR 9BN (\$44,862 - \$53,601) (Six Positions)
Not applicable as these are temporary positions.	

Milwaukee Water Works

Current	Recommended
New Position	MWW Maintenance Worker PR 8DN (\$51,816 - \$60,106) (One vacant Position)
Not applicable as this is a new position	

Department of Public Works - Operations

Current	Recommended
Transportation Financial Analyst PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 FN: Additional 4.8% biweekly for snow and ice control operations (One Position)	Transportation Financial Analyst PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 FN: Additional 4.8% biweekly for snow and ice control operations (One Position)
No new probationary period is recommended as the incumbent has been performing the duties for some time.	

Various – Various Titles – Market Study

Citywide

Current	Recommended
Research and Policy Analyst PR 2FX (\$51,649 - \$71,754) (One Position - FPC)	Research and Policy Analyst PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position - FPC)
Research and Policy Coordinator PR 2HX (\$58,223 - \$81,507) FN: Recruitment is at \$61,110 (One Position – Health Department) (One Position – Library)	Research and Policy Coordinator PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position – Health Department) (One Position – Library)
No new probationary period is recommended as this is a market study.	

Department of Neighborhood Services

Current	Recommended
Compliance Programs Coordinator PR 2FX (\$51,649 - \$71,754) (One Position)	Compliance Programs Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)
No new probationary period is recommended as this is a market study.	

Department of Public Works – Operations Division

Current	Recommended
Sanitation Project Analyst PR 2FX (\$51,649 - \$71,754) FN: Additional 4.8% biweekly for snow and ice control operations (One Position)	Sanitation Project Analyst PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 FN: Additional 4.8% biweekly for snow and ice control operations (One Position)
Environmental Policy Analyst PR 2GX (\$54,619 - \$76,474) (One Position)	Operations Policy and Grant Manager PR 2LX (\$75,162 – \$105,223) FN: Recruitment is at \$92,478 (One Position)
Landscape Architect PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$75,688 FN: Incentives for attaining and maintaining specific certifications with DER approval. (One Position)	Landscape Architect PR 2MN (\$80,098 - \$112,137) FN: Recruitment is at \$94,758 FN: An employee possessing a Registered Architect License to be paid an additional 3%. (One Position)
Resource Recovery Program Manager PR 2JX (\$66,154 - \$92,612) FN: Additional 4.8% biweekly for snow and ice control operations (One Position)	Resource Recovery Program Manager PR 2LX (\$75,162 – \$105,223) FN: Recruitment is at \$92,478 FN: Additional 4.8% biweekly for snow and ice control operations (One Position)
No new probationary period is recommended as this is a market study.	