



Department of Employee Relations

MEMORANDUM


Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

TO: Chris Lee, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Andrea Knickerbocker 
Human Resources Manager

DATE: April 4, 2017

RE: CC File #161493-Administrative Changes to the 2017 Salary & Positions Ordinances

Please make the following corrections to the 2017 Salary Ordinance:

1. Under Pay Range 1CX, under the title "Court Administrator Coordinator", should read as follows: "COURT ADMINISTRATIVE COORDINATOR".
2. Under Pay Range 2EX, under the title "Benefit Services Analyst", should read as follows: "BENEFITS SERVICES ANALYST".
3. Under Pay Range 2HX, add the title "ReCAST PROGRAM MANAGER (5)" with footnote to read as following: "(5) Recruitment at any rate in the pay range with the approval of DER and the Chair of Finance." This job title was inadvertently placed under the incorrect Pay Range 2IX.
4. Under Pay Range 2IX, delete the title "ReCast Program Manager (4)." This job title was inadvertently placed under this pay range. See attached classification report.
5. Under Pay Ranges 4G-831, 4I-835, 4L-836, 4N-839, and 4P-842; under the footnotes Effective Pay Period 1, 2017 (January 1, 2017), correct the effective date to reflect the year "2017".
6. Under Pay Range 7CN, footnote "7" delete the words "Career Ladder Position in Forestry."
7. Under Pay Range 8DN, delete footnote "10" in its entirety and replace as follows: "The following employees to be paid the rate of \$1,598.64 biweekly: Chris Shiltz, Michael Brahm, and James Kendzierski."

Corrections for the 2017 Positions Ordinance:

1. Under Police Department, Information Technology Division, correct as following: delete two positions of "Applications Support Analyst", delete one position of "Database Administrator", add two positions of "IT Support Specialist-Senior" and add one position of "Database Analyst".



2. In Common Council File #161328, the Department of Public Works – Infrastructure Services Division, Transportation Infrastructure Decision Unit, Plant and Equipment, inadvertently asked for two positions of “Equipment Mechanic IV”; however the report should have read one position of “Equipment Mechanic IV” and one position of “Equipment Mechanic II”. No further action is needed because the 2017 Position Ordinance already reflects the change.
3. Under the Department of Public Works – Operations Division, Sanitation Section, delete footnote “A” in its entirety and replace with the following: “(A) These City Laborer positions in Sanitation Section, Field Operations to remain year-round positions held by the listed incumbents. Positions to become seasonal when vacant. Incumbents: George Finch, Jr, Chris Shiltz, Michael Brahm and James Kendzierski.”

AK/fcw

Job Evaluation Report

City Service Commission Meeting: February 21, 2017

Consistent with past practice the Department of Employee Relations has prepared a report with classification recommendations for new and changed positions. In reviewing these positions staff analyzed job descriptions and held discussions with management representatives. Requirements listed have not been assessed by the Staffing Division. The following chart summarizes the recommended classifications.

Department of Administration – Budget and Management Division

Current/Request	Recommendation
Budget and Policy Manager - Senior PR 1IX (\$75,478 - \$105,669) One Current Position	Financial Operations Manager PR 1KX (\$85,757 - \$120,064) One Current Position

Health Department

Current/Request	Recommendation
IT Support Specialist PR 2EN (\$50,716 - \$63,426) One New Grant-Funded Position (File #160599)	Laboratory Data Specialist PR 2EN (\$45,306 - \$63,426) FN: Recruitment at \$50,716 One New Position
ReCAST Program Manager PR 2IX (\$58,462 - \$81,844) One New Grant-Funded Position (File #161517)	ReCAST Program Manager PR 2HX (\$54,865 - \$76,806) Recruitment at any rate in the rate with the approval of DER and the Chair of Finance
ReCAST Program Assistant II PR 5FN (\$42,539 - \$48,248) One New Grant-Funded Position (File #161517)	Administrative Assistant III PR 5FN (\$42,539 - \$48,248) One New Position

DOA – Information and Technology Management Division

Current/Request	Recommendation
Project Coordinator - BIG PR 2EX (\$48,670 - \$63,426)	IT Project Coordinator PR 2GX (\$51,469 - \$72,063) FN Recruitment at \$56,767

DOA – Unified Call Center

Current/Request	Recommendation
Call Center Operations and Analytics Manager PR 1IX (\$75,478 - \$105,669)	UCC Operations Manager PR 1FX (\$62,338 - \$87,270)

Common Council-City Clerk

Current/Request	Recommendation
Workforce Development Coordinator PR 2GX (\$51,469 - \$72,063)	Appointment of Bernadette Karanja is authorized at the rate of \$2,769.24 biweekly.

RECOMMENDATIONS

Department of Administration – Budget and Management Division

Current	Budget and Policy Manager - Senior	PR 1IX (\$75,478 - \$105,669)	One Current Position
Recommendation	Financial Operations Manager	PR 1KX (\$85,757 - \$120,064)	One Current Position

The Department of Administration has requested a classification study of the position Budget and Policy Manager – Senior in Pay Range 1IX. This position ensures that in developing the annual City budget crucial components are consistent with the Mayor’s priorities and with sound fiscal policy; serves as the primary advisor to the Budget and Management Director on these issues; has a large role in the decision-making process; and supervises and directs

the work of several professional staff in their independent analysis of the annual budgets of departments, major divisions or funds. Duties and responsibilities include the following:

- Ensure that the Debt Service Budget is consistent with achieving debt service property tax levy targets and maintains compliance with statutory debt limit and locally-determined debt utilization goals which requires the responsible use of liquidity, the Debt Fund balance, and the Public Debt Amortization Fund; collaborate with the Comptroller's Office regarding multi-year debt forecasts and Debt Fund balance projections; and develop annual debt levy projections for each of the Six-Year Capital Improvement Plans.
- Make annual recommendations to the Budget and Management Director and the Mayor regarding an annual borrowing target for property tax levy-supported borrowing; and manage and guide the work of the Fiscal Policy Specialist – Senior assigned to Capital Improvements Planning to ensure the budgeted expenditure levels are consistent with the borrowing program.
- Provide recommendations to the Budget and Management Director and the Mayor regarding the appropriate use and levels of non-levy supported borrowing for the enterprise fund and economic development programs.
- Provide recommendations to the Budget and Management Director regarding operating budget expenditures targets that are consistent with levy limits, the expenditure restraint program and the Mayor's revenue parameters.
- Provide economic and labor market information regarding wages and employee benefits that enable the City to formulate effective collective bargaining strategies and sustainable total compensation packages; provide guidance regarding comparative economic conditions that enable the City to differentiate itself from comparable communities; and provide periodic updates to the Mayor regarding the community's labor and employment conditions.
- Ensure that the Retirement Provisions Budget includes projections for current and future use of the Employer's Reserve that minimize the risk of destabilizing employer pension contributions in any single budget.
- Monitor, report and analyze current State aid status, changes to current State intergovernmental aid programs, and changes to local revenue options; recommend a City position on legislative proposals that impact the City's intergovernmental aids or impact the City's ability to generate revenue; develop and analyze the impact of new service charges when authorized by the State to assure the new charge is consistent with the City's budget goals and objectives.
- Develop the proposed Executive Budget for Compete Milwaukee for all pertinent departments and funding sources.
- Supervise and direct the work of several professional staff in their independent analysis of the annual budgets of departments, major divisions or funds.

Requirements include a Bachelor's Degree in Public Administration, Economics, Political Science or related field and five years of experience in key policy development roles. A Master's Degree in a related area and three years of experience in an Executive Budget Office are both highly desirable.

This position was last studied in 2003 when it was reclassified from Budget and Management Team Leader in Salary Grade 11 to Budget and Policy Manager – Senior in Salary Grade 12. At that time the position was responsible for the projection and development of the annual City budget; directed and managed a team of professional budget analysts and special assistants in the conduct of budget analysis, budget administration, and policy, productivity and management studies; managed the Fiscal Planning and Budget and Management Sections of the Division; assumed the duties of the Budget and Policy Director in his or her absence; and represented the Director before various officials, policy-making bodies, and Common Council committees.

Since then, changes in the position have included a more significant role in managing the City's long-term liabilities including pensions and debt service. This position has established a larger role for the Budget and Management Division in developing the City Debt Budget, and has been more involved in the analysis of Tax Increment Financing

(TIF). This includes recommendations regarding TIF increment donations to major City economic development initiatives and playing a primary role in identifying tax increments for the City's housing programs.

This position also has played a significant role in the City's successful response to the investment losses by the City's Employees' Retirements System (CMERS) in 2008. This position collaborated with the Budget and Management Director in developing the following:

- Actuarially sound modifications to the technical methods used to estimate CMERS Plan liabilities and the employer pension contribution requirements.
- In conjunction with the CMERS actuary, an application that would enable the Budget and Management Division to forecast future employer pension contributions under various scenarios. This information was helpful with budget planning and vital for policy decisions.

Other changes include oversight of the staff member who works with the Capital Improvements Plan and managing the annual levy-supported borrowing authority so that debt service increases are manageable. More recently, this position has had responsibility to develop financial strategy alternatives for implementation of a City subsidy to private property owners for Lead Service Line replacement. The position also oversees the management of the Storm Water Charge.

The City's financial environment has impacted this position and made the work more difficult. For example, the need for an employer pension contribution; the City's emphasis on core infrastructure improvements resulting in more reliance on levy-supported borrowing authority; and reductions in State Intergovernmental Aid have all affected the budget planning, analysis and recommendations.

The changes in this position have strengthened the level of duties and responsibilities and we recommend the position be reclassified to Financial Operations Manager in Pay Range 1KX. Other positions in this pay range with significant financial responsibilities and consequence of error include Accounts Director and Financial Services Director in the Comptroller's Office, Deputy City Treasurer, Employee Benefits Director, and Health Operations Director. The title, Financial Operations Manager, represents the broader responsibility of this position beyond budgeting and includes the greater role in working with others to develop financial strategies related to pension, capital improvements, and tax increment financing for economic development.

We therefore recommend that this position of Budget and Policy Manager – Senior in Pay Range 1IX (\$75,478 - \$105,669) be reclassified to Financial Operations Manager in Pay Range 1KX (\$85,757 - \$120,064).

Health Department

Request	IT Support Specialist	PR 2EN (\$50,716 - \$63,426)	One New Grant-Funded Position (File #160599)
Recommendation	Laboratory Data Analyst	PR 2EN (\$45,306 - \$63,426) FN: Recruitment at \$50,716	One New Position

The Milwaukee Health Department (MHD) has received grant funding for the Epidemiology and Laboratory Capacity (ELC) Program – Building and Strengthening Epidemiology, Laboratory and Health Information Systems Capacity in State and Local Health Departments; ELC Project K8: Threat of Antibiotic-Resistant Gonorrhea: Rapid Detection and Response Capacity. The focus of the project is to improve detection and response to antibiotic-resistant gonorrhea in the City of Milwaukee and the surrounding area.

As part of this project a new position was created. The basic function of the position is to meet the goals of the grant project through working with the MHD Laboratory Information System (LIS). This includes data security and integrity, LIS disaster recovery and related troubleshooting; assisting with planning, developing, and ensuring safe and secure data transmission to internal and external stakeholders and laboratory partners; ensuring compliance with laboratory, regulatory, and standardization requirements; and assisting the Laboratory Director, responsible officials from MHD and the Wisconsin Divisions of Health Services and Public Health (WI DHS/DPH), and directing staff in projects to

meet the goals and objectives of the MHD laboratory and the grant deliverables. Duties and responsibilities include the following:

- 70% Laboratory Data Oversight for the ELA-K8 Grant Establish mechanisms to electronically report within 24 hours resistant isolate results to the clinic site, Wisconsin Division of Public Health (WI DPH), Antimicrobial Resistance Laboratory Network (ARLN), and the Centers for Disease Control and Prevention (CDC); create a template for additional data elements to be included in electronic reporting of laboratory results for gonorrhea (GC) culture and antimicrobial susceptibility testing (AST) specimens, pending clarification of these data elements; establish secure electronic communications of GC-AST data;
- 10% Assist with Support and Maintenance of the Laboratory Information System (LIS) assist with the following functions: analyzing, troubleshooting and solving all system-related problems; maintaining the integrity of the LIS data base; assuring maintenance of the LIS through the vendor and serving as one of the primary co
- 15% Assure Informatics Interoperability, Functionality, Data Access, Compliance and Quality Work optimize the use of off-site reporting via electronic messaging; develop and implement reporting mechanisms; participate in the review and development of data standards and vocabularies as related to laboratory test results and identification of microorganisms; and perform reviews and validations of data.
- 5% Other Duties; assure compliance with applicable laws and regulations; develop and maintain a user manual; maintain an inventory database; and assure and manage timely and accurate LIS billing files.

Requirements include a Bachelor's Degree in Computer Science or Medical Technology and two years related experience with laboratory information systems in a clinical or public health laboratory setting. Equivalent combinations of education and experience may be considered.

To review this new position, comparisons were made to other City positions including the classification of IT Support Specialist. This position provides IT support through the Department of Administration - ITMD (Information Technology Management Division) help desk and prepares new servers, desktops computers, and software applications for deployment. Although this new position has some similarities to the classification of IT Support Specialist this position is unique as the focus of the work is specific to the grant and involves working with laboratory information systems.

We agree with the level of Pay Range 2EN (\$45,306 - \$63,426) and appointment rate of \$50,716. This is the same appointment rate for the classifications of IT Support Specialist, Network Analyst – Assistant and Network Services Coordinator – Senior all of which are in Pay Range 2EN. We recommend the title of Laboratory Data Specialist to distinguish this position from others that do not work in a laboratory. This title will also be consistent with the classification for a higher level laboratory position in the Health Department: Laboratory Information Systems Specialist in Pay Range 2HN (\$61,356 - \$76,806). The higher level position has a broader scope of duties and responsibilities related to the Laboratory Information System and the Laboratory's information technology functions.

We therefore recommend that this new position be classified as Laboratory Data Specialist in Pay Range 2EN (\$45,306 - \$63,426) with an appointment rate of \$50,716.

Health Department

Request	ReCAST Program Manager	PR 2IX (\$58,462 - \$81,844)	One New Grant-Funded Position (File #161517)
Recommendation	ReCAST Program Manager	PR 2HX (\$54,865 - \$76,806) Recruitment at any rate in the rate with the approval of DER and the Chair of Finance	One New Position

The Milwaukee Health Department has received a federal grant providing \$5 million dollars over five years from the Substance Abuse and Mental Health Services Administration (SAMSHA) to support a Resiliency in Communities after Stress and Trauma (ReCAST) program. This program will assist high risk youth and families and promote

resilience and equity through implementation of evidence based violence prevention and community youth engagement programs.

As part of this program two new positions were created. The first position will be primarily responsible for the oversight and execution of the ReCAST MKE work plan; and ensuring the goals and objectives of the plan are met. Under the direction of the Violence Reduction and Prevention Program Director this position will work to recruit and build the ReCAST MKE coalition; monitor contracts; manage grant reporting; and oversee program deliverables.

This includes coordinating extensively with the Needs Assessment Consultation and Strategic Planning Consultant to assist the coalition and community in achieving project goals; coordinating with the Quantitative and Qualitative Evaluators to ensure necessary data is collected and analyzed; working to introduce the Evaluators to all constituencies of the project; lead planning for the trainings offered by ReCAST MKE Project including reaching out to speakers and trainee, coordinating planning and event logistics; and contributing to grant reporting to the funding source as needed. This position will work with the Administrative Assistant III position to engage community partners and build public awareness about ReCAST activities and impact.

Duties and responsibilities include the following:

- 90% Program Management - manage planning, execution and reporting on program activities and impact; be responsible for day-to-day program oversight including activities and partnerships; coordinate written and verbal grant reporting requirements for SAMSHA and Common Council committees; and provide direct supervision to the Program Assistant II.
- 10% Other Duties as Assigned

This new position was compared to other City positions that have program responsibilities including the following:

In studying this position comparisons were made to other City positions at different levels. The Health Department has several program or project manager positions in Pay Range 1DX (\$54,865 - \$76,806) or 2HX (\$54,865 - \$76,806) including the following:

Family and Community Wellness Manager in Pay Range 1DX (\$54,865 - \$76,806)

This position provides leadership, oversight and direction for Project LAUNCH (Linking Actions of Unmet Needs in Children's Health) and the DAD Project (Direct Assistance to Dads). These programs promote the wellness of children and provide an intensive, evidence-based, and participant-driven home visitation program that is focused on fathers and fathers-to-be in a targeted area of Milwaukee. Duties and responsibilities include developing and monitoring budgets and contracts with professionals and community organizations; forming advisory groups; collaborating with community-based individuals and groups; training, coaching and supervising four positions of Health Project Assistant – Dad; coordinating the Young Child Wellness council; convening the Milwaukee Maternal and Child Health Home Visiting Community of Practice; and serving as the primary spokesperson for the two projects.

Violence Prevention Manager in Pay Range 2HX (\$54,865 - \$76,806)

The basic function of this new position is to direct and manage the City's strategic effort on youth development and violence reduction among youth in the City of Milwaukee; oversee the City's participation in the development and implementation of a strategic plan and be a lead in designing a community-wide plan; and be responsible for a multi-agency and community collaboration, alignment with current and future internal City initiatives, policy development, establishment of measurable objectives and activities, an evaluation of the plan, and oversight of data collection and analysis.

This new position is most similar to the Violence Prevention Manager in Pay Range 2HX (\$54,865 - \$76,806) as it will also be responsible for implementing a plan, working with community partners, and providing reports with results and analysis on program activities. The requested title of ReCAST Program Manager is descriptive of the duties and responsibilities.

We therefore recommend that this new position be classified as ReCAST Program Manager in Pay Range 2HX (\$54,865 - \$76,806). Because this is a critical, high profile position for which the department will be recruiting we recommend the ability to recruit at any rate in the pay range with the approval of DER and the Chair of the Finance and Personnel Committee.

Health Department

Request	ReCAST Program Assistant II	PR 5FN (\$42,539 - \$48,248)	One New Grant-Funded Position (File #161517)
Recommendation	Administrative Assistant III	PR 5FN (\$42,539 - \$48,248)	One New Position

This new grant-funded position will be primarily responsible for providing high-level administrative support to the Violence Reduction and Prevention Program Director, the Violence Prevention Manager and the ReCAST Program Manager; providing accurate and timely management of all administrative aspects of the Office of Violence Prevention (OVP) and the ReCAST MKE program; and directly supporting their mission, goals and activities. Duties and responsibilities include the following:

- 70% Administrative Support - maintain the calendars of OVP staff including location and contact information; process incoming and outgoing mail; answer and direct telephone inquiries to appropriate person or department; maintain filing systems; maintain equipment and supplies inventories; coordinate travel for OVP staff; manage logistics for events and meetings; prepare OVP communications and reports using databases, spreadsheets, and other applications; process requests for Director's signature from OVP staff or other departmental personnel; and take minutes at meetings.
- 20% Program Support – coordinate the scheduling of meetings among external program and project partners and OVP staff; and participate in community meetings and events as assigned.
- 10% Other Duties as Assigned

In reviewing the duties and responsibilities of the position we agree with the requested level of Pay Range 5FN (\$42,539 - \$48,248) but we recommend the classification of Administrative Assistant III as the specification includes many of the duties listed for this position including:

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; 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; and takes minutes at meetings.

We therefore recommend this new position be classified as Administrative Assistant III in Pay Range 5FN (\$40,516 - \$48,248).

DOA – Information and Technology Management Division

Current:	Project Coordinator-BIG	PR 2EX (\$48,670 - \$63,426)	One vacant position
Recommendation	IT Project Coordinator	PR 2GX (\$51,469 - \$72,063) Recruitment at \$56,767	One vacant position

Under the guidance of the Applications Integration Manager, the IT Project Coordinator is expected to coordinate software integration, development, and upgrade projects. This position is essential to the coordination of project activities, resources, equipment and information. The incumbent works with City departments to identify and define project requirements, scope and objectives, and provides support to systems integration staff throughout the entire process and to ensure adherence to project budgets and schedules.

- 25% Work with City staff to identify and define project requirements, scope and objective
 - Act as the point of contact and communicate project status adequately to all participants
 - Ensure that user departments' needs are met as the project evolves
 - Direct preparation of reports on customer service activities and city service delivery
- 50% Coordinate project activities, resources, equipment and information
 - Help prepare project proposals, timeframes, schedule and budget
 - Monitor and track project's progress and handle any issues that arise
 - Use project management tools to monitor working hours, budget, plans and money spent
- 25% Document new systems and features and work with user departments for training of staff
 - Create and maintain comprehensive project documentation, plans and reports
 - Develop training materials and assist in training of system users

Minimum requirements include a Bachelor's degree in business administration, information management, or related degree and two years of related experience. Equivalent combinations of experience and education may be considered.

The IT Project Coordinator will provide project management for work performed by ITMD for City departments. This includes managing activities timelines, resources and works to ensure that projects work within budgets and schedules. Other positions with comparable nature of work and oversight include Contract Compliance Officer in the Department of Public Works-Administrative Services Division and also Grant Monitors in the Department of Administration Community Development Grant Administration. Because this position will, on a project basis, direct the work of Programmer Analysts Pay Range 2GN (\$56,767- \$72,063) and Programmers II Pay Range 3NN (\$49,344 - \$61,296), we recommend a minimum recruitment rate consistent with that of Programmer Analyst.

We therefore recommend that this position be classified as IT Project Coordinator in Pay Range 2GX (\$56,767-\$72,063).

DOA – Unified Call Center

Current:	Call Center Operations and Analytics Manager	PR 1IX (\$75,478 - \$105,669)	One vacant position
Recommendation	UCC Operations Manager	PR 1FX (\$62,338 - \$87,270)	One vacant position

Under the guidance of the CIO, the UCC Operations Manager is expected to manage the day-to-day operations of the call center and to provide supervision, training, schedule tracking and development of the UCC customer service representatives and supervisors. The operations manager monitors UCC staffing, activities, and its ability to effectively respond to citizen requests for services and information. This includes measuring customer service effectiveness, ensuring data integrity and accuracy, and maintaining efficient operations. This position also plays a role assessing city operations through process mapping and reports on call center metrics such as call resolution times, call scoring, and various call center performance standards

- 70% Supervise all daily activities of the Unified Call Center including
 - Scheduling and shift development, assessing agent workloads, and monitoring call agent etiquette and system use.
 - Review and report on citizen complaints, requests for information and services and suggestions concerning city services
 - Direct preparation of reports on customer service activities and city service delivery
 - Ensure that Customer Service Representatives are trained in the latest approaches to customer service and are applying the most current methods to customer relations
 - Act as mediator in escalated customer problems which require special attention
 - Monitor technology and data entry to ensure information integrity. Direct the changes and corrections of deficiencies as necessary.
 - Work to update and respond to servicing departments changing needs

30% General UCC support

- Oversee the management of the UCC office
- Provide operational goals, document general policy guidance and specific directions when special support services are required
- Monitor and evaluate office activities, implement changes when necessary

Minimum requirements include a Bachelor's degree in business, information management, communications, or related degree and four years of related experience including in a supervisory or lead role.

Based on a new job description, this position manages the operations of the City of Milwaukee's Unified Call Center which includes managing staffing, all activities, and ensures that the center is able to effectively respond to citizen requests for services and information. The Unified Call Center (UCC) provides residents with access to city information and non-emergency services through a single, multi-channel point of contact that includes the Call Center, online service request system, e-mail, and MKE mobile application. The UCC handles more than 90% of parking information, permission, and complaint calls on a daily basis. The UCC has made progress with other departmental calls, including the creation of "virtual" call coordination with the city hall operator and continuing joint efforts with Parking, the Milwaukee Water Works, the Department of Neighborhood Services, the Department of City Development, and several special programs in the areas of energy efficiency, housing programs, and city grants. The UCC also provides critical assistance to the Election Commission during local and national elections by receiving overflow calls and ensuring that voters are accurately informed and/or routed appropriately for further assistance.

The department has requested a downwards reclassification of the position, and based upon the proposed duties and responsibilities, the position's level of responsibility is now more comparable to that of the Public Information Manager in the City Clerk's Office in Pay Range 1FX (\$62,338 - \$87,270). We therefore recommend that this position be reclassified to UCC Operations Manager in Pay Range 1FX (\$62,338 - \$87,270).

Common Council-City Clerk

Current:	Workforce Development Coordinator	PR 2GX (\$51,469 - \$72,063)	One vacant position
Recommendation	Workforce Development Coordinator	PR 2GX (\$51,469 - \$72,063) FN: Appointment of Bernadette Karanja is authorized at the rate of \$2,769.24 biweekly.	One vacant position

City Clerk James R. Owczarski has requested authorization of a special recruitment rate of \$72,000 (\$2769.24 biweekly) for Bernadette Karanja to the position of Workforce Development Coordinator in Pay Range 2GX (\$51,469 - \$72,063). This rate is equal to the current rate of pay that she earns in her position with Milwaukee's Workforce Board.

Ms. Karanja holds a MBA degree from Alliant International University and has over 15 years of relevant work experience in workforce development, training, community outreach and public relations. Her combined relevant work and educational experience exceed the minimum qualifications for the position and make her exceptionally qualified for this position.

Given the importance of recruiting a candidate to fill this vital position, the challenges of recruiting qualified candidates, and the totality of the skills and experience of Ms. Karanja, this report recommends approval of this request.

Actions Required

Effective Pay Period 8, 2016 (March 27, 2016)

In the Salary Ordinance, under Pay Range 1IX delete the title "Budget and Policy Manager – Senior" and under Pay Range 1KX add the title "Financial Operations Manager".

In the Positions Ordinance, under Department of Administration, Budget and Management Division, delete one position of "Budget and Policy Manager – Sr (Y) and add one position of "Financial Operations Manager (Y)".

Effective Pay Period 23, 2016 (October 23, 2016)

In the Salary Ordinance, under Pay Range 1FX, add the title "UCC Operations Manager" and under Pay Range 1IX, delete the title "Call Center Operations and Analytics Manager".

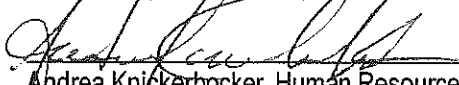
In the Positions Ordinance, under Department of Administration – Information and Technology Management Division, Unified Call Center, delete one position of "Call Center Operations and Analytics Manager" and add one position of "UCC Operations Manager".

Effective Pay Period 1, 2017 (January 1, 2017)

In the Salary Ordinance, under Pay Range 2EN, add the title "Laboratory Data Specialist" and attach footnote "8"; under Pay Range 2EX, delete the title "Project Coordinator – BIG"; and under Pay Range 2GX, add the title "IT Project Coordinator"; under Pay Range 2GX, under the title "Workforce Development Coordinator", add designation "6" with footnote to read as follows: "(6) Position held by Bernadette Karanja to be paid at \$2,769.24 biweekly." ; under Pay Range 2IX, add the title "ReCAST Program Manager" and designation "5" with footnote to read as follows: "(5) Recruitment at any rate in the pay range with the approval of DER and the Chair of Finance."

In the Positions Ordinance, under Department of Administration – Information and Technology Management Division, Applications and Development Section, delete one position of "Project Coordinator" and add one position of "IT Project Coordinator"; under Health Department, Office of Violence Prevention, add one position of "ReCAST Program Manager" and one position of "Administrative Assistant III"; under Disease Control and Environmental Health Services Division, Laboratory Services Division, delete one position of " IT Support Specialist (D)" and add one position of "Laboratory Data Specialist (D)".

Prepared By: 
Sarah Trotter, Human Resources Representative

Reviewed By: 
Andrea Knickerbocker, Human Resources Manager

Reviewed By: 
Maria Monteagudo, Employee Relations Director