



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

March 12, 2026

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 251655 – Communication from the Department of Employee Relations the following report has been approved at the City Service Committee meeting on March 10, 2026.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on March 10, 2026.

Common Council-City Clerk

Current	Recommendation
New Position in 2026 Budget	Policy and Administration Coordinator PR 2LX (\$75,162 - \$108,380) FN: Recruitment is at \$82,677 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Common Council-City Clerk – Central Administration Division

Current	Recommended
New Positions	Youth Development Coordinator PR 2FX (\$58,656 – \$73,907) FN: Recruitment is at \$62,592 (Two Positions [1 position 0.50 FTE])

Note: Residents receive a 4% Resident Incentive Allowance.

Department of Administration – Office of African American Affairs

Current	Recommended
(One New Position)	Office Assistant III PR 6GN (\$44,909 - \$55,508) (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Department of Administration – Office of Community Wellness and Safety

Current	Recommended
(One New Grant-funded Position)	Community Outreach Specialist PR 2GN (\$54,619 - \$78,768) FN: Recruitment is at \$65,112 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Election Commission – Seasonal Staff

Current	Recommended
<p>Temporary Early Voting Coordinator (0.75 FTE) PR 9HN (\$51,250 – \$73,907) FN: Recruitment is at \$64,264 FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)</p>	<p>Seasonal Election Program Assistant PR 9HN (\$51,250 – \$73,907) FN: Recruitment is at \$62,229 (Two Positions [0.53 FTE])</p>
<p>Temporary Office Assistant II (0.39 FTE) PR 9FN (\$37,114 – \$50,696) FN: Recruitment is at \$40,826 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (11 Positions)</p>	<p>Seasonal Election Worker Lead PR 9KN (\$43,023 – \$55,397) FN: Recruitment is at \$44,909 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (12 Positions [0.72 FTE])</p>
	<p>Seasonal Election Worker II PR 9FN (\$37,114 – \$50,696) FN: Recruitment is at \$40,826 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (160 Positions [0.39 FTE])</p>
<p>Temporary Office Assistant I PR 9FN (\$37,114 – \$50,696) FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (Underfill Title)</p>	<p>Seasonal Election Worker I PR 9FN (\$37,114 – \$50,696) FN: Incumbents are limited to the minimum of the range. FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (Underfill Title)</p>
<p>Temporary Election Laborer (0.73 FTE) PR 9BN (\$44,862 – \$55,209) (6 Positions)</p>	<p>Seasonal Election Laborer II PR 9BN (\$44,862 – \$55,209) FN: Recruitment is at \$47,105 (15 Positions [0.73 FTE])</p>
	<p>Seasonal Election Laborer I PR 9BN (\$44,862 – \$55,209) FN: Incumbents are limited to the minimum of the range. (Underfill Title)</p>

Note: Residents receive a 4% Resident Incentive Allowance.

Milwaukee Health Department – Environmental Health Division

Current	Recommended
<p>New Positions</p>	<p>Beach Water Monitoring Technician PR 9PN (\$33,110 - \$40,833) FN: Recruitment is at \$47,840 (Two Positions [0.11 FTE])</p>

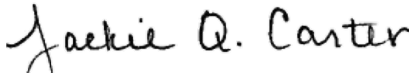
Note: Residents receive a 4% Resident Incentive Allowance.

Municipal Court – Courtroom Proceedings

Current	Recommended
Court Social Worker PR 2FN (\$51,250 – \$73,907) FN Recruitment is at \$64,841. (One Position)	Court Social Worker Coordinator PR 2JX (\$66,154 – \$95,390) FN Recruitment rate is at \$84,176. (One Position)
(One New Position)	Office Assistant IV PR 6KN (\$49,095 – \$60,681) FN Recruitment rate is at \$49,399. (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Respectfully,



Jackie Q. Carter

Jackie Q. Carter, Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement



Department of Employee Relations

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Mayor

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Molly King
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Job Evaluation Report

City Service Commission Meeting: March 10, 2026

Common Council-City Clerk

Current	Recommendation
New Position in 2026 Budget	Policy and Administration Coordinator PR 2LX (\$75,162 - \$108,380) FN: Recruitment is at \$82,677 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

This new position will establish capacity within the department to support local economic development, and manage the identification, development, and support of Innovation Districts city-wide. The position will provide policy and administration expertise to the Common Council in local economic development.

Responsibilities include:

- **Economic Development Liaison:** Serve as an economic development liaison between Council Members and business improvement district boards, local business and property owners, City departments and public agencies; identify, report on and seek direction from Council Members as to local opportunities for economic development; educate business and property owners about supportive programs, public funding, zoning and planning processes; monitor local BID activities and report same to Council Members.
- **Innovation District Program:** Work with the Common Council, public agencies, businesses, civic organizations, property owners, and other stakeholders to develop programming and legislation incentivizing support and engagement with the City's innovation district initiative; research and identify characteristics of successful mixed-use innovation hubs and recommend policies to support development of same within the City's innovation districts; develop key performance indicators for assessing the impact and effectiveness of innovation district designation and activities; research and prepare reports summarizing findings; identify suitable locations and participants for future innovation district designations; identify and pursue funding opportunities, including grant writing, to support the innovation district initiative.
- **Research and Policy Analysis:** Pursue research and policy analysis by monitoring community trends, issues that impact local economic development, the development of innovation districts, and the City. Make recommendations and/or define policy alternatives on current issues and trends. Support Council Members on developing legislation.
- **Public Engagement:** Engage in media and communication initiatives for print, written, verbal and online interactions for press conferences and statements, talking points, newsletters and online social media

- Community and Neighborhood Relations: Represent the Common Council at various civic, committee, and governmental functions, including neighborhood and community meetings.

Minimum requirements include a bachelor's or master's degree in business, public administration, communications, political science, or related field and three years of related experience. Equivalent combinations of education and experience will be considered. DER has not yet assessed these minimum requirements.

Other positions within City of Milwaukee government departments with a focus on policy development include the following:

Department	Title	Pay Range	Pay Range Minimum	Title Minimum	Pay Range Maximum
CCCC	Policy and Administration Director	2NX	\$85,366	\$101,391	\$123,106
DOA-Budget	Budget and Fiscal Policy Manager	2MX	\$80,098	\$98,272	\$115,501
DOA-Vision Zero	Vision Zero Policy Director	2MX	\$92,478	\$97,066	\$115,501
Mayor	Policy and Administration Manager	2MX	\$92,478	\$92,478	\$115,501
DCD	Neighborhood Business Development Specialist	2LX	\$75,162	\$92,478	\$108,380
DOA-BUDGET	Budget and Fiscal Policy Analyst IV	2LX	\$75,162	\$82,677	\$108,380
CCCC MAYOR	Policy and Administration Coordinator	2LX	\$75,162	\$82,677	\$108,380
DOA-BUDGET	Budget and Fiscal Policy Analyst III	2KX	\$70,501	\$77,551	\$101,665

Policy and Administration Director:

Provides staff assistance to the Common Council President and manages the staff and office work flow. Responsibilities include monitoring and briefing the Council President on pending legislation and policy issues; monitor community trends and make recommendations on policy alternatives; and support the Council President on developing legislation.

Budget and Fiscal Policy Manager:

Manage a team of professional budget analysts in the conduct of budget analysis; budget administration; policy, productivity and management studies; and other analytic tasks related to major policy areas of city government. Primarily responsible for policy direction of major city programs as well as functions and activities throughout the Budget and Management Division. Assists the Budget & Management Director and the Budget and Fiscal Policy Operations Manager in coordinating and managing the overall efforts of the Division.

Vision Zero Policy Director:

Lead the City's efforts towards achieving the goal of eliminating all fatalities and serious injuries from traffic violence; be the City's leader in coordinating comprehensive, systems level approaches to this goal; and work across City departments and with community members and organizations to advance initiatives related to Vision Zero.

Policy and Administration Manager:

Serve as point of contact for community and business organizations and serve as the point of contact for MPS and policy decisions related to education. Monitor and review all city legislation and perform any

other administrative duties and special projects a may be assigned by the Mayor or Chief of Staff. Will assist with identifying and creating media opportunities.

Neighborhood Business Development Specialist:

Coordinate economic development initiatives in the City's neighborhood commercial districts and serve as compliance officer for all City Business Improvement Districts and Neighborhood Improvement Districts. Assist Common Council members to bring to fruition their vision of development and business formation in their districts, by providing direct assistance to property and business owners.

Budget and Fiscal Policy Analyst IV:

Serves as a highly experienced professional budget, management, and fiscal policy analyst. Performs functions that are critical to developing the Mayor's annual budget, monitors the impact of expenditures, and proposes operating and capital annual budgets, revenues, and fiscal policy for at least one operationally or financially complex department, fund, or program in addition to several other city departments.

Policy and Administration Coordinator

Support the Mayor's Office Policy Team function of identifying and leading policies, programs, and initiatives to advance the Mayor's priorities and vision. Perform basic research and policy analysis functions. Coordinate and project manage implementation of mayoral initiatives as well as departmental initiatives that require Mayor's Office oversight. Represent the Mayor in coalitions related to the Mayor's policy priorities. Support Policy Team functions, like implementation of the Mayor's performance management system for departments. Lead coordinator of select high-profile Mayoral public events, with the support of the Mayor's Office Outreach and Administrative Teams.

Budget and Fiscal Policy Analyst III

Serves as an experienced budget, management, and fiscal policy analyst. Performs functions that are critical to developing the Mayor's annual budget, monitor the impact of expenditures, and propose operating and capital annual budgets, revenues, and fiscal policy for at least one operationally or financially complex department, fund, or program, in addition to several other city departments.


Analysis and Recommendation

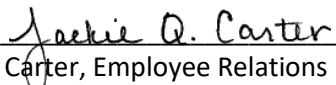
This new Policy and Administration Coordinator will establish capacity within the department to support local economic development, and manage the identification, development, and support of Innovation Districts city-wide. The position is expected to work with considerable independence in performing job duties and responsibilities as directed by the City Clerk and the Council President.

In making comparisons to other policy and development focused positions, the analysis is that the level of responsibility and scope of work is comparable to that of the Neighborhood Business Development Specialist in the Department of City Development as well as the Policy and Administration Coordinator in the Mayor's Office. Based on this comparability, the recommendation is to classify this new position as Policy and Administration Coordinator in Pay Range 2LX (\$75,162 - \$108,380 with a minimum rate of \$82,677.)

Action Required – Effective Pay Period 7, 2026 (March 15, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Jackie Q. Carter, Employee Relations Director



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Job Evaluation Report

City Service Commission Meeting: March 10, 2026

Common Council-City Clerk – Central Administration Division

Current	Recommended
New Positions	Youth Development Coordinator PR 2FX (\$58,656 – \$73,907) FN: Recruitment is at \$62,592 (Two Positions [1 position 0.50 FTE])

Note: Residents receive a 4% Resident Incentive Allowance.

The Common Council-City Clerk’s Office has requested the classification of two new positions, one full-time, one part-time, within the Central Administration Division. These positions were added as part of the 2026 Budget. A job description was provided and discussions were held with Dana Zelazny, Deputy City Clerk.

Background

Common Council members and City Clerk staff assigned to the Milwaukee Youth Council have identified a need for coordination and outreach to accelerate the work of youth engagement and connect young Milwaukeeans with opportunities for personal and professional growth and development.

Summer 2025 marked the first year that young people (10 youth) participated in an Earn & Learn initiative housed in the Common Council-City Clerk’s Office. This part-time, project-based, paid summer program relied on the voluntary supervision of a Common Council member and not designated staff. The Common Council-City Clerk’s Office lacks the dedicated staff capacity to support a year-round commitment to growing City of Milwaukee youth services or a full cohort of Earn & Learn participants.

These positions, one full-time and one part-time, will allow the Common Council-City Clerk’s Office to expand youth services, engagement, mentoring, internship, employment, and Youth Council activities.

Youth Development Coordinator

Current	Recommended
New Position	Youth Development Coordinator PR 2FX (\$58,656 – \$73,907) FN: Recruitment is at \$62,592 (Two Positions [1 position 0.50 FTE])

This position will coordinate the activities of the youth-related community outreach programs, projects and initiatives for which the Common Council-City Clerk's Office has administrative responsibility, in whole or in part, or for which it is a partner or stakeholder, to serve as a liaison between internal

divisions of the office, other City departments and government agencies, local elected officials, and community stakeholders:

85% Essential Functions:

- Provide leadership and support for the activities of various youth-related community outreach, workforce, mentorship, apprenticeship and engagement programs, projects and initiatives of the office, or for which the office is a partner or stakeholder, to include coordinating the planning and execution of related special events, conferences and summits.
- Develop and implement the department's summer youth employment program, including scheduling activities and learning opportunities with City departments, government agencies and community stakeholders, transporting and supervising youth participants.
- Serve as a liaison between internal divisions of the office, other City departments and government agencies, local elected officials, and community stakeholders in the establishment or enhancement of the activities of new or existing programs, projects and initiatives of the office to align to the strategies developed to address issues as identified.
- Provide guidance to the Milwaukee Youth Council and act as a liaison with parents, guardians, school administrators, City departments and government agencies, local elected officials, and community stakeholders; support recruitment efforts for vacant positions.
- Advocate for youth interests within City processes, highlighting needs and perspectives to inform program development and policy discussions.
- Promote equitable access to resources and opportunities for Milwaukee youth, particularly those from historically underserved communities.
- Create systems and metrics to document, monitor, and measure the effectiveness of programs and projects.

15% Peripheral Duties:

- Maintain numerical and qualitative data to track, monitor, and improve programs and projects.
- Direct the work of temporary and part-time staff, interns and volunteers.
- Prepare reports and other written documents.
- Support budget development and assist in monitoring expenditures for youth initiatives as assigned; assist in identifying and cultivating funding sources, including grant writing.

Minimum qualifications include an associate's degree in education, public administration, community engagement, or other related fields. At least 2 years of experience in youth-related community engagement, workforce development, education, or another related field. Equivalent combinations of education and experience may be considered. A valid driver's license and properly insured vehicle to be used on the job at the time of appointment and throughout employment.

This new position is located in the Common Council-City Clerk's Office, Central Administration Division, Office of Youth Engagement. The City Clerk and Deputy Clerk will provide general direction, policy and special technical guidance. Work assignments and approval of technical work may be provided by Common Council members and division management. This position requires high degree of personal initiative and motivation.

Analysis

This job evaluation focuses on the pay for similar titles in Southeastern Wisconsin. The following table provides wage information from the Economic Research Institute (ERI) for Outreach Specialist, a job with comparable knowledge, duties, and responsibilities:

Outreach Specialist: Four Years of Experience

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
Kenosha	\$54,235	\$57,651	\$62,499	\$66,634	\$71,115
Madison	\$52,159	\$55,224	\$59,555	\$63,249	\$67,264
Milwaukee	\$53,232	\$56,493	\$61,104	\$65,035	\$69,303
Racine	\$50,970	\$54,130	\$58,604	\$62,424	\$66,576
Waukesha	\$52,964	\$56,220	\$60,827	\$64,756	\$69,024
Wauwatosa	\$52,948	\$56,194	\$60,786	\$64,702	\$68,955
West Allis	\$53,141	\$56,399	\$61,002	\$64,926	\$69,185


Source: ERI as of 1/1/2026


Recommendation

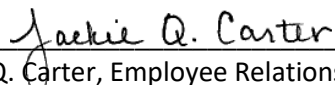
These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified Voter Engagement Coordinator position. Based on this comparison, the recommendation is to classify these positions as Youth Development Coordinator in Pay Range 2FX (\$58,656 – \$73,907), with a recruitment rate of \$62,592.

Action Required – Effective Pay Period 7, 2026 (March 15, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
 Amy E. Hefter, Human Resources Representative

Reviewed by: 
 Sarah Sinsky, Compensation Services Supervisor

Reviewed by: 
 Jackie Q. Carter, Employee Relations Director



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JOB EVALUATION REPORT

City Service Commission Meeting: March 10, 2026

Department of Administration – Office of African American Affairs

Current	Recommended
(One New Position)	Office Assistant III PR 6GN (\$44,909 - \$55,508) (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

Department of Administration – Office of Community Wellness and Safety

Current	Recommended
(One New Grant-funded Position)	Community Outreach Specialist PR 2GN (\$54,619 - \$78,768) FN: Recruitment is at \$65,112 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

This report classifies two new positions in the Department of Administration. One position, located in the Office of African American Affairs, is added through the 2026 budget. The other position, located in the Office of Community Wellness and Safety, is added through a Department of Labor grant. Job descriptions were provided by the departments and discussions were held with Carl Chopp, Administrative Services Manager.

Department of Administration – Office of African American Affairs

Current	Recommended
(One New Position)	Office Assistant III PR 6GN (\$44,909 - \$55,508) (One Position)

This position provides general administrative and clerical support to ensure efficient operations of the office; and is responsible for assisting with day-to-day filing, data entry, answering phones, organizing documents, and supporting staff with various administrative needs. Duties and responsibilities include:

- 40% Answer telephone calls, direct calls, and take messages; and provide excellent customer service to internal and external customers by phone and in person including responding to inquiries and explaining departmental policies and procedures.
- 15% Maintain schedules and calendars for meeting spaces, and staff, including meetings and vacation calendars.

- 10% Enter, update, and maintain data in various computer databases; and assist with entering payroll-related data and verifying time entry.
- 10% Maintain files in both paper and electronic formats.
- 10% Prepare and process correspondence, reports, meeting agendas and minutes, clerical manuals, and other documents using Microsoft Word, Excel, PowerPoint, and other software. Proofread written materials to ensure accuracy and correct grammar, punctuation, vocabulary, and spelling.
- 5% Assist with setup for meetings and workshops.
- 5% Serve as a lead to train and direct clerical summer youth interns.
- 5% Perform other duties as assigned

Minimum requirements include eighteen years of age at time of application close; availability to work full-time during standard business hours (daytime, Monday – Friday) and occasional evenings and weekends; and one year of office support experience coordinating and working on a variety of clerical assignments related to the essential functions such as serving customers, using computers to enter data and prepare documents, and organizing files. The position requires attention to detail, strong organizational skills, and the ability to manage multiple tasks in a timely and professional manner.

The City of Milwaukee has numerous positions of Office Assistant III located in various departments. Generally, these positions perform complex administrative tasks requiring a command of automated systems, English writing conventions, and policies and procedures. Other functions may include data and file management, calendar management, mail and supplies processing, and cashiering.

One example is a position of Office Assistant III located in the Condemnation Section of the Department of Neighborhood Services. Duties and responsibilities of this position include preparing and processing correspondence, reports, meeting agendas and minutes, and other documents using Microsoft Word and other automated systems; screening telephone calls, answering questions and explaining departmental policies and procedures; using advanced features of software packages on a regular basis to produce computer documents; and maintaining supervisors’ schedules and managing calendars for staff.

This new position has duties, responsibilities and requirements that are comparable to other Office Assistant III positions in the City. We therefore recommend classifying this new position as Office Assistant III in Pay Range 6GN (\$44,909 - \$55,508).

Department of Administration – Office of Community Wellness and Safety

Current	Recommended
(One New Grant-funded Position)	Community Outreach Specialist PR 2GN (\$54,619 - \$78,768) FN: Recruitment is at \$65,112 (One Position)

This position supports the City of Milwaukee’s violence prevention efforts by leading mentorship, outreach, and leadership development initiatives for youth, particularly those at risk, justice-involved, or

impacted by community violence and gang involvement. Working in partnership with Employ Milwaukee and the Critical Response Team (CRT), this position oversees structured employment and personal development programs designed to reduce violence and promote positive life outcomes. This position ensures high-quality training, mentorship, and community engagement by guiding CRT members who lead youth employment cohorts and by integrating violence prevention, conflict resolution, and leadership development into all programming. Duties and responsibilities include:

30%

- Plan and facilitate meetings and events with system and community partners.
- Track and report on partnership engagement and impact of youth violence prevention activities in Milwaukee.

25%

- Research and share best practices for youth violence prevention in communities across the United States and the world.
- Develop innovative approaches for implementing violence prevention efforts in Milwaukee.
- Educate youth serving agency leaders on the Blueprint for Peace and provide support for aligning activities and services with the strategies in the Blueprint for Peace.
- Oversee the design, coordination, and delivery of youth mentorship, leadership, and employment development programs in partnership with Employ Milwaukee and the CRT.
- Ensure violence prevention, conflict resolution, and personal development strategies are fully integrated into all program components.
- Monitor program performance and outcomes to ensure alignment with grant requirements and City of Milwaukee objectives.

15%

- Provide direct support and guidance to youth participants, including those with histories of justice involvement, gang affiliation, or exposure to violence.
- Cultivate trust-based relationships with youth through consistent mentorship, positive reinforcement, and goal-focused conversations.
- Support CRT members in facilitating scenario-based learning, de-escalation practices, and leadership skill-building activities.

15%

- Collaborate with community organizations, schools, and City partners to strengthen referral networks and expand access to youth employment and development opportunities.
- Represent the Department of Community Wellness and Safety at community events, meetings, and collaborative planning sessions.
- Foster partnerships that promote non-violence, community healing, and youth empowerment across Milwaukee neighborhoods.
- Assist with citywide community outreach events and violence prevention campaigns as assigned.
- Support department initiatives, trainings, or special projects that align with the mission of the Department of Community Wellness and Safety.

10%

- Collect and maintain accurate participant data, attendance, and progress tracking in accordance with Department of Labor grant guidelines.

- Prepare regular reports summarizing program outcomes, challenges, and success stories for internal and external stakeholders.
- Use data insights to refine programming and demonstrate impact to funders and partners.

5% Perform other duties as assigned


Minimum requirements include a bachelor's degree in a human services field such as public health, social work, education, health education, or related field; and one year of experience in program facilitation in the area of human services, community violence prevention, crisis response and trauma support, or focused youth violence prevention. Being bilingual in Spanish is preferred but not required. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

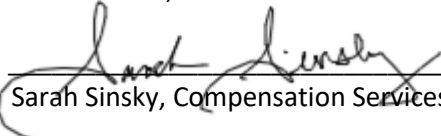
The City currently has seven other Community Outreach Specialist positions. While these positions may have different areas of focus, they have comparable duties, responsibilities, and requirements. Functions may include public education; coordination and training; community outreach, collaboration, and program promotion; community relations; and data collection and reporting. For example, one Community Outreach Specialist position in the Health Department plans, promotes, coordinates, and analyzes group and community public health interventions to reduce the harm caused by overdose and substance misuse. This position also has duties related to public education, collaboration and program promotion, and data collection and reporting. Requirements include a bachelor's degree and one year of related experience.

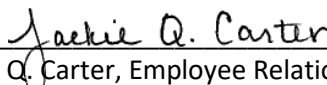
A review of these positions indicate that this new grant-funded position has comparable duties, responsibilities and requirements to the requested classification of Community Outreach Specialist. We therefore recommend this new grant-funded position be classified as Community Outreach Specialist in Pay Range 2GN (\$54,619 - \$78,768) with a recruitment rate of \$65,112.

Action Required – Effective Pay Period 7, 2026 (March 15, 2026)

* See addendum included in CCFN for Salary and Position Ordinance changes.

Prepared by: 
Sarah Trotter, Human Resources Manager, Part-Time

Reviewed by: 
Sarah Sinsky, Compensation Services Supervisor

Reviewed by: 
Jackie Q. Carter, Employee Relations Director



Department of Employee Relations

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Labor Negotiator

Job Evaluation Report (Revised March 10, 2026)

City Service Commission Meeting: March 10, 2026

Election Commission – Seasonal Staff

Current	Recommended
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Note: Residents receive a 4% Resident Incentive Allowance.

The Milwaukee Election Commission (MEC) has requested a study of its Seasonal Staff positions. The department seeks to better align seasonal administrative support positions to create work efficiencies and develop a career track for seasonal staff from intermittent to fulltime City employment. Job descriptions were provided and discussions were held with Paulina Gutiérrez, Election Commission - Executive Director, and Maricha Harris, Election Commission - Deputy Director.

Background

The City of Milwaukee Election Commission’s mission is to ensure that elections are administered in a fair, transparent, equitable and accessible manner in order to instill voter confidence in the democratic process.

Given the unique nature of election administration, seasonal election workers, especially those with previous election experience, are critical to sustain. An election season typically begins in December on an odd year and runs through May of the following odd year, creating a 16-month season with three election cycles whereby seasonal workers are hired to complete various duties in order to prepare, administer and reconcile each election. During a 16-month season, the Milwaukee Election Commission will administer six (6) regularly scheduled elections (two elections within each of the three cycles). Prior to an election, the Election Commission employs approximately 154 seasonal staff. The majority of seasonal election workers and laborers return every year to work elections, and can work in various duties and position titles.

The Election Commission has requested the seasonal staff positions be retitled from temporary to seasonal in recognition of the 16-month election season. Developing a seasonal election worker job series will aid in recruitment and retention of seasonal staff. It will also create a career track from seasonal part-time staff to full-time City employment.

Additionally, as technology and the election environment changes, MEC must adjust operations, increase training and enhance security to accommodate growing voter turnout, increased security needs, and statutory changes to election administration. Expanding the number of seasonal positions provides a more strategic approach to training and hiring so that specific duties are better aligned with positions.

Duties and Responsibilities

Seasonal election staff provide support to full-time election staff during pre- and post-election timeframes, approximately 8 to 10 weeks before and after an election. Key duties include completing various election administrative tasks required by state law.

Essential Functions for all Seasonal Election Worker titles:

Administrative:

- Assist with operational efficiency by serving customers and providing clerical support including receptionist duties, typing documents, data entry and recordkeeping.
- Maintain files in both paper and electronic formats.
- Prepare and process correspondence, reports, meeting agendas and minutes and other documents using Microsoft Word and other systems.
- Enter, update, and maintain data in various computer databases.
- Sort and distribute mail to ensure it reaches the proper recipients.
- Assist with completing and mailing election materials.
- Complete various election administrative tasks required by state law.
- Handle election materials under the supervision of a full-time election official; process voter registrations, assemble election supply kits, reconcile post-election numbers, review forms for compliance, complete data entry, label, sort, and a variety of other tasks.

Customer Service:

- Answer telephones, direct calls, and take messages.
- Provide excellent customer service to internal and external customers by phone and in person, including responding to inquiries and explaining departmental policies and procedures. This includes providing customer service to voters, including reception desks at Election Commission offices and at public events, voter registration interactions, and/or early voting (in person absentee voting and/or special voting deputy voting).
- Solve problems while handling various voter inquiries and represent the Election Commission in a professional manner to members of the public.

Election:

- Complete state required training and maintain state and locally required standards in order to administer elections in the City of Milwaukee.
- Obtain access and understand the state's WisVote system (must complete training to qualify for WisVote access).
- Administer the absentee balloting process, which can include various administrative tasks required to process early voting, drop-boxes, special voting deputies, and/or vote by mail ballots.

- Complete state mandated post-election duties, which can include reconciling voter participation with votes processed, complete data entry for election day registrations, and prepare election materials for storage.

Minimum Qualifications for all titles:

- Must be a qualified elector of the State of Wisconsin meeting the following criteria:
 - Must be at least 18 years of age at time that the application closes.
 - Must have resided in Wisconsin for at least 28 consecutive days.
 - Not disqualified from voting (i.e., not currently serving a felony sentence, including extended supervision, or be adjudicated incompetent).
- Successfully complete Wisconsin Election Commission required election training, including WisVote certification.

Special Condition of Employment for all titles:

Must be able to work overtime and weekends as needed. Some overtime will be mandatory to meet the needs of the Election. (Election Day lasts from 5:30 a.m. until approximately 11:00 p.m.)

Seasonal Election Worker I

Perform essential functions.

Meet minimum qualifications.

Seasonal Election Worker II

Perform essential functions.

Meet minimum qualifications; additional qualification: At least six (6) months of experience in a citywide and/or general election.

Seasonal Election Worker Lead

Perform essential functions. In addition, to Seasonal Election Worker duties, incumbents of this position lead teams of Seasonal Election Workers to ensure that policies and procedures are being followed and that all work products developed by assigned teams are accurate and of highest quality.

Meet minimum qualifications; additional qualification: at least one (1) year of experience in a citywide and/or general election.

Seasonal Election Program Assistant

Perform essential functions. In addition to Seasonal Election Worker duties, incumbents assist with the planning and assigning temporary staff to key pre- and post-election duties; serve as a quality assurance expert, providing guidance and error checking for work completed by

seasonal election workers; report and track any issues and/or concerns that may arise to permanent Election Commission staff.

Meet minimum qualifications; additional qualifications: four (4) years of progressively responsible administrative support experience performing duties closely related to the position; at least one (1) year of experience in a citywide and/or general election.

Minimum Qualification for all Seasonal Election Laborer titles:

- Complete and pass a physical aptitude exam.
- A valid Wisconsin driver's license required at the time of appointment and throughout employment.

Seasonal Election Laborer I

Ensure that the City of Milwaukee Election Commission has all of its materials, supplies and equipment ready for election season. This includes performing the manual labor duties. This position maintains the chain of custody on all election equipment and supplies for election day at all times. In addition to delivering materials and equipment, incumbents of this position also assist in troubleshooting and track testing on election equipment.

Meet minimum qualifications.

Seasonal Election Laborer II

Perform essential functions. In addition to Seasonal Election Laborer I duties, incumbents of this position prioritize and assign specific tasks to individual team members to ensure on-time completion of overall objectives; coordinate breaks and lunches with team members to ensure compliance with work rules. Conduct quality assurance checks to ensure all identified supplies and equipment have arrived to their designated locations. Conduct audits of transported supplies to off-site locations to ensure timely delivery of equipment.

Meet minimum qualifications; additional minimum qualification: At least one (1) year of experience in a citywide and/or general election.

Recommendation

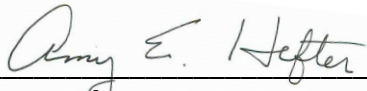
Current	Recommended
Temporary Early Voting Coordinator (0.75 FTE) PR 9HN (\$51,250 – \$73,907) FN: Recruitment is at \$64,264 FN: Appointment may be at any rate in the pay range with the approval of DER. (One Position)	Seasonal Election Program Assistant PR 9HN (\$51,250 – \$73,907) FN: Recruitment rate is at \$62,229 (Two Positions [0.53 FTE])

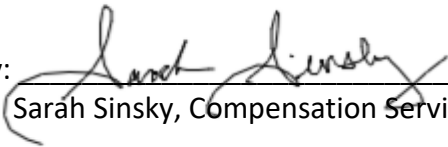
<p>Temporary Office Assistant II (0.39 FTE) PR 9FN (\$37,114 – \$50,696) FN: Recruitment is at \$40,826 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (11 Positions)</p>	<p>Seasonal Election Worker Lead PR 9KN (\$43,023 – \$55,397) FN: Recruitment is at \$44,909 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (12 Positions [0.72 FTE])</p>
	<p>Seasonal Election Worker II PR 9FN (\$37,114 – \$50,696) FN: Recruitment is at \$40,826 FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (160 Positions [0.39 FTE])</p>
<p>Temporary Office Assistant I PR 9FN (\$37,114 – \$50,696) FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (Underfill Title)</p>	<p>Seasonal Election Worker I PR 9FN (\$37,114 – \$50,696) FN: Incumbents are limited to the minimum of the range. FN: Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status. (Underfill Title)</p>
<p>Temporary Election Laborer (0.73 FTE) PR 9BN (\$44,862 – \$55,209) (6 Positions)</p>	<p>Seasonal Election Laborer II PR 9BN (\$44,862 – \$55,209) FN: Recruitment is at \$47,105 (15 Positions [0.73 FTE])</p>
	<p>Seasonal Election Laborer I PR 9BN (\$44,862 – \$55,209) (Underfill Title)</p>

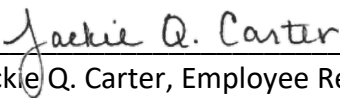
Note: Residents receive a 4% Resident Incentive Allowance.

Action Required – Effective Pay Period 8, 2026 (March 29, 2026)

*Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
Amy E. Hefter, Human Resources Representative

Reviewed by: 
Sarah Sinsky, Compensation Services Supervisor

Reviewed by: 
Jackie Q. Carter, Employee Relations Director



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: March 10, 2026

Milwaukee Health Department – Environmental Health Division

Current	Recommended
New Positions	Beach Water Monitoring Technician PR 9PN (\$33,110 - \$40,833) FN: Recruitment is at \$47,840 (Two Positions [0.11 FTE])

Note: Residents receive a 4% Resident Incentive Allowance.

The Milwaukee Health Department has requested the classification of two (2) new limited-term positions included in the 2026 Budget. Job descriptions were provided and discussions were held with Sarah Wallisch, Human Resources Representative and Lindsey O'Connor, Health Department Human Resources Administrator.

Background

As part of the Beaches Environmental Assessment and Coastal Health Act (BEACH Act) Beach Water Monitoring Technicians perform beach water sampling in compliance with water quality monitoring requirements of the federal BEACH Act. The BEACH Act required the U.S. Environmental Protection Agency to develop performance criteria for testing, monitoring, and notifying public users of possible coastal recreation water problems.

This work was previously completed through a contract with UW-Milwaukee. These positions are grant funded through the DNR Beach Monitoring program. Beach Water Monitoring Technicians are limited-term positions typically working 15 hours a week from May through September, the mandated DNR sampling season.

Beach Water Monitoring Technician

Current	Recommended
New Positions	Beach Water Monitoring Technician PR 9PN (\$33,110 - \$40,833) FN: Recruitment is at \$47,840 (Two Positions [0.11 FTE])

Under the direction of the Assistant Laboratory Director, this position will collect Milwaukee beaches water samples and record EPA/DNR survey data in the field, process and examine microbiological samples in the laboratory, analyze and enter data in the laboratory information management system and online portals, and conduct annual sanitary surveys as it relates to local, state, and federal guidelines. Duties and responsibilities include:

50% Field Testing:

- Regular collection of water samples at up to three Milwaukee Beaches, in accordance with DNR guidelines, including wading into Lake Michigan water to submerge water collection equipment.
- Collection of water samples for special events along the lake shore (ex. USA Triathlon, Dragon Boat races).
- Documenting lake and meteorological data such as wind speed and direction, water temperature, water clarity, etc.
- Documenting beach “hygiene” data by observing animals present, plastics in beach sand, presence of algae, etc.
- Documenting current sign posting condition and reporting incorrect signage to the MHD Emergency Preparedness Environmental Health (EPEH) team.
- Follows standard operating procedures for sample collection, record keeping, and chain of custody.

25% Laboratory Testing:

- Preparing water samples for microbiological testing, such as filtering samples or setting up more complex testing (e.g. PCR).
- Assisting MHDL Microbiologists with culture-based assays related to coliform and E. coli testing.
- Analyzing test results.
- Assisting with QA/QC testing.
- Assisting with R&D as needed.

25% Data Entry and Reporting:

- Entering laboratory results into MHDL’s Laboratory Information Management System (LIMS).
- Supporting data entry for public information with the EPEH team.
- Communicating results to Laboratory Leadership and the EPEH Team.
- With assistance from the Assistant Laboratory Director and Senior Microbiologist, writing an annual report of Beach Season activities, results, challenges, and potential system improvements.
- Completion of Annual Sanitary Beach Survey identifying and correlating parameters such as land use in watershed, meteorological, geographic/hydrographic, flora/fauna presence, and other data.

Minimum qualifications include two (2) years basic laboratory experience while working toward a degree in Biology, Microbiology, Molecular Biology, Environmental Science, Water Science and Technology, or Water Resources, including experience conducting field water testing or obtaining samples, Interest in conducting field-based assignments along the shores of Lake Michigan.

This new position is located in the Milwaukee Health Department’s Environmental Health Division, after onboarding and training, completion of field assignments will be conducted with minimal supervision. Laboratory assignments will be done in collaboration with MHD Microbiologist and/or Microbiologist – Senior. Daily data entry and reporting will be completed under minimal supervision. Annual reports and

other deliverables will be done in collaboration with the Assistant Laboratory Director and other Senior Staff.

Analysis and Recommendation

DER Compensation staff made comparisons to internal City Positions and determined the following positions perform work of a similar level and complexity to the position of Beach Water Monitoring Technician:

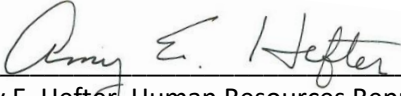
Classification	Function
<p>Title: Medical Laboratory Technician Pay Range: 3MN (\$51,121 – \$66,701) Recruitment is at \$52,949 Department: Milwaukee Health Department – Clinical Services</p>	<p>The Medical Laboratory Technician (MLT) performs laboratory testing of clinical samples and provides analytical testing support to the Milwaukee Health Department Laboratory (MHDL). Process and analyze clinical specimens in a Clinical Laboratory Improvement Amendments (CLIA) certified laboratory. Performs specimen accessioning and resulting in the Laboratory Information Management System (LIMS) and the Electronic Medical Records (EMR) system. Performs maintenance and repair of instrumentation and document quality control activity per regulatory guidelines and MHDL standards. Performs routine blood draws for adult patients at MHD Health Centers.</p>
<p>Title: Water Laboratory Technician Pay Range: 3MN (\$51,121 – \$66,701) Recruitment is at \$52,949 Department: Department of Public Works – Milwaukee Water Works</p>	<p>Water Laboratory Technician collects and analyzes water samples to ensure potable drinking water for Milwaukee Water Works (MWW) customers. Collects and analyzes water samples from pre-set sites on a scheduled basis. Coordinates and conducts citywide distribution system sampling to test for compliance with bacteriological and chemical parameters. Responds to customer complaints by determining the appropriate type and location of samples to collect; facilitates the collection of samples to assess water quality. Conducts field tests, including the use of multi-parameter analyzers and other meters to assess water quality conditions.</p>


Classification	Function
Title: Engineering Intern Pay Range: 9PN (\$33,110 - \$40,833) Recruitment Rate is at \$34,898 Department: Department of Public Works – Infrastructure, Sewer Maintenance and Milwaukee Water Works	Engineering Interns assist engineers, architects, engineering technicians, public works inspectors, and bridges and buildings inspectors with various engineering and construction inspection tasks. Assists engineers with record keeping, design plans, specifications, and field inspections. Assists engineering technicians with field work and record keeping. Assists Department of Public Works (DPW) inspectors with project inspections and record keeping.

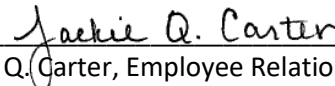
The duties, responsibilities, and requirements are currently comparable to the work performed by the Lab Technicians but the knowledge, skill and ability needed are comparable to that of the already classified Engineering Interns. Based on this comparison, the recommendation is to classify this new position as a Beach Water Monitoring Technician in Pay Range 9PN (\$33,110 - \$40,833) with a recruitment rate is at \$47,840; due to the technical knowledge of basic laboratory experience required.

Action Required – Effective Pay Period 7, 2026 (March 15, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
Amy E. Hefter, Human Resources Representative

Reviewed by: 
Sarah Sinsky, Compensation Services Supervisor

Reviewed by: 
Jackie Q. Carter, Employee Relations Director



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Job Evaluation Report (Revised March 10, 2026)

City Service Commission Meeting: March 10, 2026

Municipal Court – Courtroom Proceedings

Current	Recommended
Court Social Worker PR 2FN (\$51,250 – \$73,907) FN Recruitment is at \$64,841. (One Position)	Court Social Worker Coordinator PR 2JX (\$66,154 – \$95,390) FN Recruitment rate is at \$84,176. (One Position)
(One New Position)	Office Assistant IV PR 6KN (\$49,095 – 60,681) FN Recruitment rate is at \$49,399. (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Municipal Court has requested the reclassification of Court Social Worker and classification of one new position of Office Assistant IV within the Court Alternative Services Division. Job descriptions were provided and discussions were held with Tea Norfolk, Chief Court Administrator, and Charles Hughes, Deputy Court Administrator.

Background

In the 2026 Budget the Municipal Court is bringing Court Alternative Services (CAS) in-house. The CAS program started in 1983. Since the inception of this program, these services were contracted out to a vendor that provided referral services to defendants and oversaw the administration of the CAS program.

This position will be standing up the CAS program. The Municipal Court provided additional details as it relates to the supervisory and program leadership coordination duties and responsibilities of the position of Court Social Worker. As a result of this information DER Compensation Staff has determined reclassification is necessary. The Office Assistant IV position was created as part of the 2026 Budget Process to provide administrative support to the CAS program.

Court Social Worker Coordinator

Current	Recommended
Court Social Worker PR 2FN (\$51,250 – \$73,907) FN Recruitment is at \$64,841. (One Position)	Court Social Worker Coordinator PR 2JX (\$66,154 – \$95,390) FN Recruitment rate is at \$84,176. (One Position)

The Court Social Worker Coordinator is the lead worker for the CAS program. This position will supervise the work of two (2) Court Caseworkers and one Office Assistant IV. The Court Social Worker Coordinator supports the development, execution, and continued success of the CAS program through program oversight, data tracking, and human services best practices. This position will work with defendants (including juveniles), community partners, and other organizations on diversion initiatives related to: mental health, alcohol and drug abuse (AODA), employability, housing, and other resources. The Court Social Worker Coordinator will utilize these initiatives to further the Courts mission of continuing to provide fair and reliable adjudication of cases.

This position will work independently with special assignments and task being outlined by the Chief Court Administrator, Deputy Court Administrator, and any of the Municipal Judges. Duties and responsibilities include:

60% Case Management Oversight:

- Support the development, integration, and monitoring of program goals, objectives and outcomes in tandem with the Deputy Court Administrator.
- Evaluate staff work performance, provide mentoring, and assist the Deputy Court Administrator with completing annual performance appraisals.
- Oversee the treatment referral process (through needs assessments) for all service options for defendants such as, but not limited to: mental health, AODA, community service, etc.
- Collaborate with Court managers and leadership to regularly assess the program and make recommendations and improvements where necessary.
- Provide leadership, support and training for CAS staff and support the Deputy Court Administrator in addressing CAS staff personnel issues.
- Review and approve/deny defendant referrals (including juveniles) to the CAS program from the Municipal Judges and various partners such as: Milwaukee Police Department (MPD), Milwaukee County Sheriff's Office (MCSO), Marquette Police Department (MUPD), Wisconsin Department of Corrections (DOC), community-based programs and treatment providers, and attorneys (city attorneys or private attorneys).
- Facilitate the Interview/Screening/Assessment process for all potential participants in the program.
- Assess, identify, and support the implementation of appropriate financial alternatives for individuals enrolled in the CAS program.
- Ensure completion of the Statement of Financial Condition for all potential participants in the CAS program.
- Facilitate the treatment referral process for various service options for defendants such as, but not limited to: mental health, AODA, community service, etc.
- Act as liaison between the defendant and the service provider/community service organization (CSO) site to help address issues as they arise.

- Monitor defendant outcomes through ongoing contact and coordination with treatment providers and CSO site supervisors.
- Periodically appear in the various municipal courtroom proceedings in the absence of caseworkers assigned to particular defendant.
- Balance the defendant workload amongst the various caseworkers based on the needs of the department.
- Support the Deputy Court Administrator in addressing issues with the case management process as they arise.

20% Community Linkage and Advocacy:

- Assign caseworkers to attend program meetings, community meetings/events, and/or participate in on-going community advocacy initiatives to further the Courts mission as needed.
- Monitor, review, and ensure the list of the various service providers and community partners of the Municipal Court is updated and accurate.
- Attend program meetings, community meetings/events, participate in ongoing community advocacy initiatives to further the Courts mission and build strategic partnerships and allies of the Municipal Court.
- Serve as a liaison in the absence of the Municipal Judges, Chief Court Administrator, and/or Deputy Court Administrator at various community events, special sessions, or other engagements where the Municipal Court presence is requested.
- Strengthen partnerships with various organizations to support and grow the CAS program based on changing needs.
- Assess the needs of the community and defendants to provide input into CAS program changes/updates where needed.
- Develop relationships between the Municipal Court and the community to enhance partnerships for future CAS programs.
- Provide periodic updates to Court leadership on community advocacy outcomes
- Create and update a list of the various service providers and community partners of the Municipal Court.

10% Reporting and Record Keeping:

- Assist leadership with the tracking of various data metrics regarding the utilization of the program, defendant outcomes, and success rates.
- Support the creation and updating of a recordkeeping system for defendants in the CAS program.
- Track various metrics regarding the utilization of the program, defendant outcomes and success rates.
- Provide regular reports to the Chief and Deputy Court Administrators on program participation and outcomes.
- Support the response to any open records request by providing data and giving detailed feedback as the subject matter expert (SME) for the CAS program.
- Keep case balancing data for all of the Court Caseworkers in the Municipal Court.

10% Peripheral Duties:

- Respond to inquiries from the Municipal Judges regarding the CAS program and provide guidance on best practices, current trends, etc. in regards to court alternatives and community needs.
- Present quarterly reports to the Chief and Deputy Court Administrators, and possibly the Municipal Judges in regards to participation and usage in the CAS program.
- Attend various meetings such as: the Community Justice Council (CJC) and the Common Council Finance and Personnel and Judiciary and Legislative Committees when needed.
- Other duties as assigned including but not limited to assisting the Deputy Court Administrator with staffing matters related to the Court Caseworkers.

Minimum qualifications include a Bachelor’s Degree from an accredited college or university. Four years of experience performing social work. One-year experience presenting information in a courtroom setting is preferred. Equivalent combination of education and experience will be considered. A valid Social Worker certification must be maintained throughout employment.

Analysis and Recommendation

This job evaluation focuses on pay for similar titles in Southeastern Wisconsin. The following table provides wage information from the Economic Research Institute (ERI) for Social Worker Unit Supervisor which has duties and responsibilities similar to the Court Social Worker Coordinator. ERI describes a Social Worker Unit Supervisor as: *"Supervises and coordinates activities of social service agency staff and volunteers or casework staff agency. Assigns caseloads and related duties, and coordinates activities of staff in providing services to assist clients with identified needs. Aids agency staff members through individual and group conferences in analyzing case problems and in improving their diagnostic and helping skills. Reviews case records and evaluates performance of staff members and recommends indicated action."*

Social Worker Unit Supervisor: Eight Years of Experience

Area Name	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
Kenosha	\$70,846	\$75,757	\$82,417	\$88,326	\$94,444
Madison	\$66,816	\$71,130	\$77,049	\$82,395	\$88,017
Milwaukee	\$67,628	\$72,196	\$78,448	\$84,069	\$89,956
Racine	\$66,716	\$71,287	\$77,566	\$83,238	\$89,203

Waukesha	\$67,296	\$71,862	\$78,113	\$83,733	\$89,620
Wauwatosa	\$67,235	\$71,783	\$78,012	\$83,618	\$89,495
West Allis	\$67,467	\$72,021	\$78,252	\$83,850	\$89,713

Source: ERI as of 2/16/2026.

These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified Community Engagement and Achievement Collaborative Manager and Deferred Compensation Plan Coordinator positions throughout the city. Based on this comparison, the recommendation is to classify this new position as a Court Social Worker Coordinator in Pay Range PR 2JX (\$66,154 – \$95,390), with a recruitment rate of \$84,176.

Office Assistant IV

Current	Recommended
(One New Position)	Office Assistant IV PR 6KN (\$49,095 – 60,681) FN Recruitment rate is at \$49,399. (One Position)

Under the Direction of the Court Social Worker Coordinator in collaboration with the Deputy Court Administrator, this position is responsible for the coordinating and scheduling of meetings for the CAS team, updating and maintaining all data metric spreadsheets, and providing high level administrative support to the Court Social Worker Coordinator, Court leadership, and various members of management as needed. The incumbent will also serve as the main point of contact for stakeholders when the CAS team are unavailable due to, courtroom proceedings and attendance at events. Duties and responsibilities include:

40% Program Support:

- Manage calendar appointments for the CAS team and directs calls to appropriate sections/personnel as needed.
- Coordinate, prepare, and distribute correspondence and mailings for the CAS team. Review all outgoing correspondence for signature approval where needed and maintain organized correspondence files.
- Attend all CAS section meetings, take notes/minutes, and save documents to the shared drives for review.
- Review all closed CAS case files to ensure completed files are stored away securely and comply with all record retention guidelines.
- Under the guidance and direction of the Deputy Court Administrator and Court Social Worker prepare section correspondence related to the CAS program as needed.
- Schedule community event meetings for CAS staff and/or the Deputy/Chief Court Administrator.
- Answer calls and/or respond to inquiries on behalf of the Court Social Worker/Deputy Court Administrator where needed.

- Make approved updates to section forms as directed by the Deputy Court Administrator/Court Social Worker.

40% Administrative and Data Entry:

- Review, make entries to, and monitor metrics for the CAS program.
- Assist the Court Social Worker with providing metric data to various stakeholders when needed.
- Assist the Court Case Workers with various data entry metrics as needed.
- Make updates to client contact information for members of the CAS program in collaboration with Court Case Workers
- Support the Court Social Worker with Needs Assessment data tracking
- Verify data in the referral tracking workbook.
- Routinely review the feedback survey data and provide critical updates to leadership and/or the Court Social Worker regarding urgent matters.
- Send out referrals for services to clients under the direction and guidance of the Court Social Worker.
- Provide other administrative support to the CAS program as needed.

10% Management Support:

- Provide administrative support to Court leadership and the management team.
- Schedule, attend, and take notes at various section meetings for the different sections when needed.
- Oversee the scheduling, usage, and booking of the municipal court conference room.
- Attend various meeting with the Chief Court Administrator/Deputy Court Administrator as needed.
- Coordinate and schedule various travel arrangements for Court leadership.
- Provide administrative support to the Court Business Manager when requested.
- Support court management with special projects as needed.
- Provide backup support to the Administrative Specialist - Senior

10% Peripheral Duty:

- Other Duties as assigned.

Minimum qualifications require two (2) years of progressively responsible administrative support experience in an office setting performing duties related to this position. Equivalent combinations of education and experience may be considered.

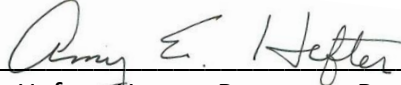
The City of Milwaukee has numerous positions of Office Assistant IV located in various departments. Generally, these positions perform complex administrative tasks requiring a command of automated systems, English writing conventions, and policies and procedures. Other functions may include data and file management, calendar management, mail and supplies processing, and cashiering.


One example is a position of Office Assistant IV located in the Forestry Section of the Department of Public Works, Operations Division. Duties and responsibilities of this position include administrative support including, performing data entry and retrieval, compiling reports, providing support to management, and carrying out general office duties. Essential functions include maintaining personnel records such as timecards using the time entry system, absence analysis calendars, time owed and allowed, vacation schedule, sick leave requests and accident reports; Typing and transcribing reports, letters, and other documents.

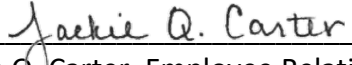
This new position has duties, responsibilities and requirements that are comparable to other Office Assistant IV positions in the City. We therefore recommend classifying this new position as Office Assistant IV in Pay Range 6KN (\$49,095 – 60,681). Recruitment rate is at \$49,399.

Action Required – Effective Pay Period 7, 2026 (March 15, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
Amy E. Hefter, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Jackie Q. Carter, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>3/20/2026</u>	File Number	<u>251655</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on March 10, 2026.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u>
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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 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.

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

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 2026 is \$2,450,066. Total cost for full year is \$3,185,086. 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

City Service Commission Meeting of March 10, 2026
Finance and Personnel Committee Meeting of March 20, 2026

NEW COSTS FOR 2026												
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	
1	CCCC	New Position	N/A	Youth Development Coordinator	2FX	N/A	\$62,592	7	N/A	Included in 2026 budget		
1	CCCC	New Position	N/A	Youth Development Coordinator (0.50 FTE)	2FX	N/A	\$62,592	7	N/A	Included in 2026 budget		
1	CCCC	New Position	N/A	Police and Administration Coordinator	2LX	N/A	\$82,677	7	N/A	Included in 2026 budget		
2	MHD	New Position	N/A	Beach Water Monitoring Technician (0.11 FTE) *	9RN	N/A	\$47,840	7	N/A	Grant funded position		
1	DOA - OOAAA	New Position	N/A	Office Assistant III	6CN	N/A	\$44,909	7	N/A	Included in 2026 budget		
1	DOA - CWS	New Position	N/A	Community Outreach Specialist **	2GN	N/A	\$65,112	7	N/A	Grant funded position		
1	Muni Court	Court Social Woker	2FN	Court Social Worker Coordinator	2JX	\$64,841	\$84,176	7	\$7,883	\$1,104	\$8,986	
1	Muni Court	New Position	N/A	Office Assistant IV	6KN	N/A	\$49,399	7	N/A	Included in 2026 budget		
2	Election	Temporary Early Voting Supervisor (0.75 FTE)	9HN	Seasonal Election Program Assistant (0.53 FTE)	9HN	\$64,264	\$62,229	7	(\$1,659)	(\$339)	(\$1,999)	
11	Election	Temporary Office Assistant II (0.39 FTE)	9FN	Seasonal Election Worker - Lead (0.72 FTE)	9KN	\$40,825	\$44,909	7	\$24,880	\$5,088	\$29,968	
1	Election	New Position	N/A	Seasonal Election Worker - Lead (0.72 FTE)	9FN	N/A	\$44,909	7	\$24,873	\$5,086	\$29,959	
160	Election	New Position	N/A	Seasonal Election Worker II (0.39 FTE)	9FN	N/A	\$40,826	7	\$1,959,647	\$400,748	\$2,360,395	
Underfill	Election	Temporary Office Assistant I	9FN	Seasonal Election Worker I	9FN	\$37,114	\$37,114	7	N/A	Underfill Title		
6	Election	Temporary Election Laborer (0.73 FTE)	9BN	Seasonal Election Laborer II (0.73 FTE)	9BN	\$44,862	\$47,105	7	\$7,557	\$1,545	\$9,103	
9	Election	New Position	N/A	Seasonal Election Laborer II (0.73 FTE)	9BN	\$44,862	\$47,105	7	\$11,336	\$2,318	\$13,654	
Underfill	Election	New Underfill title	N/A	Seasonal Election Laborer I	9BN	\$44,888	\$44,862	7	N/A	Underfill Title		
198									\$2,034,516	\$415,550	\$2,450,066	

* Position Funded by DNR Beach Monitoring program

** Position Funded by Department of Labor grant

Assume effective date is Pay Period 07, 2026 (March 15, 2026) unless otherwise indicated.

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

NEW COSTS FOR FULL YEAR												
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal	
1	CCCC	New Position	N/A	Youth Development Coordinator	2FX	N/A	\$62,592	1	N/A	Included in 2026 budget		
1	CCCC	New Position	N/A	Youth Development Coordinator (0.50 FTE)	2FX	N/A	\$62,592	1	N/A	Included in 2026 budget		
1	CCCC	New Position	N/A	Police and Administration Coordinator	2LX	N/A	\$82,677	1	N/A	Included in 2026 budget		
2	MHD	New Position	N/A	Beach Water Monitoring Technician (0.11 FTE) *	9RN	N/A	\$47,840	1	N/A	Grant funded position		
1	DOA - OOAAA	New Position	N/A	Office Assistant III	6CN	N/A	\$44,909	1	N/A	Included in 2026 budget		
1	DOA - CWS	New Position	N/A	Community Outreach Specialist **	2GN	N/A	\$65,112	1	N/A	Grant funded position		
1	Muni Court	Court Social Woker	2FN	Court Social Worker Coordinator	2JX	\$64,841	\$84,176	1	\$10,247	\$1,435	\$11,682	
1	Muni Court	New Position	N/A	Office Assistant IV	6KN	N/A	\$49,399	1	N/A	Included in 2026 budget		
2	Election	Temporary Early Voting Supervisor (0.75 FTE)	9HN	Seasonal Election Program Assistant (0.53 FTE)	9HN	\$64,264	\$62,229	1	(\$2,157)	(\$441)	(\$2,598)	
11	Election	Temporary Office Assistant II (0.39 FTE)	9FN	Seasonal Election Worker - Lead (0.72 FTE)	9KN	\$40,825	\$44,909	1	\$32,344	\$6,614	\$38,958	
1	Election	New Position	N/A	Seasonal Election Worker - Lead (0.72 FTE)	9FN	N/A	\$44,909	1	\$32,334	\$6,612	\$38,947	
160	Election	New Position	N/A	Seasonal Election Worker II (0.39 FTE)	9FN	N/A	\$40,826	1	\$2,547,541	\$520,972	\$3,068,513	
Underfill	Election	Temporary Office Assistant I	9FN	Seasonal Election Worker I	9FN	\$37,114	\$37,114	1	N/A	Underfill Title		
6	Election	Temporary Election Laborer (0.73 FTE)	9BN	Seasonal Election Laborer II (0.73 FTE)	9BN	\$44,862	\$47,105	1	\$9,824	\$2,009	\$11,834	
9	Election	New Position	N/A	Seasonal Election Laborer II (0.73 FTE)	9BN	\$44,862	\$47,105	1	\$14,737	\$3,014	\$17,750	
Underfill	Election	New Underfill title	N/A	Seasonal Election Laborer I	9BN	\$44,888	\$44,862	1	N/A	Underfill Title		
198									\$2,644,871	\$540,215	\$3,185,086	

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