



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychnev
Labor Negotiator

June 21, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 240313 – Communication from the Department of Employee Relations relating to classification studies scheduled for the June 25, 2024 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Civil Service Commission meeting on June 25, 2024.

Common Council-City Clerk

Current	Recommended
One New Position	Administrative Services Coordinator PR 5KN (\$63,038 - \$78,798) FN: Minimum Rate \$64,264 (One Vacant Position)
Legislative Research Supervisor 1HX (\$75,162 - \$105,223) FN: Minimum Rate \$82,677 (One Vacant Position)	Legislative Fiscal Analyst – Lead PR 2KX (\$70,501 - \$98,704) FN: Minimum Rate \$77,551 (One Vacant Position)

Note: Residents receive a rate that is 3% higher.

Employees Retirement System

Current	Recommended
Records Services Supervisor PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$55,041 (One Position)	Records Services Supervisor PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$66,304 (One Position)

Note: Residents receive a rate that is 3% higher.

Milwaukee Public Library

Current	Recommended
Library Security Manager PR 1DX (\$58,223 - \$81,507) FN: Recruitment is at \$62,880 (One Position)	Library Security Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position)

Library Security Investigator PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$55,267 (One Position)	Library Security Investigator PR 5LN (\$65,408 - \$81,760) FN: Recruitment is at \$66,992 (One Position)
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Note: Residents receive a rate that is 3% higher.

Respectfully Submitted,



Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: June 25, 2024

Common Council-City Clerk

Current	Recommended
One New Position	Administrative Services Coordinator PR 5KN (\$63,038 - \$78,798) FN: Minimum Rate \$64,264 (One Vacant Position)
Legislative Research Supervisor 1HX (\$75,162 - \$105,223) FN: Minimum Rate \$82,677 (One Vacant Position)	Legislative Fiscal Analyst – Lead PR 2KX (\$70,501 - \$98,704) FN: Minimum Rate \$77,551 (One Vacant Position)

Note: Residents receive a rate that is 3% higher.

Background

City Clerk Jim Owczarski has requested the classification study of one new position located in the Legislative Affairs Division and the repurposing of one vacation position of Legislative Research Supervisor, in the Legislative Reference Bureau, to Legislative Fiscal Analyst – Lead. New job descriptions were provided, and discussions were held with Deputy City Clerk Dana Zelazny.

Administrative Services Coordinator

This new position in the 2024 budget will support the administrative operations of the Legislative Affairs Division, track state and federal legislation relative to its applicability to the City of Milwaukee, and report lobbying activity performed on behalf of the City of Milwaukee to the Wisconsin Government Accountability Board. Duties and responsibilities include:

- 20% Review new legislation and determine its applicability to the City of Milwaukee; and refer all applicable legislation to the appropriate department and staff for analysis.
- 15% Develop and maintain the legislative database using Legistar.
- 15% Assist in the development of the City's Legislative Package.
- 15% Research state and federal legislation from prior and current legislative sessions.
- 10% Assist Legislative Affairs Division staff in lobbying state and local stakeholders to achieve the City's goals.

- 5% Prepare legislative agendas for Judiciary and Legislation Committee meetings and work with committee staff.
- 5% Report lobbying activity to the Wisconsin Government Accountability Board, ensuring adherence to state regulations.
- 5% Oversee state and federal lobbying contracts and maintain a legislative contract database.
- 5% Supervise the administrative operations of the Legislative Affairs Division, including assisting with budget preparation, payroll, travel, records inventory, and coordinating meetings.
- 5% Prepare, edit, and distribute correspondence for the Legislative Affairs Division.

Minimum requirements include an associate degree in business management or related field; and two years of experience providing high-level confidential administrative support. Experience serving as an administrative assistant to a board or commission, providing legal support, and/or with coding or graphic design to facilitate lobbying-related content creation is desirable.

Analysis and Recommendation

This new position will be performing high-level administrative work that is comparable to another position in the department with the requested classification of Administrative Services Coordinator. This other position assists with the introduction of new matters to the Common Council and inputs data, arranges publication of matters as required by City Charter and Statutes, and prepares Common Council records for long term storage. We therefore recommend this new position be classified as Administrative Services Coordinator in Pay Range 5KN (\$63,038 – \$78,798) with a minimum rate of \$64,264.

Legislative Fiscal Analyst - Lead

This position will conduct research, draft bills, analyze budget items, and perform fiscal review and other related duties for the Common Council and City agencies. Duties and responsibilities include:

- 25% Drafting: Draft ordinances and resolutions for Common Council action.
- 20% Budget Review: Provide background papers on potential budget issues for Council member consideration; evaluate budget requests and mayoral recommendations and provide written and verbal analyses to Council members; develop and provide budgetary alternatives for Council member consideration; prepare budget amendments; conduct fiscal, economic, and program analyses at the request of the Common Council, its committees and individual members; analyze fiscal notes for the Common Council; monitor state and federal aids and analyze county, state, and federal legislation having a fiscal impact on the City.
- 15% Legislative Support: Provide support such as evaluating capital improvements financial requests, fiscal notes, funding requests, and other fiscal matters which come before the Common Council and its committees; provide technical assistance to task forces and ad hoc bodies established by the Common Council by conducting background research, gathering pertinent data, preparing reports, and serving as a resource person.

- 20% Research: Draft and conduct surveys; prepare analyses on a variety of urban topics; conduct data gathering in the preparation, interpretation, and analysis of reports; and perform research on municipal government functions, operations, and organizations.
- 5% Department Support: Advise and assist City department personnel in the preparation of reports, documents, legislative drafting, and other matters related to Common Council actions.
- 15% Mapping: Provide GIS (Geographic Information System—computer mapping) services to Common Council members and city departments.

Minimum requirements include a bachelor's degree in business, public administration, economics, political science, urban affairs, urban planning, information science, or related field; and three years of related experience in conducting research, evaluating budgets, performing fiscal review, and/or doing management analysis. A master's degree in business administration, public administration, urban affairs, economics, political science, information science, or related field is desirable.

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with five other positions currently in the requested classification, we recommend repurposing one vacant position of Legislative Research Supervisor in Pay Range 1HX (\$75,162 - \$105,223) with a minimum rate of \$82,677 to Legislative Fiscal Analyst – Lead in Pay Range 2KX (\$70,501 - \$98,704) with a minimum rate of \$77,551.

Action Required –

Effective Pay Period 1, 2024 for new position of Administrative Services Coordinator

Effective Pay Period 15, 2024 for repurposed position of Legislative Fiscal Analyst – Lead

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

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Manager

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

Job Evaluation Report

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City Service Commission Meeting: June 25th, 2024

Employees Retirement System

Current	Recommended
Records Services Supervisor PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$55,041 (One Position)	Records Services Supervisor PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$66,304 (One Position)

Note: Residents receive a rate that is 3% higher.

Background

The Department of Employee Relations (DER) recently conducted a market study for select professional and managerial titles in the Milwaukee Public Library (effective pay period 13, 2024 (June 9, 2024)). This report and the companion report going to the Fire and Police Commission aim to examine and analyze peer titles citywide that fall under a similar scope, duties and responsibilities, impact, and minimum qualifications. DER reached out to departments with similar job titles that performed records and documents management, including the Records Management Section of the Milwaukee Police Department.

Employees Retirement System

Record Management Unit

- Manages records for approximately 15,000 active or deferred employees from the City of Milwaukee or its participating city agencies.
- Oversees maintenance of Employees Retirement System (ERS) source documents, records, electronic files and data.
- Supervises the scanning and indexing process for documents and initiates and/or coordinates workflow in MERITS (Milwaukee Employees Retirement Information Technology System).
- Prepares, screens, enters and maintains computer systems data.
- Coordinates Quality Assurance review of scanned and indexed documents.
- Coordinates the transfer of records to City Records Department.

Employees Retirement System

Current	Recommended
Records Services Supervisor PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$55,041 (One Position)	Records Services Supervisor PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$66,304 (One Position)

The Records Services Supervisor works directly with the ERS management and staff to develop and execute a record filing and retention plan specific to the ERS. Supervises and mentors Records Technicians, promoting their development and growth within the Records Management function of the Membership Services division. Duties and Responsibilities:

- Serves as a team leader for the Records Management Team, leads and supervises the daily responsibilities and coordinating the workload of the Record Management Unit; supervises the scanning and indexing process for documents and initiates and/or coordinates workflow in MERITS; prepares, screens, enters and maintains computer systems data and oversees same within Records Management Team; detects and corrects errors; prepares documents for scanning as necessary; coordinates quality assurance review of scanned and indexed documents; and assists and coaches Record Technicians and other users with document search and retrieval.
- Coordinates the transfer of records to City Records Department; oversees maintenance of ERS source documents, records, electronic files and data; researches and retrieves files from City Records and provides guidance to technicians on same, utilizing archiving and retrieval systems, both manual and technology-enabled, as well as records schedules.
- Provides backup to the ERS Records Technicians front desk tasks as needed.

Minimum qualifications include five years of progressively responsible administrative experience performing duties related to the essential functions of this position; and one year of experience providing administrative support in a leadership role

Comparisons to the 2024 Library Management and Professional Positions Market Study

Position	Function and Minimum Qualifications
Library Services Supervisor PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 (14 Positions)	The Library Services Supervisor located at a Branch Library is responsible for planning, organizing, and overseeing the activities of the agency and for training, scheduling, directing, supervising, evaluating and assisting the public service paraprofessional staff in the performance of those duties.
Library Circulation Services Supervisor PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 (Three Positions)	The Library Services Supervisor in Education and Outreach Services plans, organizes, directs and supervises the activities of the unit. The incumbent develops a thorough knowledge of all paraprofessional functions and procedures, including materials selection and delivery services, and automation applications.
Library Technical Services Supervisor PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 (Two Positions)	The Library Services Supervisor in the Wisconsin Talking Book and Braille Library (WTBBL) has primary responsibility for the supervision of the Circulation and Audio Machine technical paraprofessionals and for the procedures to coordinate the shipping and receiving function of WTBBL materials. The WTBBL operates in the Milwaukee Public Central Library and serves over 6,000 patrons.
	Minimum requirements include a bachelor's degree in business administration or logistics, computer science, human resources, management, public relations, or a related field and two years of library circulation experience with at least one year of leadership (lead worker or project lead) experience in a customer service environment. Equivalent combinations of education and experience may be considered. Continued employment is contingent upon completion of a three-credit reference course from an accredited school within one year of date of appointment.

Comparison to an Internal Position

Position	Function and Minimum Qualifications
Benefit Services Coordinator PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$66,304	The Benefit Services Coordinator in the Health and Dental Insurance section is responsible for the complete administration of financial and membership functions of health and dental insurance for the following retiree groups: General City, Fire, Police, various retiree groups, HACM-RACM, WI Center, Duty and Ordinary Disability, spouse survivors, and dependents. The incumbent acts as the lead person on their respective team.
Department: Employee Retirement System	The Benefit Services Coordinator in the Group Life Insurance section administers the life insurance program through completion of enrollment applications, changes in coverage, and ensuring compliance with applicable law. The incumbent acts as the lead person on their respective team.
Studied for market rates in July 2023	Minimum qualifications include a bachelor's degree in accounting, finance, business administration, or a closely related field from an accredited college or university; two years of accounting or financial analysis experience; and proficiency in common office automation software, including Excel and Access.

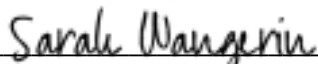
Analysis and Recommendation

In 2022, this position was reclassified from a Program Assistant II to Records Services Supervisor, to better reflect the focus of the position related to developing and executing a records filing and retention plan specific to ERS, and the supervisory and oversight responsibilities required of the position.

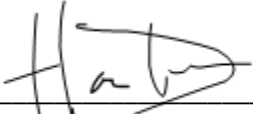
As the responsibilities, functions, and minimum qualifications of this position align with the existing classification of Benefit Services Coordinator, we recommend placing The Records Services Coordinator in pay range 2GN (\$54,619 - \$76,474) with recruitment at \$66,304.

Action Required – Effective Pay Period 15, 2024 (July 7th, 2024)

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

Prepared by: 
Sarah Wangerin, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



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Job Evaluation Report

City Service Commission Meeting: June 25th, 2024

Security Series

Current	Recommended
Library Security Manager PR 1DX (\$58,223 - \$81,507) FN: Recruitment is at \$62,880 (One Position)	Library Security Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position)
Library Security Investigator PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$55,267 (One Position)	Library Security Investigator PR 5LN (\$65,408 - \$81,760) FN: Recruitment is at \$66,992 (One Position)

Note: Residents receive a rate that is 3% higher.

Background

The Department of Employee Relations, in conjunction with the Milwaukee Public Library, has conducted a market and classification study to evaluate rates of pay for positions that perform certain administrative operational responsibilities. Discussions were held with Human Resources Officer Victoria Robertson and Human Resources Analyst-Senior Danielle Wroblewski. Job descriptions were provided.

The analysis and recommendation process included a review of a position's duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience required. Market rates of pay comparisons were drawn from the Economic Research Institute (ERI), a service to which the Department of Employee Relations subscribes.

Library Security Manager

Current	Recommended
Library Security Manager PR 1DX (\$58,223 - \$81,507) FN: Recruitment is at \$62,880 (One Position)	Library Security Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position)

Position Description and Minimum Requirements

The Library Security Manager is responsible for physical, personal and materials security throughout the Milwaukee Public Library system, including Central and Branch Libraries. The incumbent develops and administers comprehensive policies and programs, and supervises staff and operations to ensure the safety and security of library staff, the public, and library facilities and assets. These include guard services, video surveillance and theft prevention systems, workplace safety, emergency management, and various aspects of risk management and threat assessment. The incumbent oversees and directs the work of the Library Security Investigator and is thereby indirectly responsible for the investigation of cases involving fraudulent use of library cards and seriously delinquent library materials, and effectuating either the return of such materials or appropriate restitution.

Minimum requirements include a four-year college degree in security, criminal justice, or related field; two years of professional security management experience with two years of supervisory experience; or an equivalent combination of education and experience.

Market Data – Security series

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Security & Investigations Manager	Milwaukee, Wisconsin	Level 1	\$95,413	\$118,854	\$145,452
Security & Investigations Manager	Milwaukee, Wisconsin	Level 2	\$112,027	\$139,130	\$169,808
Security & Investigations Manager	Milwaukee, Wisconsin	Level 3	\$137,708	\$170,382	\$207,677

ERI as of January 1st, 2024

ERI defines a Security & Investigations Manager as a position that manages the company's security and investigation team, which may include third parties and criminal organizations in different areas. Plans, coordinates, investigates, and analyzes alleged and suspected violations of law including theft, fraud, computer crimes, and workplace violence. Acquires information to assist senior management in understanding an organization's exposures in all security matters under investigation. Liaises and maintains a relationship with appropriate law enforcement officials and other investigative bodies. Coordinates with the Forensic and other appropriate departments and colleagues. Manages complex investigations, engages all relevant stakeholders, and leads the investigation to conclusion. Serves as a subject matter expert on investigative strategies, providing advice and counsel to the business. Selects investigative targets, reviews reports, and briefs management as necessary. Develops investigative tools and techniques, and utilizes interview techniques to question internal and external individuals about facts pertaining to matters under investigation. Evaluates information, testimony, and processes, and compiles complex facts into understandable reports for internal, executive, and external consumption. Gives testimony before judicial and legislative bodies in legal proceedings pertaining to relevant investigations. Analyzes past investigations for continuous improvement. Evaluates new investigative aids and techniques, and advises the business on the appropriateness of employing new approaches. Maintains collected and relevant information, as it may be subject to legal, regulatory, or corporate policies.

Comparison to Internal Positions

Classification	Function
Title: Facilities Supervisor Pay Range: 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 Department: Library	Under the direction of the Facilities Manager, the Facilities Supervisor directs the custodial and maintenance personnel and the mechanical operations of the Milwaukee Public Library (MPL) system, including the historic landmark Central Library and 12 other facilities. Duties and responsibilities include: <ul style="list-style-type: none"> • Plan, assign, and prioritize work schedules for routine, emergency, and preventative maintenance repairs of all MPL buildings, grounds, and equipment. • Foster an environment that fosters exemplary customer service. • Implement performance management principles; participate in staff recruitment and selection processes. • Counsel unit staff on the provision of high-quality service. • Prepare reports and budget requests and assist in maintaining records of supplies and equipment used by MPL Facilities and Fleet Services. • Oversee the operation of building automation and security systems including the contracts for these systems. • Coordinate routine maintenance with contractors including electrical, carpentry, painting, and masonry. • Obtain estimates for emergency and routine maintenance.

	<ul style="list-style-type: none"> • Monitor contracted projects from inception through completion; and verify completed assignments to ensure that quality work is being performed and invoicing is accurate and timely. • Conduct or schedule periodic inspections of the physical condition and operating efficiency of mechanical equipment. <p>Minimum qualifications include an associate degree in construction technology, architectural studies, engineering, facilities management, heating, ventilation, and air conditioning (HVAC) or a closely related field from an accredited college; and four years of experience in project management and/or building and grounds maintenance including two years working as a lead worker or in a project oversight capacity.</p>
Title: Water Emergency Response and Security Manager Pay Range: 1LX (\$96,998 - \$135,794) FN: Recruitment is at \$107,263 Department: DPW – Water Works	<p>This position is responsible for planning, organizing and leading activities pertaining to the security, operations and maintenance of all structures, building and facilities owned and/or operated by Milwaukee Water Works (MWW).</p> <ul style="list-style-type: none"> • Facility Management: Monitor and evaluate operations and maintenance activities for productivity, efficiency and effectiveness. • Emergency Management: Act as the Emergency Management Coordinator for MWW to include development and coordination of MWW emergency response plans. • Security Management: Ensure physical security systems are functioning optimally. • Policy Management: Develop and manage various security-related policies and plans, including asset management and protection, building access, and emergency/disaster recovery. <p>Minimum qualifications include a bachelor's degree in architecture, criminal justice, building security management or a related field from an accredited college or university; and three years of experience conducting facilities operations that include security, emergency, project, and building maintenance management related to the essential functions of this position.</p>

Analysis and Recommendation

This position was last studied in 2021 alongside other professional and managerial titles at the Milwaukee Public Library. The responsibilities and competencies of this position were compared to those of the Water Security Manager in the DPW-Water Works. The Water Security Manager position was studied in 2024 in the citywide IT Report which reclassified the position to Water Emergency Response and Security Manager in Pay Range 1LX (\$96,998 - \$135,794) with recruitment at \$107,263. The Water Emergency Response and Security Manager requires marginally more experience in minimum qualifications and also has a larger scope of responsibility with greater decisional impact.

Based on a comparison to other positions that perform similar duties, and the market rates of pay in southeastern Wisconsin, this report recommends placing the Library Security Manager in pay range 1JX (\$85,366 - \$119,521) with recruitment at \$104,997.

Library Security Investigator

Current	Recommended
Library Security Investigator PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$55,267 (One Position)	Library Security Investigator PR 5LN (\$65,408 - \$81,760) FN: Recruitment is at \$66,992 (One Position)

Position Description and Minimum Requirements

Under the direction of the Library Security Manager, the Library Security Investigator assists in implementing the overall security program to ensure the safety and security of library staff, the public, library facilities and assets for the Milwaukee Public Library system, including Central and Branch Libraries. The Library Security Investigator responds to security patron incidents, coordinating with contracted security officers and MPL staff. The investigator also provides security training to contracted security officers and MPL staff members.

This position provides backup support to the Library Security Manager in that position's absence; acts as a Lead Worker for the library's contracted security guards; and requires a higher level of security expertise including the need to keep up to date with ever-changing electronic security monitoring systems. The position has the skills to address complex security incidents that occur in Milwaukee's public libraries, as critical as confiscating weapons. The position also coordinates security response across the library's 13 locations, compiles data and reports from integrated security systems to review incidents, and is responsible for making patron-banning recommendations and presentation of those recommendations to the MPL Administration and to the Board.

Minimum requirements include an associate's degree in criminal justice, or a related field; three years of full-time investigative experience in a position involving frequent contact with the public; or a combination of equivalent experience and education.

Analysis and Recommendation

In 2021, this position was compared to other classifications with a similar level of responsibility and required competency such as Administrative Specialist-Senior, Community Outreach Liaison, Sensitive Crimes Project Coordinator, and Management Trainee. Based on a further review of the duties, responsibilities, supervisory duties, and minimum requirements, a paraprofessional designation is more appropriate, in a range that was not available at the time of the 2021 study. The 2024 Administrative Support and Paraprofessional study has provided a more appropriate range of pay and classification for positions that do not require a bachelor's degree or the equivalent knowledge, skills, and abilities of a bachelor's degree. This report therefore recommends that the Library Security Investigator be placed in Pay Range PR 5LN (\$65,408 - \$81,760) with recruitment at \$66,992.

Action Required – Effective Pay Period 15, 2024 (July 7th, 2024)

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

Prepared by: Sarah Wangerin
Sarah Wangerin, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	6/26/2024	File Number	240313	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on June 25, 2024.				

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

E	Purpose	Specify Type/Use	Expenditure	Revenue
	Salaries/Wages		\$0.00	\$0.00
			\$0.00	\$0.00
	Supplies/Materials		\$0.00	\$0.00
			\$0.00	\$0.00
	Equipment		\$0.00	\$0.00
			\$0.00	\$0.00
	Services		\$0.00	\$0.00
			\$0.00	\$0.00
	Other		\$0.00	\$0.00
			\$0.00	\$0.00
	TOTALS		\$ 0.00	\$ 0.00

F**Assumptions used in arriving at fiscal estimate.**

The total cost for 2024 is \$24,779. The total cost for a full year is \$53,688. 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 June 25, 2024
Finance and Personnel Committee Meeting of June 26, 2024

NEW COSTS FOR 2024

	Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
Vacant	1	CC-CC	New Position	N/A	Administrative Services Coordinator *	5KN	N/A	\$101,391	1	N/A Included in 2024 budget			
Vacant	1	CC-CC	Legislative Research Supervisor	1HX	Legislative Fiscal Analyst - Lead	2KX	\$82,677	\$77,551	15	(\$2,366)	(\$331)	(\$2,697)	-6.20%
	1	ERS	Records Services Supervisor	2DN	Records Services Supervisor	2GN	\$58,927	\$66,967	15	\$3,711	\$759	\$4,469	13.64%
	1	MPL	Library Security Manager	1DX	Library Security Manager	1JX	\$72,828	\$104,997	15	\$14,847	\$2,079	\$16,926	44.17%
	1	MPL	Library Security Investigator	2EN	Library Security Investigator	5LN	\$58,063	\$69,002	15	\$5,049	\$1,032	\$6,081	18.84%
	5									\$21,240	\$3,539	\$24,779	

Assume Effective Pay Period 15, 2024 (July 7, 2024) unless otherwise indicated.

* Effective Pay Period 1, 2024 (Dec 24, 2023)

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	CC-CC	New Position	N/A	Administrative Services Coordinator *	5KN	N/A	\$101,391	1	N/A Included in 2024 budget		
	1	CC-CC	Legislative Research Supervisor	1HX	Legislative Fiscal Analyst - Lead	2KX	\$82,677	\$77,551	1	(\$5,127)	(\$718)	(\$5,844)
	1	ERS	Records Services Supervisor	2DN	Records Services Supervisor	2GN	\$58,927	\$66,967	1	\$8,040	\$1,644	\$9,684
	1	MPL	Library Security Manager	1DX	Library Security Manager	1JX	\$72,828	\$104,997	1	\$32,169	\$4,504	\$36,673
	1	MPL	Library Security Investigator	2EN	Library Security Investigator	5LN	\$58,063	\$69,002	1	\$10,938	\$2,237	\$13,175
	5									\$46,021	\$7,667	\$53,688

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