



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

July 24, 2025

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 250555 – Communication from the Department of Employee Relations relating to the classification studies approved at the July 22, 2025 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on July 22, 2025.

Assessor's Office

Current	Recommended
Chief Assessor PR 1PX (\$125,201 - \$175,275) (One Position)	Deputy Commissioner of Assessments PR 1PX (\$125,201 - \$175,275) (One Position)
Assessment Operations Director PR 1KX (\$91,006 - \$127,413) FN: Appointment at any rate in pay range with approval of DER and Chair of Finance and Personnel FN: Recruitment is at \$105,336 (One Position)	Assessment Operations Director PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$120,143 (One Position)
Assessment Division Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$95,761 (One Position)	Commercial Division Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment is at \$105,336 (One Position)
Assessment Division Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$95,761 (One Position)	Residential Division Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$95,761 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

Department of Public Works

Current	Recommended
DPW Inventory and Purchasing Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$66,650 DPW – Administrative Services Division (One Position)	DPW Inventory and Purchasing Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$76,500 DPW – Administrative Services Division (One Position)
Fleet Inventory Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$76,500 FN: 4.8% for Snow and Ice Control DPW – Operations Division (One Position)	Fleet Inventory Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$76,500 FN: 4.8% for Snow and Ice Control DPW – Operations Division (One Position)
Inventory Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$72,778 DPW – Infrastructure Services Division (One Position) (One Auxiliary Position)	Inventory Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$76,500 DPW – Infrastructure Services Division (One Position) (One Auxiliary Position)
Inventory Assistant Manager PR 1BX (\$58,656 - \$71,754) FN: Recruitment is at \$61,544 DPW – Infrastructure Services Division (One Position) (One Auxiliary Position)	Inventory Assistant Manager 1BX (\$58,656 - \$71,754) FN: Recruitment is at \$62,959 DPW – Infrastructure Services Division (One Position) (One Auxiliary Position)

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Milwaukee Health Department

Current	Recommended
Accounting Coordinator II PR 2FN (\$51,250 – \$71,754) FN: Recruitment rate is at \$62,528 (One Position)	Health Revenue Cycle Specialist PR 2IX (\$62,040 – \$ 86,854) (One Position)
Well Women Program Manager PR 1GX (\$70,501 – \$98,703) FN: Recruitment rate is at \$91,191 (One Position)	Health Project Supervisor - MBCCAP PR 1GX (\$70,501- \$98,703) FN Recruitment rate is at \$87,656 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance

Respectfully,



Harper Donahue, IV Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement



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Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting: July 22, 2025

Assessor's Office

Current	Recommended
Chief Assessor PR 1PX (\$125,201 - \$175,275) (One Position)	Deputy Commissioner of Assessments PR 1PX (\$125,201 - \$175,275) (One Position)
Assessment Operations Director PR 1KX (\$91,006 - \$127,413) FN: Appointment at any rate in pay range with approval of DER and Chair of Finance and Personnel FN: Recruitment is at \$105,336 (One Position)	Assessment Operations Director PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$120,143 (One Position)
Assessment Division Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$95,761 (One Position)	Commercial Division Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment is at \$105,336 (One Position)
Assessment Division Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$95,761 (One Position)	Residential Division Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$95,761 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

This study is regarding four management positions in the Assessor's Office. Job descriptions and forms were reviewed regarding the department's request for two title changes, one reclassification and one reallocation.

Current	Recommended
Chief Assessor PR 1PX (\$125,201 - \$175,275) (One Position)	Deputy Commissioner of Assessments PR 1PX (\$125,201 - \$175,275) (One Position)

The basic function of this position is to assist the Commissioner of Assessments with the administration of the duties necessary for the successful operation of the Assessor's Office; assume direct administrative charge of all facets of the entire assessment program; serve as Deputy Commissioner; and act in the capacity of the Commissioner of Assessments when the Commissioner of Assessments is unavailable. Duties and responsibilities include:

- 25% Review and make determinations regarding property tax exemption statuses, tax exemption requests (applications), reports (biennial form), and Low-Income Housing Exemption – Property

Owner's Certification of Occupancy (POCO) forms in accordance with state and local administrative procedures. Advise administrative staff on processing all exemption related forms; and oversee and administer the City's Pay in Lieu of Taxes (PILOT)/Fair Share program.

- 25% Supervise the appeal process for the office; and work with the Assessment Appeals Director and staff to draft reports and present testimony. Supervise testimony at the Board of Review on complex property appraisals; and confer and coordinate Circuit Court appeals with the City Attorney.
- 25% Initiate, plan, and implement assessment programs with the approval of the Commissioner of Assessments; and manage the assessment function so that the appraisers employ a uniform and effective approach, maximizing productivity without sacrificing quality. Investigate new methods of valuation and assessment; keep abreast of law changes that affect assessments; testify on behalf of the City in assessment related matters that affect the City; and implement policies to address law changes.
- 5% Assist and advise the Commissioner of Assessments in the formulation of policy for the immediate and long-term objectives of the office; and assist in planning the programs necessary to fulfill those objectives and the budget to fulfill them.
- 5% Represent the Commissioner of Assessments at City Service Commission meetings, Cabinet meetings, Common Council Committee meetings, and other meetings as needed.
- 5% Confer with property owners and/or their agents on complex appraisal or assessment issues. Consult with other city departments to share appraisal and market data. Work with the Department of Revenue on assessment related policy and technical issues.
- 5% Participate in the interview process of appraisal staff at all levels.
- 5% Perform other duties as assigned.

Minimum requirements include a bachelor's degree in real estate, architecture, engineering, building construction, urban planning, business administration or related field; five years of progressively responsible experience in assessment or appraisal performing duties related to this position; and certification by the State of Wisconsin at the Assessor 3 and Assessor 2 levels under the State Assessor's Certification Program. Equivalent combinations of education and experience may be considered.

The Department has requested a title change for this position from "Chief Assessor" to "Deputy Commissioner of Assessments". The Department noted that this position has always served as a Deputy Commissioner and fills in for the Commissioner of Assessments when he or she is unavailable. This new requested title will more accurately reflect these duties and responsibilities.

We therefore recommend a title change for one position of "Chief Assessor" in Pay Range 1PX (\$125,201 - \$175,275) to "Deputy Commissioner of Assessments" in Pay Range 1PX (\$125,201 - \$175,275).

Background for Assessment Division – Real Property Positions

The next three positions are located in the Real Property Section of the Assessment Division. The two positions of Assessment Division Manager supervise either Residential or Commercial Property Appraisers. They both report to the third position of Assessment Operations Director.

Prior to 2023, the Property Appraisers were not distinguished by title for residential or commercial appraisal. In 2023, the positions changed to the current title series of Residential Property Appraiser 1, 2, and 3 and Commercial Property Appraiser 1, 2, and 3 as shown in the chart below. The Commercial Property Appraisers were classified at a higher rate in recognition of the higher level work and requirements. The two Assessment Division Managers and the Assessment Operations Director were reallocated to a higher level, but their titles stayed the same.

The Department indicated that the two Assessment Division Managers are focused on either residential or commercial appraisal. The Department has requested to change their titles to Residential Division Manager and Commercial Division Manager to reflect this focus. They further request that, like the higher rate for the Commercial Property Appraisers, the Commercial Division Manager also have a higher pay range. As the Commercial Division Manager reports to the Assessment Operations Director, the Department also requests a higher pay range for the Assessment Operations Director to avoid pay compression.

Current Title	Current Pay Range	Current Footnote	Positions
Assessment Operations Director	1KX (\$91,006 - \$127,413)	FN: Appt at any rate in Pay Range with approval of DER and Chair of Finance & Personnel FN: Recruitment is at \$105,336	1
Assessment Division Manager	1JX (\$85,366 - \$119,521)	FN: Recruitment is at \$95,761	2
Commercial Property Appraiser 3	2MX (\$80,098 - \$112,137)	FN: Recruitment is at \$87,055	11
Commercial Property Appraiser 2	2LN (\$75,162 - \$105,223)	FN: Recruitment is at \$81,359	Underfill Title
Commercial Property Appraiser 1	2KN (\$70,501 - \$98,704)	FN: Recruitment is at \$76,037	Underfill Title
Residential Property Appraiser 3	2JN (\$66,154 - \$92,612)	FN: Recruitment is at \$71,062	12
Residential Property Appraiser 2	2IN (\$62,041 - \$86,854)	FN: Recruitment is at \$66,414	Underfill Title
Residential Property Appraiser 1	2HN (\$58,223 - \$81,507)	FN: Recruitment is at \$62,069	Underfill Title

Assessment Operations Director

Current	Recommended
Assessment Operations Director PR 1KX (\$91,006 - \$127,413) FN: Appointment at any rate in pay range with approval of DER and Chair of Finance and Personnel FN: Recruitment is at \$105,336 (One Position)	Assessment Operations Director PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$120,143 (One Position)

The basic function of this position is to assist the Commissioner of Assessments and Chief Assessor with all duties necessary for the Assessment Division. This position has direct responsibility over the operations of the Assessment Division and collaborates with the Administrative Division on property assessment systems and computer applications. Duties and responsibilities include:

- 30% Supervise the assessment process to determine ad valorem (according to value) assessments for all municipal real estate in the City; coordinate the assessments of manufacturing properties with the State Department of Revenue; and review applications for tax exemption and determine whether to grant exempt status. Determine and communicate assessment policies, procedures, and best practices, and ensure Assessment Division managers create an environment for staff to uniformly follow them. Review and evaluate assessment law changes and precedent setting case law and recommend changes to department policies. Resolve the most complex situations/valuation issues and questions through meeting with attorneys, tax representatives, private appraisers, and taxpayers. Develop methods and procedures to monitor assessment uniformity and find ways to maintain or improve assessment quality while reducing the number of appraiser hours and dollars needed to do so.
- 25% Manage the Division Managers and appraisal staff assigned to the Assessment Division. Develop standards for each activity type and monitor the performance of staff members relative to the standards. Monitor and evaluate progress toward Assessment Division goals and communicate results to staff and department supervisors. Identify and create an office-wide plan and training schedule for staff in the Assessment Division under the direction of the Chief Assessor. Conduct coaching/input sessions with all staff that are either directly or indirectly supervised. Insure that Division staff is informed of and complies with law changes, court cases, legal challenges, assessment and exemption law, Uniform Standards of Professional Appraisal Practice (USPAP) as well as the Wisconsin Property Assessment Manual (WPAM).
- 10% Direct and support the assessment staff in the appeals process to assure timely participation with the Board of Appeals (BOA) and the Board of Review (BOR). Coordinate with the Assessment Appeals Director to facilitate effective processes for objections, appeals, and court cases. Schedule staff and resources as needed to defend assessments under appeal at the BOR and Circuit Court. Work with department teams and supervisors to develop efficient customer friendly procedures for dealing with visits and calls from taxpayers following mailing assessment notices. Participate as a member of the BOA. Advise and assist Assessment Division Managers and appraisers on complex or special issue BOR cases and participate in case presentation if needed.
- 10% Evaluate and supervise all types of special projects in the Assessment Division . Organize, lead and/or participate on special teams as needed to accomplish goals and objectives of the

department and division. Make decisions in the promotion and hiring of Assessment Division staff that support the City's equal employment policies. Determine the need for performance plans, disciplinary actions, and/or termination of employment along with Assessment Division Managers. Lead meetings when disciplinary is expected to be taken regarding any Assessment Division staff member.

- 5% Provide accurate and timely information to government and private individuals and organizations. Personally provide expert testimony for other City departments, including the City Attorney's Office and Neighborhood Services, plus federal prosecutors. Provide prompt responses to Alderperson referrals, taxpayer requests, etc. Represent the department at neighborhood meetings, professional organizations, educational institutions, and other speaking engagements. Handle the most difficult/irate taxpayers especially after notices are sent. Meet with taxpayers, accountants, attorneys, taxpayer representatives, and private appraisers to resolve more difficult issues and questions.
- 5% Determine best practices and monitor work to assure best practices are being followed (quality) and that the quantity of work is satisfactory. Provide training and coaching on an individual and group basis to department staff and managers. Create and maintain on-line manuals documenting such items as use of computerized systems, department procedures, and city policies.
- 5% Assist the Commissioner of Assessments and Chief Assessor in formulation of the department strategic plan as well as planning policies, programs, and budgetary needs to meet Assessment Division long and short term objectives. Develop recommendations of additions and changes to the Employee Handbook. Set deadlines and schedules to meet objectives timely. Monitor progress toward completion of work required to meet statutory deadlines and objectives.
- 5% Review and approve recommendations for large group and sub-neighborhood value adjustments. Review proposed neighborhood boundary changes.
- 3% Encourage supervisory and staff interaction that promotes teamwork, innovation, and open communication, as well as improvements in quality and productivity. Foster equal opportunity and employee safety.
- 1% Peripheral Duties – Maintain Real Estate Brokers License and Realtor designation to provide Multiple Listing Service (MLS) membership benefits to the Assessor's Office.
- 1% Peripheral Duties – Conduct BOA meetings when Commissioner of Assessments and Chief Assessor are absent.

Minimum requirements include a bachelor's degree in business administration, engineering, economics, real estate, or related area; five years of experience in high level assessing and appraising; supervisory experience in a large assessment office; experience with the methods and requirements for setting up a mass appraisal program; Wisconsin Assessor Certification at the Assessor II level; and Broker's License. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by the Staffing Division.

As this position will now have a direct report that is recommended to be placed in Pay Range 1KX (\$91,006 - \$127,413) with a recruitment rate of \$105,336, we recommend that this position be reallocated to Pay Range 1MX (\$103,384 - \$144,744) to avoid pay compression. We further recommend the recruitment rate of \$120,143. The footnote that provides appointment at any rate in the pay range with approval of DER and the Chair of Finance and Personnel is no longer needed. This position will be in Pay Range 1MX and Part II, Section 3(B), of the Salary Ordinance provides that "Positions classified as Officials and Administrators or Professionals in pay ranges 1LX – 1XX and 2PX – 2TX may be authorized at any rate in the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel".

We therefore recommend one position of Assessment Operations Director in Pay Range 1KX (\$91,006 - \$127,413) with a recruitment rate of \$105,336 be reallocated to Pay Range 1MX (\$103,384 - \$144,744) with a recruitment rate of \$120,143.

Assessment Division Manager (Two Positions)

Current	Recommended
Assessment Division Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$95,761 (One Position)	Commercial Division Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment is at \$105,336 (One Position)

The basic function of this position is to assist in the management of all aspects of the Assessment Division in the Assessor's Office. This position is under the direct supervision of the Assessment Operations Director and is responsible for supporting and accomplishing the goals and objectives of the Assessor's Office as they relate to all assigned duties. Duties and responsibilities include:

- 25% Supervise the discovery, listing, and uniform valuation of all taxable commercial property in the City of Milwaukee.
- 25% Maintain and motivate an effective work team through selection, training, coaching, planning, supervising, and fostering equal opportunity and employee safety to obtain department goals and objectives.
- 25% Supervise and contribute to the production of an annual assessment roll.
- 10% Assist with the supervision of the processing of assessment appeals as required by assessment law from the Board of Review through the court system.
- 10% Supervise and collaborate with a team that researches exemptions and recommend actions regarding the eligibility for property tax exemptions.
- 5% Provide service and information to the public, other City departments, and public agencies.

Minimum requirements include a bachelor's degree in accounting, business administration, engineering, real estate appraisal, architecture, or related area; five years of experience in assessing commercial property; and Wisconsin Assessor Certification at the Assessor 2 level. Equivalent combinations of

education and experience may be considered. These requirements have not been assessed by the Staffing Division.

This position of Assessment Division Manager focuses on the supervision of the Commercial Property Appraisers 1, 2, and 3 and appraisal work related to commercial property. The work and requirements for this position are at a higher level and the department has requested a new title and higher pay range. We agree with this request and recommend one position of Assessment Division Manager in Pay Range 1JX (\$85,366 – \$119,521) with a recruitment rate of \$95,761 be reclassified to Commercial Division Manager in Pay Range 1KX (\$91,006 - \$127,413) with a recruitment rate of \$105,336.

Current	Recommended
Assessment Division Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$95,761 (One Position)	Residential Division Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$95,761 (One Position)

The basic function of this position is to assist in the management of all aspects of the Assessment Division in the Assessor's Office. This position is under the direct supervision of the Assessment Operations Director and is responsible for supporting and accomplishing the goals and objectives of the Assessor's Office as they relate to all assigned duties. Duties and responsibilities include:

- 25% Supervise the discovery, listing, and uniform valuation of all taxable residential property in the City of Milwaukee.
- 25% Maintain and motivate an effective work team through selection, training, coaching, planning, supervising, and fostering equal opportunity and employee safety to obtain department goals and objectives.
- 25% Supervise and contribute to the production of an annual assessment roll.
- 10% Assist with the supervision of the processing of assessment appeals as required by assessment law from the Board of Review through the court system.
- 10% Supervise and collaborate with a team that researches exemptions and recommend actions regarding the eligibility for property tax exemptions.
- 5% Provide service and information to the public, other City departments, and public agencies.

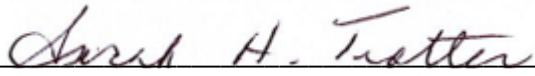
Minimum requirements include a bachelor's degree in accounting, business administration, engineering, real estate appraisal, architecture, or related area; five years of experience in assessing property in a governmental assessment office or performing mass appraisals in an appraisal firm; and Wisconsin Assessor Certification at the Assessor 2 level. Equivalent combinations of education and experience may be considered.

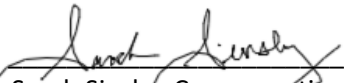
This position of Assessment Division Manager focuses on the supervision of the Residential Property Appraisers 1, 2, and 3 and appraisal work related to residential property. The Department has requested the title be changed to "Residential Division Manager" to reflect this focus. We agree with this request and recommend one position of Assessment Division Manager in Pay Range 1JX (\$85,366 –

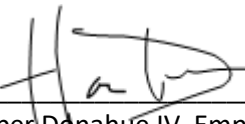
\$119,521) with a recruitment rate of \$95,761 be retitled to Residential Division Manager in Pay Range 1JX (\$85,366 - \$119,521) with a recruitment rate of \$95,761.

Action Required - Effective Pay Period 17, 2025 (August 3, 2025)

* 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 Supervisor

Reviewed by: 
Harper Donahue IV, Employee Relations Director



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Department of Employee Relations

JOB EVALUATION REPORT

City Service Commission Meeting: July 22, 2025

Department of Public Works

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DPW Inventory and Purchasing Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$66,650 DPW – Administrative Services Division (One Position)	DPW Inventory and Purchasing Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$76,500 DPW – Administrative Services Division (One Position)
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Note: Residents receive a 3% Resident Incentive Allowance.

The goal of this study was to review the rates of pay and recruitment rates for these four management inventory positions. Over the past few years there has been some changes in these positions regarding title, pay range, recruitment rate, location within DPW, and reporting relationships. As part of this study clarification was obtained. These four positions all focus on inventory for DPW and have overlapping responsibilities.

DPW Inventory and Purchasing Manager

The basic function of this position is to manage and monitor DPW inventory facilities and all matters related to the Department's Inventory Control Program. Duties and responsibilities include:

- 15% Daily - review previous days inventory transactions, inventory purchase orders, and receipt activity for accuracy and correct accounting and other errors as required; budget check and post this activity to the Ledger as appropriate. Manage and provide direction for Inventory's position of Program Assistant I.
- 30% Monthly – for all department warehouses, prepare inventory value and cycle count activity reports and a reconciliation report of Inventory Module value to the Actuals Ledger value.
- 10% Periodically review cycle count paperwork for compliance to Department Inventory Policy; and prepare and submit reports regarding review findings to appropriate management staff.
- 5% Annually – for all department warehouses, prepare year-end Inventory value, volume, and variance reports.
- 5% Monitor Department inventory facility access and security. Daily review overnight warehouse access activity at non-fleet warehouses; semi-annually coordinate a review of facility physical security to ensure needed repairs are addressed timely.
- 5% Monitor inventory activity for compliance to Department Inventory Policy. Report breaches of policy to appropriate Department management and periodically review Policy and recommend changes as appropriate.
- 5% Maintain FMIS (Financial Management and Information Systems) Inventory Module Item Master and other system control records; and add, change, and inactivate such records as needed including an annual update of system Transaction Accounting Rules.
- 5% Act as FMIS Inventory Module Functional lead for all system bundle patch, upgrade, and system testing as required by DOA-ITMD (Department of Administration – Information Technology Management Division).
- 5% Act as Department liaison to other City departments in all matters related to inventory and inventory purchasing.
- 5% Provide training to the field locations regarding entries on the system.
- 2% Peripheral Duties – Assist in addressing inventory related budget checking errors as needed and after the fact corrections, and reallocation of inventory material charges or credits to other funding as required.
- 1% Peripheral Duties – Periodically assist accounts payable and accounts receivable staff in the resolution of inventory related matters.
- 2% Peripheral Duties – Periodically, in the absence of other managers, sign Control Group Registers and Procard documents, and oversee their staff as required.
- 5% Peripheral Duties – Perform other duties as may be required.

Minimum requirements include a bachelor's degree in accounting, public administration, business administration or related field; or five years of experience in inventory management. Equivalent

combinations of education and experience may be considered. These requirements have not been reviewed by the Staffing Division.

Fleet Inventory Manager

The basic function of this position is to implement, maintain, and control all stockroom and tire shop activity, and standard operating procedures as established within DPW guidelines; manage personnel and activities in stockroom and tire shop; take action as required to ensure maximum efficiencies and minimum equipment downtime through timely parts procurement and distribution; and provide management controls and reports relative to all of Fleet Services parts inventory. Duties and responsibilities include:

- 40% Utilize AssetWorks Enterprise Asset Management System (EAM) to implement and maintain inventory control for the Division and ensure adequate inventory balances at Central Repair Garage, Tire Shop, Field Service Headquarters, Northwest Garage, and Lincoln Garage. Manage physical inventory counts, procedure audits, and loss prevention efforts. Monitor obsolete inventory and prepare proper disposal authorizations. Develop and maintain a method for tracking valuable cores and credits for DPW Inventory and Purchasing Section.
- 25% Direct daily activities of assigned employees, schedule overtime and vacation, and maintain adequate personnel levels at all locations. Maintain personnel files and daily time records, conduct interviews, ensure compliance with standard operating procedures, and initiate pre-disciplinary hearings as warranted. Maintain safety procedures, provide training, and conduct shop meetings. As part of the snow and ice control management team, report as scheduled or called up to meet the needs of the department in providing essential services. Ensure inventory staff is responsive and in place to maintain the fleet during snow and ice control operations.
- 20% Maintain purchasing, accounts payable, and all subscriptions associated with Fleet Services inventory and repairs. Monitor the activity of over 60 vendor contracts including vendor service contracts. Submit requisitions in a timely manner for vendor service contracts to ensure continuity of operations. Provide approval for payment and accuracy for over 200 daily emergency parts purchases, inventory purchases, and service invoices. Review and approve Procard purchases and statements to ensure accuracy and honesty, and to maintain records for audit purposes.
- 10% Maintain Material Safety Data sheets (MSDS) to ensure availability and compliance. Submit quarterly reports to the DPW Inventory and Purchasing Manager. Review and store AssetWorks – Inventory Reports. Review and update all inventory related forms, and process as needed and directed.
- 5% Complete special projects as assigned.
- 5% Peripheral Duties – Perform other duties as assigned.

Minimum requirements include five years of experience in ordering, expediting, and handling automotive parts and equipment, and modifying procedures in a stockroom. Experience in management or supervision of employees in a fleet parts operations preferred. A combination of supervision and fleet parts experience may be considered. Other relevant experience includes stock keeping systems

management, fleet vehicle maintenance systems, and tire repair activities. Experience with AssetWorks Inventory Management system is preferred. These requirements have not been reviewed by the Staffing Division.

Inventory Manager

The basic function of this position is to oversee the daily operation of the Inventory Section of DPW Water, Sewers, Streets, Electrical Services, Communications and Sign shop including warehouses at multiple locations. Assign jobs and monitor daily activities of inventory personnel and the Inventory Assistant Manager. Oversee and place vendor orders, create and maintain computer and physical files, oversee supplies and hazardous waste materials, and maintain and monitor vendor contracts, and inventory activities including all aspects of cycle counts, physical inventory, and general material and equipment. Coordinate material inspections as required and maintain security and access to inventory areas. Monitor overnight inventory activity and expedite current and outstanding material orders. Research new items for stock and control obsolescence, review job applicants and assist in selection and hiring of personnel. Act as a liaison with procurement services and vendors on behalf of the department. Assist departments in creating and understanding contracts and their assignments, make purchases needed to continue City business without interruption with the use of Procard. Work with Department leads to ensure material is in place when needed and assist other managers in overseeing their staff when needed. Duties and responsibilities include:

- 60% Manage personnel work assignments, coordination of emergency parts requests, and assignment of work for City crews and contractors. Take first line disciplinary actions, assign and coordinate priority parts requests with inventory personnel and parts suppliers. Ensure that inventory processes are followed by all personnel and communicate inventory needs to Street Services Manager as they arise.
- 15% Maintain inventory records, coordinate contractor work and assignments, check inventory disbursements, and follow through as appropriate. Review invoices for approval, oversee parts returns for credits, investigate invoice errors if help is needed, review blanket contracts, contact outside vendors when needed, and assist inventory team with providing City crews and contractors material.
- 10% Create, oversee, and assist with cycle counting of physical inventory, enter counts, and investigate discrepancies. Maintain physical inventory records, review overnight security log, ensure inventory areas are secure and free of breaches. Create, implement, and enforce policies regarding inventory processes. Attend and create meetings to ensure all departments and members can complete work as needed.
- 10% Purchase items and materials needed for inventory operations.
- 5% Maintain proper safety procedures, monitor building maintenance for the stockroom and surrounding area, and make recommendations regarding procedure changes, personnel issues, shop tools, and safety issues.
- 5% Peripheral Duties – Perform other duties as assigned.

Minimum requirements include a high school degree or equivalent and five years of experience as an Inventory Control Assistant 2 or higher. These requirements have not been reviewed by the Staffing Division.

Inventory Assistant Manager

The basic function of this position is to assist the Inventory Manager in the daily operation of the Inventory Section of DPW Water, Sewers, Streets, Electrical Services, Communications, and Sign Shop including warehouses at multiple locations. Assign jobs and monitor daily activities of inventory personnel, assign inventory transaction reports for entry and review entries for accuracy, prepare and assign work for contractors and City crews. Oversee and place vendor orders, maintain computer and hard files, oversee supplies and hazardous waste materials, and maintain and monitor vendor contracts, and inventory activities including physical inventory and general material and equipment, coordinate material inspections, maintain security, monitor overnight inventory activity, and expedite current and outstanding material orders. Research new items for stock and control obsolescence, review job applicants and assist in selection and hiring of personnel, act as a liaison with procurement services and vendors on behalf of the department and oversee and review Procards in the absence of the Inventory Manager. Duties and responsibilities include:

- 60% Lead person for the daily operations of all stockroom activities including personnel work assignments, coordination of emergency parts requests, and assigning work for City crews and contractors. Take first line disciplinary actions, assign and coordinate priority parts requests with inventory personnel and parts suppliers. Communicate with the Inventory Manager on all aspects of stockroom activities and assume all duties of the stockroom in the absence of the Inventory Manager.
- 20% Maintain inventory records, coordinate contractor work and assignments, check inventory disbursements, and follow through as appropriate. Oversee and ensure proper training of employees. Review invoices for approval, oversee parts returns for credits, investigate invoice errors if help is needed, review blanket contracts, and contact outside vendors when needed, and assist inventory team with providing City crews and contractors material.
- 10% Conduct and assist with cycle counting of physical inventory, enter counts, and investigate physical inventory discrepancies. Maintain physical inventory records, review overnight security log, and ensure inventory areas are secure and free of breaches.
- 5% Peripheral Duties – Attend inventory related meetings. Maintain proper safety procedures, monitor building maintenance for the stockroom and make recommendations regarding procedure changes, personnel issues, shop tools, and safety issues. Oversee training of employees and ensure proper training is completed in a timely manner.
- 5% Peripheral Duties – Maintain inventory area dumpsters and equipment, and perform other miscellaneous duties as assigned.

Minimum requirements include five years of experience as an Inventory Control Assistant 2 or higher. These requirements have not been reviewed by the Staffing Division.

Analysis and Recommendation

It is noted that three of these positions have significant supervisory responsibility. The Fleet Inventory Manager supervises nine Inventory Control Assistant 3 positions and two Program Assistant II positions. The Inventory Manager and Inventory Assistant Manager share supervision for one Inventory Control Assistant 3 position, seven Inventory Control Assistant 2 positions, and eight Inventory Control Assistant 1 positions. The Inventory Manager also supervises the Inventory Assistant Manager and may have transitional duty workers or laborers assigned. The DPW Inventory and Purchasing Manager supervises one Program Assistant I position but also has some department-wide oversight responsibilities for the inventory function.

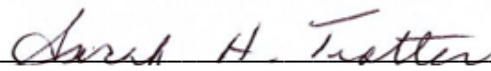
In reviewing these positions, we recommend that the recruitment rate for the three positions of DPW Inventory and Purchasing Manager, Fleet Inventory Manager, and Inventory Manager in Pay Range 1EX (\$62,041 - \$86,854) have the same recruitment rate of \$76,500. We further recommend that the recruitment rate for Inventory Assistant Manager in Pay Range 1BX (\$58,656 - \$71,754) be increased from \$61,544 to \$62,959.

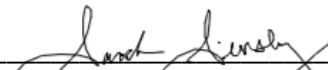
We therefore recommend recruitment rates as listed in the chart below for the four DPW inventory management positions.

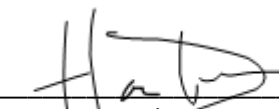
Title	Pay Range	Current Recruitment Rate	Recommended Recruitment Rate
DPW Inventory and Purchasing Manager	1EX (\$62,041 - \$86,854)	\$66,650	\$76,500
Fleet Inventory Manager	1EX (\$62,041 - \$86,854)	\$76,500	\$76,500
Inventory Manager	1EX (\$62,041 - \$86,854)	\$72,778	\$76,500
Inventory Assistant Manager	1BX (\$58,656 - \$71,754)	\$61,544	\$62,959

Action Required - Effective Pay Period 17, 2025 (August 3, 2025)

* 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 Supervisor

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: July 22, 2025

Milwaukee Health Department

Current	Recommended
Accounting Coordinator II PR 2FN (\$51,250 – \$71,754) FN: Recruitment rate is at \$62,528 (One Position)	Health Revenue Cycle Specialist PR 2IX (\$62,040 – \$ 86,854) (One Position)
Well Women Program Manager PR 1GX (\$70,501 – \$98,703) FN: Recruitment rate is at \$91,191 (One Position)	Health Project Supervisor - MBCCAP PR 1GX (\$70,501- \$98,703) FN Recruitment rate is at \$87,656 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

The Milwaukee Health Department (MHD) has requested the repurpose of two positions within the department. Job descriptions were provided and discussions were held with Lindsey Nathan O'Connor, Health Human Resources Administrator, and Sarah Wallisch, Human Resources Representative.

Health Revenue Cycle Specialist

Background

The newly implemented OCHIN Epic patient management system, enables MHD to bill more consistently. This has created an added responsibility for a position to have more technical knowledge and ownership over the full revenue cycle, instead of solid knowledge of a single part of the revenue cycle.

MHD has requested one vacant position of Accounting Coordinator II within the Office of the Commissioner and Health Administration, Finance & Administration Section to be repurposed to a Health Revenue Cycle Specialist.

**Milwaukee Health Department – Office of the Commissioner and Health Administration –
Finance & Administration**

Current	Recommended
Accounting Coordinator II PR 2FN (\$51,250 – \$71,754) FN: Recruitment rate is at \$62,528 (One Position)	Health Revenue Cycle Specialist PR 2IX (\$62,040 – \$ 86,854) (One Position)

Under the direction of the Budget & Administration Manager, this position will serve as lead in MHD revenue cycle & business billing activity for patient, internal, and external customers. This position will act as owner of revenue cycle management for all MHD patient billing, including fee schedule development and maintenance, charge creation processes, claim review and submission, remit posting and deposits, denial management, claim reconciliation, and quality control across all phases of the revenue cycle. It will utilize Epic OCHIN software and any required state systems to manage revenue cycle, manage receivables, and reconcile deposits in the City's financial ERP.

This position will also own and manage billing and receivable processes as well as revenue estimation and revenue tracking from invoice to deposit for MHD business activities including vital records, health licensing, enforcement and permit fees, and lab services. This position will be the owner of all payment policies and revenue/cash control procedures. It will interface with City Comptroller, Treasurer, MHD programs, customers, and payment vendors to design and assure that MHD customer service is fast, effective, accessible, and accountable. Duties and responsibilities include:

65% Clinical Billing

Leads MHD patient revenue cycle activities over all phases: registration, charging, claim management, AR management, quality review, and remit/deposit, for approximately 15,000 patient encounters per year and ~\$1M+ in gross clinical billing revenue. Creates, maintains, and updates MHD master fee schedule for clinical and laboratory fee schedules. Provides estimates, analysis, and regular reporting on MHD clinical billing, payment/remits, and revenue, as well as revenue metrics, to understand value and performance of billing activities.

20% Non-Clinical Billing

Manages MHD's processes and practices for non-clinical invoicing, payment, and receivables for business to business billing, billing for reimbursable patient care from non-insurance payors. Creates, updates, and regularly validates MHD payment practices, policies, and controls, including point of sale terminals and cash handling.

10% Revenue Services

Works with MHD programs to find and grow opportunities to equitably and fairly increase revenue, both for patient-facing services as well as business-to-business services and other customer-serving activities.

5% Peripheral Duties

Participate in: department culture and wellbeing Initiatives; quality improvement (QI) projects to foster a culture of continuous quality improvement (CQI); Emergency Preparation activities and respond to broad impact events or Public Health Emergencies as required; a positive safety culture by engaging with safety initiatives, following safety policies and procedures, and reporting safety hazards and opportunities for improvements.

Minimum qualifications include Bachelor's degree, any field, and three (3) years of experience in health care revenue cycle management, financial planning or analysis, budgeting, bank or financial operations, or business operations. Equivalent combinations of education and experience may be considered; however, additional education may not be substituted for required experience. Experience administering processes in electronic health record software, including Epic, is highly desirable. Health care finance or administration experience is highly desirable as well but not required.

Comparison

This job evaluation focuses on the pay for similar titles in Southeastern Wisconsin. The Economic Research Institute (ERI), a salary survey to which DER subscribes provides this job description for Revenue Cycle Specialist:

Oversees a company's crucial financial tasks, specifically payment and collections. Administers third-party medical claims processing, billing and incoming payments for care of patients, calculating patient intake costs, and tracking accounts receivable to ensure accuracy. Handles questions, complaints, or problems from customers, insurance companies, Medicaid offices and their associated Managed Care Plans, Medicare regions and their associated Health Maintenance Organizations, and families regarding insurance payments; and executes necessary follow-up to avoid payment delays. Confirms that all of the information for claims billing is correct, and contacts the appropriate parties to obtain missing or unclear billing information. Reviews funding invoices to determine the correct billing method. Informs pertinent personnel of changes in Medicaid, MCO, Medicare, HMO regulations discovered by claim denials. Completes claim forms, assuring that all fields are complete and accurate, and attaches required documentation for payment. Follows up on all unpaid and denied claims, determines next course of action on denied claims (including rebilling missing claims), or sends additional information on pending claims. Interfaces with customers concerning all aspects of billing, and arranges special payment options if necessary.

Wage data from ERI for Revenue Cycle Specialist in Southeastern Wisconsin is in the range of \$63,403 at the 25% of the market, \$68,685 at the mean of market, and \$78,480 at the 90% of market.

The Bureau of Labor Statistics (BLS) categorizes Revenue Cycle Specialist occupation within SOC Code 13-2099, which refers to Financial Specialist, All Other. This occupation category encompasses financial professionals not classified elsewhere in the 13-2000 series, which includes various financial analysts and specialists. It's a "catch-all" for financial occupations that don't fit neatly into more specific categories.

Wage data from BLS for Financial Specialists, All Other (SOC Code 13-2099) in the State of Wisconsin is in the range of \$47,740 at the 25% of the market, \$69,630 at the mean of market, and \$108,760 at the 90% of market.

Analysis and Recommendation

These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified Associate Auditor and Finance Specialist positions throughout the city. Based on this comparison, the recommendation is to classify this repurposed position as a Health Revenue Cycle Specialist in Pay Range 2IX (\$62,040 – \$ 86,854).

Health Project Supervisor – MBCCAP

Background

MHD has streamlined the Well Woman Program and has resulted in the Milwaukee Breast and Cervical Cancer Awareness Program (MBCCAP), which is a provider and coordinator of the Wisconsin Well Woman Program (WWWP), to discontinue providing mammograms, pap smears, and clinical breast exams at the Southside Health Center (SSHC). Instead MBCCAP has opted for an approach that focuses on care coordination in healthcare systems. MHD now coordinates these free services (mammograms, Pap tests, and multiple sclerosis testing) for WWWP clients with local healthcare systems. Shifting the responsibility from providing preventive health screenings to referring patients to healthcare systems enables MHD to concentrate on health equity through education, outreach, and enrolling residents into the program.

MHD has requested one vacant position of Well Women Program Manager, within the Clinical Services Division, Well Women Initiatives section be repurposed to a Health Project Supervisor – MBCCAP recognizing the discontinuation of MHD Mammography services in the WWWP narrows the scope of the program resulting in a reduction of staff, and a removal some of the mammography technical requirements of the position.

Milwaukee Health Department – Clinical Services Division – Well Women Initiatives

Current	Recommended
Well Women Program Manager PR 1GX (\$70,501 – \$98,703) FN: Recruitment rate is at \$91,191 (One Position)	Health Project Supervisor - MBCCAP PR 1GX (\$70,501- \$98,703) FN Recruitment rate is at \$87,656 (One Position)

Under the direction of the Deputy Commissioner of Clinical Services, the Health Project Supervisor - MBCCAP is responsible for providing overall management and coordination of the Milwaukee Breast and Cervical Cancer Awareness Program (MBCCAP) and the Wisconsin Well Woman Program (WWWP)

programs as well as strategically plan with other governmental and community organizations for women's health services. Duties and responsibilities include:

40% Administrative Supervision of MBCCAP (Wisconsin Well Women) Program

This includes but is not limited to: fiscal management; writing grants; program development; program implementation; program planning; developing, monitoring and evaluating contracts; monitoring performance outcomes for the Well Woman program; preparing and monitoring program budgets; collecting and analyzing data for data reporting; making recommendations for program priorities; selecting solution strategies and proposing action plans; and evaluating the effectiveness of program based upon reported information. Developing community collaborations for ensuring both programs are completing required outcomes and meeting State mandated objectives.

30% Client Services

The Health Project Supervisor - MBCCAP assures eligibility and enrollment of clients by ensuring that program staff are fully trained on requirements. This position works with community agencies, community health providers and community health clinics to increase enrollment in Well Woman program. This includes, but is not limited to, coordinating meetings, facilitating workgroups, preparing and disseminating reports and other data and information: Assuring inclusion of local providers in the ongoing program planning and changes, and monitoring abnormal client cases. The Health Project Supervisor evaluates Well Woman processes to ensure staff and community partners/providers are in compliance with Well Woman guidelines, initiates changes as needed to improve program processes, and provides guidance and direction when needed to ensure processes are followed. Ensures all protocols, policies and processes are met regarding program services. Ensures that all staff are trained on all protocols, processes and policies. Also ensures all staff are cross-trained in all aspects of the Well Woman Program.

15% Continuum of Care

Works with private, public, volunteer and governmental sectors in a community coordinated effort to assure continuum of care in the area of women's health to include breast and cervical cancer and cardiovascular disease. This includes, but is not limited to, referrals, education, training, case management and outreach. Outreach and education regarding Well Woman to community agencies, health clinics, hospital systems, public and private entities to increase awareness about both programs, increase patient screenings to ensure State mandated objectives for the program are met.

Peripheral Duties

5% Establish program policies and procedures for the Well Woman program assuring they meet federal, WWP, ACR, ACS and labor relations guidelines and regulations; and identify, assess

and advise MHD on pending legislation and policy relevant to women's health for breast and cervical cancer and cardiovascular disease.

- 5% Serve on local, state, and national committees and boards and advise on issues relevant to women's health for breast and cervical cancer and cardiovascular risk reduction.
- 5% Participate in and promotion participation in Safety, Culture, and Wellbeing initiatives. Participate in Emergency Preparation activities and respond to Public Health Emergencies as required.

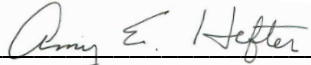
Minimum qualifications include Bachelor's degree in health education, public health, nursing, social work, or related field from an accredited college or university. Two (2) years of progressively responsible experience coordinating public or community health programs; experience may include community organizing or collaboration, health program planning, development, implementation, and/or evaluation. Equivalent combination of education and experience may be considered.

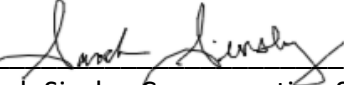
Analysis and Recommendation


These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified Health Project Supervisor – EFM, Health Project Supervisor – DAD, and Health Project Supervisor – WIC with in MHD. Based on this comparison, the recommendation is to classify this repurposed position as a Health Project Supervisor - MBCCAP in Pay Range 1GX (\$70,501 – \$98,703) with a recruitment rate at \$87,656.

Action Required – Effective Pay Period 17, 2025 (August 3, 2025)

* 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 Supervisor

Reviewed by: 
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	7/29/2025	File Number	250555	<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 July 22, 2025.				

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 2025 is \$10,871. Total cost for full year is \$28,264.
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 July 22, 2025
Finance and Personnel Committee Meeting of July 29, 2025

NEW COSTS FOR 2025													
	Pos.	Dept	From	PR	To	PR	Annual	Annual	Eff/PP	Costs	Rollup	Rollup+ Sal	% Inc
Vacant	1	Assessor	Chief Assessor	1PX	Deputy Commissioner of Assessments	1PX	\$125,201	\$125,201	17	N/A Title change only			0.00%
	1	Assessor	Assessment Operations Director	1KX	Assessment Operations Director	1MX	\$113,763	\$125,140	17	\$4,376	\$613	\$4,988	10.00%
	1	Assessor	Assessment Division Manager	1JX	Commercial Division Manager	1KX	\$105,337	\$115,870	17	\$4,051	\$567	\$4,619	10.00%
	1	Assessor	Assessment Division Manager	1JX	Residential Division Manager	1JX	\$105,337	\$105,337	17	N/A Title change only			0.00%
	1	DPW Admin	DPW Inventory and Purchasing Manager	1EX	DPW Inventory and Purchasing Manager	1EX	\$73,315	\$76,500	17	\$1,225	\$172	\$1,397	4.34%
	1	DPW Ops	Fleet Inventory Manager	1EX	Fleet Inventory Manager	1EX	\$77,265	\$77,265	17	N/A Above Recruitment Rate			0.00%
	1	DPW Infra	Inventory Manager	1EX	Inventory Manager	1EX	\$80,056	\$80,056	17	N/A Above Recruitment Rate			0.00%
Vacant	1	DPW Infra	Inventory Manager (Auxilliary)	1EX	Inventory Manager (Auxilliary)	1EX	\$72,778	\$76,500	17	\$1,432	\$200	\$1,632	5.11%
	1	DPW Infra	Inventory Assistant Manager	1BX	Inventory Assistant Manager	1BX	\$67,698	\$67,698	17	N/A Above Recruitment Rate			0.00%
	1	Health	Accounting Coordinator II	2FN	Health Revenue Cycle Specialist	2IX	\$62,529	\$62,041	17	(\$188)	(\$26)	(\$214)	-0.78%
Vacant	1	Health	Well Women Program Manager	1GX	Health Project Supervisor - MBCCAP	1GX	\$91,191	\$87,656	17	(\$1,360)	(\$190)	(\$1,550)	-3.88%
	11									9,536	1,335	\$10,871	

Assume effective date is Pay Period 17, 2025 (August 3, 2025) 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	Assessor	Chief Assessor	1PX	Deputy Commissioner of Assessments	1PX	\$125,201	\$125,201	1	N/A Title change only		
	1	Assessor	Assessment Operations Director	1KX	Assessment Operations Director	1MX	\$113,763	\$125,140	1	\$11,376	\$1,593	\$12,969
	1	Assessor	Assessment Division Manager	1JX	Commercial Division Manager	1KX	\$105,337	\$115,870	1	\$10,534	\$1,475	\$12,008
	1	Assessor	Assessment Division Manager	1JX	Residential Division Manager	1JX	\$105,337	\$105,337	1	N/A Title change only		
	1	DPW Admin	DPW Inventory and Purchasing Manager	1EX	DPW Inventory and Purchasing Manager	1EX	\$73,315	\$76,500	1	\$3,185	\$446	\$3,631
	1	DPW Ops	Fleet Inventory Manager	1EX	Fleet Inventory Manager	1EX	\$77,265	\$77,265	1	\$0	\$0	\$0
	1	DPW Infra	Inventory Manager	1EX	Inventory Manager	1EX	\$80,056	\$80,056	1	\$0	\$0	\$0
	1	DPW Infra	Inventory Manager (Auxilliary)	1EX	Inventory Manager (Auxilliary)	1EX	\$72,778	\$76,500	1	\$3,722	\$521	\$4,243
	1	DPW Infra	Inventory Assistant Manager	1BX	Inventory Assistant Manager	1BX	\$67,698	\$67,698	1	\$0	\$0	\$0
	1	Health	Accounting Coordinator II	2FN	Health Revenue Cycle Specialist	2IX	\$62,529	\$62,041	1	(\$488)	(\$68)	(\$557)
	1	Health	Well Women Program Manager	1GX	Health Project Supervisor - MBCCAP	1GX	\$91,191	\$87,656	1	(\$3,535)	(\$495)	(\$4,030)
	11									24,793	3,471	\$28,264

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