

**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

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To: The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

From: Maria Monteagudo  
Employee Relations Director  
Department of Employee Relations  
City of Milwaukee

Date: October 22, 2018

Re: Common Council File No. 181085

Dear Committee Members:

This report recommends recruitment flexibility for the position of Health Communication Officer in Pay Range 1EX (\$58,462 - \$81,844). This position manages the staff and functions associated with marketing and communications, media and community relations, and graphics/web services for the City of Milwaukee Health Department. It serves as the public information officer, represents the department at community events, and is responsible for executing long-term public relations plans.

The Health Department is actively striving to be a strategically forward-thinking organization. Filling this position with the most qualified candidate is imperative to the department and the community of Milwaukee because this position plays a large role in how critical information is communicated to constituents which in turn impacts the health of the community.

A recruitment for this position was held recently in which the Staffing Division received sixteen applications and interviewed four candidates. Upon interviewing these well-qualified individuals, it was realized that recruitment flexibility was needed in order to provide the City with the ability to recruit and retain the best candidates for this critical position. We therefore recommended that a footnote be added to this title that allows appointment anywhere in the range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.

**Action Required – Effective Pay Period 23, 2018 (November 4, 2018)**

In the Salary Ordinance

Under Pay Range 1EX:

Add footnote designation “(4)” to the title of “Health Communication Officer”.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'M. Monteagudo'.

Maria Monteagudo  
Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

## A

**Date** 10/25/18 **File Number** 181085  
**Subject** Recommendation submitted to the Finance and Personnel Committee for October 31, 2018 meeting.

## B

**Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter, Human Resources Representative  
Dept. of Employee Relations/X2398.

## C

- This File**
- Increases or decreases previously authorized expenditures.
  - Suspends expenditure authority.
  - Increases or decreases city services.
  - Authorizes a department to administer a program affecting the city's fiscal liability.
  - Increases or decreases revenue.
  - Requests an amendment to the salary or positions ordinance.
  - Authorizes borrowing and related debt service.
  - Authorizes contingent borrowing (authority only).
  - Authorizes the expenditure of funds not authorized in adopted City Budget.

## D

- This Note**  Was requested by committee chair.

## E

- Charge To**
- |  |   |
|--|---|
| <input 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) _____ |   |

**F**

Assumptions used in arriving at fiscal estimate.

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**G**

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		See attached spreadsheet.	
Supplies/Materials			
Equipment			
Services			
Other			
<b>TOTALS</b>			

**H**

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

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**I**

List any costs not included in Sections E and F above.

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**J**

Additional information.

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**Department of Employee Relations  
Fiscal Note Spreadsheet**

Finance and Personnel Committee Meeting of October 31, 2018

**NEW COSTS FOR 2018**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Health	Health Communication Officer	1EX	Health Communication Officer	1EX	N/A	N/A	N/A Recruitment Flexibility		
1								\$0	\$0	\$0

Assume effective date is Pay Period 23, 2018 (November 4, 2018).

\*Costs will depend on the actual request for an individual being appointed to this position.

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Health	Health Communication Officer	1EX	Health Communication Officer	1EX	N/A	N/A	N/A Recruitment Flexibility		
1								\$0	\$0	\$0