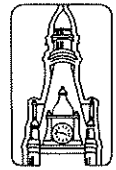


CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS



Maria Monteagudo
 Department of Employee Relations
 City of Milwaukee
 200 E Wells St, Room 706

June 7, 2019

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 190301 – Communication from the Department of Employee Relations relating to classification studies scheduled for City Service Commission action

Dear Committee Members:

The following classifications and pay recommendations will be submitted to the City Service Commission meeting on June 11, 2019.

Department of Employee Relations

Current	Recommendation
Staffing and Certification	
Program Assistant I PR 5EN (\$40,501 - \$46,724) One Position	Human Resources Assistant PR 5IN (\$46,347 - \$54,669) FN: Recruitment is at \$47,779
Program Assistant II PR 5FN (\$40,516 - \$48,248) Recruitment is at \$42,539 One Position	Human Resources Assistant PR 5IN (\$46,347 - \$54,669) FN: Recruitment is at \$47,779
Certification Services Specialist PR 5HN (\$45,013 - \$51,408) One Position	Human Resources Analyst PR 2DN (\$42,500 - \$59,498)
Compensation and Training	
Program Assistant II PR 5FN (\$40,516 - \$48,248) Recruitment is at \$42,539 Two Positions	Human Resources Assistant PR 5IN (\$46,347 - \$54,669) FN: Recruitment is at \$47,779
Pay Services Specialist PR 5HN (\$45,013 - \$51,408) One Position	HRIS Analyst PR 2EX (\$48,670 - \$63,426) FN: Recruitment anywhere in the range based on experience and credentials with DER approval

Health Department

Finance and Administration Manager PR 1HX (\$70,827 - \$99,154) FN: Recruitment at any rate in the range with DER and Finance and Personnel Committee Chair approval. (One Position)	Health Budget and Administration Manager PR 1HX (\$70,827 - \$99,154) FN: Recruitment at any rate in the range with DER and Finance and Personnel Committee Chair approval. (One Position)
New Position	Epidemiologist PR 2JX (\$62,338 - \$87,270) (One Position)

Respectfully submitted,



Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Reports
 Fiscal Impact Statement

C: Jeanette Kowalik, Jennifer Freiheit, Kerry Mitchell, Lori Hoffman, Andrea Knickerbocker, Kristin Urban, Dennis Yaccarino, Nick Sinram, Molly King, Nicole Fleck, Ken Wischer

JOB EVALUATION REPORT

City Service Commission Meeting: June 11, 2019

Department of Employee Relations

Current	Recommendation
Staffing and Certification	
Program Assistant I PR 5EN (\$40,501 - \$46,724) One Position	Human Resources Assistant PR 5IN (\$46,347 - \$54,669) FN: Recruitment is at \$47,779
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Background

The 2019 Department of Employee Relations (DER) budget includes a number of changes in clerical/administrative support positions designed to increase capacity within the Staffing, Compensation, and Training sections. Changes have been made to job descriptions that incorporate new responsibilities delegated to these positions in an effort to alleviate the workload of some of the analysts. The scope of responsibilities for many of the administrative support positions performing work in the following areas has shifted to paraprofessional responsibilities:

- recruitment activities and documentation,
- certification and referral processes,
- pay administration and auditing practices,
- onboarding, employee training, and logistics.

In general, paraprofessional work in this context means that the employees will be expected to perform moderately complex work under limited supervision, seeking guidance and direction when confronted with unique problems or situations. Employees will also be expected to have solid knowledge and understanding of civil service rules, federal and state employment laws, the Milwaukee Code of Ordinances, and comparable regulations. Knowledge and competency in these areas is expected to be achieved by participation in college level course work or equivalent and/or classes towards a certificate in human resources management. Positions may continue to be under-filled at the appropriate level until the minimum requirements have been met.

One of the goals of this reorganization is to establish a number of paraprofessional positions that can serve as entry level jobs in the career path for professional level human resource positions within the City. This goal aligns with one of the strategies associated with DER's succession planning efforts. Given the difficulty recruiting for some of the

professional level positions and the nuanced work of public sector human resources, internal professional development opportunities are anticipated to play a stronger role in preparing personnel for promotional opportunities when filling key vacancies in the future.

Staffing and Certification

Current	Program Assistant I	PR 5EN (\$40,501 - \$46,724)	One Position
Recommendation	Human Resources Assistant	PR 5IN (\$46,347 - \$54,669) Recruitment is at \$47,779	One Position

This position in the Certification Section is responsible for many of the onboarding functions of new employees such as overseeing physical and drug testing, new employee orientation, and the verification of I-9s (Employment Eligibility Verification forms) mandated by federal law. Duties, responsibilities, and requirements include the following:

- 25% Preplacement Administration: Coordinate and audit preplacement processes; monitor, audit, and make additions to the medical testing requirements and billing; create and monitor vendor contacts for out-of-town candidates; serve as a point of contact for departments regarding complex preplacement issues; produce cost and billing report schedule for testing facilities for out-of-town candidates, and keep in contact with hiring managers to answer any questions they may have about the preplacement process; and produce preplacement billing data for the Business Operations Specialist as requested.
- 25% I-9 Verification: Coordinate the I-9 employment verification process for all general city employees; produce the I-9 weekly list, process I-9s, send out I-9 compliance e-mails and letters, and I-9 non-compliance enforcement; monitor regulations and laws relating to compliance; update all I-9 training materials and documentation as needed; serve as lead person for I-9 reverification and reverification processing; I-9 specialist for new employees and other departments that complete their own I-9 verification such as Fire and Police; perform off-site I-9 processing as needed; and assist Human Resources Compliance Officer with I-9 audit as needed.
- 25% New Employee Orientation (NEO): Serve as NEO facilitator; identify and implement efficiencies in the onboarding process city-wide; incorporate and update technology and media into onboarding processes; assist tuition and training (HR Assistant) with scheduling and organizing the in-person portion of NEO; enroll employees in NEO upon successful verification of employee ID number; and create and update a NEO satisfaction survey.
- 25% Support Services: Process and track all reinstatement requests under one year; administratively monitor and update the auxiliary resource program; Do Not Hire List; Employment Verification Process, Temporary Appointment Log, and City Service Commission Rule IV-6 & IV-9 promotions; and assist Certification Analyst in various certification functions as needed.

Minimum requirements include an associate's degree in human resources management, business management, or related field and three years of experience providing programmatic support to a human resources function or comparable business function such as payroll, employee relations, benefits or leave administration. Equivalent combinations of education and experience may be considered.

This position serves as a lead for many of the City's onboarding functions for new employees. The position maintains close communications with departments in the process of hiring new employees and conducts audits of the various processes including pre-employment medicals and drug testing, new employee orientation, and the verification of I-9s mandated by federal law. The coordination and audit of the City's pre-employment and onboarding processes is a significant and complex area of operation within the Staffing Services Division. The position requires knowledge and understanding of local ordinances, civil service rules and employment policies. Independent judgement is exercised when ensuring compliance with established regulations and protocols. The position is expected to be able to handle multiple and competing priorities and meet strict deadlines in compliance with established protocols.

This position's nature of work and level of responsibility is consistent with the Human Resources Assistant classification in Pay Range 5IN (\$46,347 - \$54,669) with minimum recruitment at \$47,779. There are two Human Resources Assistant positions currently assigned to the Police Department Human Resources Division as well as the Department of Public Works Administrative Services Division.

The Human Resources Assistants in the Police Department's Human Resources Division serve as lead workers and ensure the workflow of the division is efficient and accurate. They manage selection processes, prepare human resources reports, and perform various human resource functions such as process requests to fill vacancies within the department, update job descriptions for managers, process internal disciplines and grievances and maintain files, provide orientation presentations to new employees, prepare and manage the selection process and new recruit classes for officers and aides, compose disciplinary orders, process probation reports, and maintain an employee probation database.

The Human Resources Assistant in the DPW - Administrative Services Division maintains and audits various personnel and payroll databases. These include databases on discipline, grievances, and job descriptions.

The Human Resources Assistant classification blends paraprofessional and professional human resources duties with administrative work and serves as an entry-level title to the field of human resources. The work of this classification supports a significantly complex program or area of operation. These positions require an extensive knowledge of technical and/or administrative information. They also analyze information, draw conclusions, and make recommendations; have extensive responsibility for the complex program or area of operation; and communicate with other City personnel and the public.

This comparative analysis is the basis for the recommendations of Human Resources Assistant that follow in this report.

Based upon the analysis above this report recommends this position be reclassified as Human Resources Assistant in Pay Range 5IN (\$46,347 - \$54,669) with a minimum recruitment rate of \$47,779.

Current	Program Assistant II	PR 5FN (\$40,516 - \$48,248) Recruitment is at \$42,539	One Position
Recommendation	Human Resources Assistant	PR 5IN (\$46,347 - \$54,669) Recruitment is at \$47,779	One Position

Under the direction of the Human Resources Manager, this position provides support for the staffing function by ensuring that selection processes run smoothly, exam materials are accurate and of production quality, exam and applicant materials are maintained efficiently and securely, and candidate communication is accurate and timely. Duties, responsibilities, and requirements include the following:

- 30% Recruitment: Under the general direction of the Diversity Recruiter and Human Resources Representatives, coordinate recruitment functions, including scheduling and attending job fairs and events, and preparing various materials including promotional materials; assist in the preparation and implementation of recruitment plans by researching, proofreading and posting City job information on social media and other sites; and ensure social media sites are up-to-date and of high quality.
- 25% Structured Interviews: Schedule candidates; format, proofread, and copy all materials related to structured interviews; prepare folders for raters; prepare the interview room with necessary materials; greet candidates and ensure pre-interview paperwork is complete; administer written exercises prior to structured interviews; ensure that the schedule runs on time; prepare testing materials for scoring; and retain copies of testing materials (electronic and physical) in a confidential location ensuring testing security.
- 25% Preparation of testing materials and examination administration: Prepare test materials, including redacting and copying application materials for rater or departmental review; format, proofread, and copy materials for

written and performance examinations; assist in test administration, test scoring and creation of eligible lists; and respond to inquiries from applicants, City employees and hiring managers related to selection process.

20% Other Support Duties: Approve payment of invoices related to meal purchases for raters, advertising, office supplies, travel costs and social media; create and maintain filing systems and ensure confidentiality of examination materials; provide administrative support, such as formatting, proofreading, and copying, for Human Resources Manager and other staff; and serve as a test administrator in the absence of test administration staff.

Minimum requirements include an associate's degree in human resources management, business management, or a related field and three years of experience providing programmatic support to a human resources function or comparable business function such as payroll, employee relations, benefits or leave administration. Equivalent combinations of education and experience may be considered.

The quality, efficiency, confidentiality and security of candidate information as well as the examination materials rests to a large extent with this position. This position works closely with the Human Resources Representatives responsible for the various selection processes and ensures that the administrative coordination of recruitment efforts, examination materials production, applicant interviews, and applicant communications run smoothly. This requires attention to detail, understanding of applicable civil service rules, and the ability to comply with testing standards and best practices. This position is also expected to initiate new work projects and improve processes on a regular basis. With these responsibilities the consequence of error is high and requires the incumbent to exercise prudent judgement in protecting the integrity of examination processes as well as the identity of the candidates and their information. The addition of recruitment related responsibilities requires this position to partner with the Diversity Recruiter in mapping out and implementing recruitment activities in support of diversity and inclusion initiatives.

Taking into consideration the comparative analysis with other Human Resources Assistants discussed previously this report therefore recommends this position be reclassified as Human Resources Assistant in Pay Range 5IN (\$46,347 - \$54,669) with a minimum recruitment rate of \$47,779.

Current	Certification Services Specialist	PR 5HN (\$45,013 - \$51,408)	One Position
Recommendation	Human Resources Analyst	PR 2DN (\$42,500 - \$59,498)	One Position

The Certification Services Specialist provides assistance to City departments in filling vacant positions in a timely and efficient manner according to Civil Service Rules and procedures. This includes managing eligible lists, surveying eligible candidates for interest in departmental vacancies, and certifying eligible lists, reinstatement lists and/or DEPP (Disabled Employee Placement Program) participants. This position also verifies Finance and Personnel Committee authorization for positions to be filled and advises departments of hiring procedures and promotional policies in accordance with the Civil Service Rules. Duties, responsibilities, and requirements include the following:

- 45% Eligible Lists: Assist requesting departments in filling vacancies by surveying eligible lists, searching for comparable eligible lists, and certifying eligible lists; verify Finance and Personnel Committee authorization for positions to be filled; track all requisitions to ensure appropriate action; advise departments of hiring procedures and promotion policies in accordance with the City Service Rules; maintain and update eligible lists and reinstatement lists in accordance with Civil Service Rules, including consolidation of lists, expiration and abolishment of lists, documenting appointments and removal and/or restoration of candidates; assist candidates and departments regarding status of eligible lists; support DER workforce planning and succession efforts by creating departmental reports, participating in training, and identifying opportunities and challenges based on the analysis of personnel requisitions and turnover; and assist in the collection and analysis of information regarding selection processes timeframes.
- 30% Certification: Issue certifications for all appointments made to the city service through regular appointment, promotion, transfer, reinstatement or voluntary demotion; and utilize city rules and ordinances to verify appropriateness of appointments, including verifying rates of pay, status on eligible lists, and civil service status.

- 10% Temporary Appointments: Review temporary appointment requests received from departments; verify the temporary appointment is appropriate under Civil Service Rules and either approve or deny requests; and consult the Certification & Workforce Planning Coordinator on complex issues related to temporary appointments.
- 10% Reinstatements & DEPP Placements: Actively monitor requisitions in JobAps to identify vacancies that could be filled through reinstatement or placement of DEPP participants; analyze qualifications of employees to determine suitability for potential placements; and assist the Certification & Workforce Planning Coordinator with monitoring eligibility of employees on the reinstatement and DEPP lists.
- 5% Other Duties: Generate statistics for annual budget reporting; process I-9s for new hires; and fill in as front desk receptionist for breaks and vacations as needed,

Minimum requirements include a bachelor's degree in business administration, industrial psychology, communication, or related field; or four years of progressively responsible administrative support experience supporting a human resource function. Equivalent combinations of education and experience may be considered.

This position serves as the key contact with department representatives that seek to fill a civil service position. The position certifies candidates for departments from new or previously established eligible lists, verifies that the department has approvals to fill the position, and provides guidance to departments on the City's hiring and promotion policies in accordance with Civil Services Rules. The scope of responsibility and the judgement required for this position is equivalent to that required by entry level positions in the city service, including Human Resources Analysts in DER. At this level, positions are required to understand the framework of employment terms and conditions within civil service; and process transactions using independent judgement and the correct application and interpretation of civil service rules, policies and procedures as well as provisions of the Milwaukee Code of Ordinances.

This position will also play a critical role in supporting DER workforce planning and succession efforts. In this capacity, the position will assist in the creation of departmental reports, participate in training, and identify opportunities and challenges based on the analysis of personnel requisitions and turnover. This position will also assist in the collection and analysis of information regarding selection processes timeframes.

The classification of Human Resources Analyst in Pay Range 2DN (\$42,500 - \$59,498) is being recommended as the general nature of the duties and responsibilities as well as the level of complexity of the work being performed is consistent with that of the professional level classification.

The Human Resources Analyst classification is the entry level for the Human Resources classification series. The basic function of a Human Resources Analyst is to conduct recruitment and selection processes to fill positions in general City departments. This includes developing and implementing recruitment plans; conducting job analysis to determine essential functions, tasks and the competencies; developing valid selection processes and test components consistent with professional standards and legal guidelines; and assisting departments on staffing-related issues.

This position must have an overall understating of the selection processes and the Civil Service Rules related to hiring. Timely and accurate communications with hiring departments and candidates are critical. The position also approves certain reinstatement requests and audits promotions without examination. In all, the work of this position is very detailed and the consequence of error is high.

Based upon this analysis this report therefore recommends this position be reclassified as Human Resources Analyst in Pay Range 2DN (\$42,500 - \$59,498).

Compensation and Training

Current	Program Assistant II	PR 5FN (\$40,516 - \$48,248) Recruitment is at \$42,539	One Position
Recommendation	Human Resources Assistant	PR 5IN (\$46,347 - \$54,669) Recruitment is at \$47,779	One Position

This position is responsible for auditing Citywide HCM (Human Capital Management) entries on a weekly basis, as well as providing guidance to the various human resources (HR) and payroll functions throughout the City. Responsibilities include interpretation and administration of policies and procedures relating to compensation/pay progression and HRIS (Human Resources Informational Systems) entries including the Salary and Positions Ordinances, Chapter 350, and City, State and Federal rules, regulations, and statutes. This position will also partner with the Pay Services Supervisor on the facilitation of training to all payroll and HR staff. Duties, responsibilities, and requirements include the following:

- Uphold the security and confidentiality of documents and data within area of responsibility.
- Develop and maintain auditing methods including Excel tables and proper documentation, authorizations and/or certifications to ensure accuracy and data integrity of HRIS/HCM transactions.
- Audit and validate daily timekeeping entries and partner with appropriate payroll, HR and/or departmental representatives to resolve problematic HCM entries.
- Provide guidance and direction for city payroll personnel, managers and employees in making accurate entries in the HCM system; contact appropriate parties within departments to make corrections to entry errors; and in special circumstances this position has authority to correct entry errors.
- Provide support and consult with City department staff, and the HRIS Analyst in the functional application/maintenance of City pay practices including career ladder implementation and advancement, recruitment matrices, merit based pay progression, and mass rate changes.
- Facilitate on-line, and in person training regarding the administration of the City's policies and procedures as related to pay administration, pay progression, and career ladders, as related to the City's HRIS/HCM system.
- Assist in calculating pay rates, benefit service dates, years of service credit, seniority, residency and/or other salary and/or benefit information as needed.
- Research employment history as requested by Employee's Retirement System and others as needed.
- Partner with the Pay Services team on design and implementation process improvements to the HRIS/HCM system.

Minimum requirements include an associate's degree in human resources, business management, accounting, or related field; and three years of experience supporting a personnel or payroll function. Equivalent combinations of education and experience may be considered.

This position develops auditing methods and audits HCM transactions to ensure accuracy and data integrity of HRIS/HCM transactions; provides direction and training for City payroll personnel, managers and employees in making accurate entries in the HCM system and has authority to correct entry errors; and partners with City department payroll and HR representatives to resolve problematic entries.

The payroll audit function ensures that the rate of pay for City of Milwaukee employees is accurate a significant and complex function within the Pay Services Section. This position performs complex personnel/payroll work that requires a thorough understanding of Salary ordinance pay provisions, Civil Service Rules, as well as provisions of the Milwaukee Code of Ordinances. This position plays a critical role in supporting the implementation of mass rate changes, collective bargaining agreement pay provisions, and other pay related initiatives. This position also requires a high level of attention to detail and the ability to meet multiple and competing priorities while providing timely and accurate services and support to customer departments.

Taking into consideration the comparative analysis with other Human Resources Assistants discussed previously this report therefore recommends this position be reclassified as Human Resources Assistant in Pay Range 5IN (\$46,347 - \$54,669) with a minimum recruitment rate of \$47,779.

Current	Pay Services Specialist	PR 5HN (\$45,013 - \$51,408)	One Position
Recommendation	HRIS Analyst	PR 2EX (\$48,670 - \$63,426) Recruitment anywhere in the range based on experience and credentials with DER approval.	One Position

The HRIS Analyst is responsible for providing system support as well as functioning as the lead in providing application work in the configuration, design, development, implementation, improvement and maintenance of Human Resource systems. This includes, but is not limited to, creating and maintaining reports, auditing and maintaining the integrity of the data, reviewing internal practices and recommending efficiencies, as well as customer support. Duties, responsibilities, and requirements include the following:

- Uphold the security and confidentiality of documents and data within area of responsibility.
- Responsible for timely implementation of "mass" rate changes specific to pay administration, as well as updates to such items as action/reason codes, job codes, etc.
- Responsible for setting up and maintaining HRIS/HCM system codes and ensuring proper functioning.
- Function as departmental technical expert specific to Oracle's PeopleSoft and other Oracle software; and stay current on upcoming technology, upgrades and new functionality including impacts on workflow, efficiencies, and time to process costs.
- Serve as the Information Security Officer for DER including tracking which employees within DER are provided access to the HRIS/HCM system and what level of security they are granted. This information is then shared with DOA-ITMD (Department of Administration-Information and Technology Management Division).
- Audit and validate daily timekeeping entries; partner with appropriate payroll, HR and/or departmental representatives to resolve problematic HCM entries.
- Provide guidance and direction for city payroll personnel, managers and employees in making accurate entries in the HCM system; contact appropriate parties within departments to make corrections to entry errors; and in special circumstances this position has authority to correct entry errors.
- Provide support and consult with City department staff and the Pay Services Supervisor in the functional application/maintenance of City pay practices including career ladder implementation and advancement, recruitment matrices, merit based pay progression, and mass rate changes.
- Serve as the subject matter expert responsible for bringing process improvements to the HRIS/HCM system to the Pay Services Supervisor/team for review.
- Assist in calculating pay rates, benefit service dates, years of service credit, seniority, residency and/or other salary and/or benefit information as needed.
- Research employment history as requested by Employee's Retirement System and others as needed.
- Facilitate on-line, and in person training regarding the administration of the City's policies and procedures as related to pay administration, pay progression, and career ladders, as related to the City's HRIS/HCM system.
- Assist the Human Resources Assistant in the maintenance of the audit tables/system to ensure the accuracy and data integrity of all electronic personnel records.
- Partner with the City's Enterprise Team in ITMD on system upgrades and serve as the departmental liaison for DER with regards to module usage, analysis, development of functionality, and investigation of system issues.

Minimum requirements include a bachelor's degree in computer science, human resources, or related field; and two years of experience in the field of HR system development and/or as a HRIS analyst. Equivalent combinations of education and experience may be considered.

This position functions as a technical expert within DER and for the City in configuring, designing, developing, implementing, improving, and maintaining the City's HRIS systems used to administer pay and benefits. The position creates and maintains reports, audits and maintains integrity of the data, reviews internal practices, and recommends improvements. The position provides guidance and direction for city payroll personnel, managers and employees in making accurate entries in the HCM system, and contacts appropriate department representatives to make corrections to entry errors.

This HRIS Analyst works with the functionality of the HRIS systems as it relates to pay administration for city employees in a comparable capacity to that of the Benefits Services Analyst in the Employee Benefits Division responsible for benefit administration. Both positions work closely with DOA-ITMD, the Comptroller's Office, and city department payroll personnel to ensure proper administration of employee pay and benefits. Both positions require previous experience in the development of human resource systems.

The chart below shows the market rates of pay as reported by the Economic Research Institute (ERI), a service to which DER subscribes, for Human Resources Information Systems Coordinators within the Milwaukee metropolitan area.

Years of Experience	10%	25%	Mean	75%	90%
7	\$59,461	\$63,765	\$69,644	\$75,045	\$80,662
5	\$56,472	\$60,544	\$66,132	\$71,255	\$76,607
3	\$52,538	\$56,288	\$61,478	\$66,219	\$71,203
1	\$48,086	\$51,429	\$56,129	\$60,409	\$64,951

ERI defines the work of an HRIS Coordinator as follows:

- *Inputs data into the Human Resources Information Systems (HRIS) modules including, but not limited to, compensation, payroll, and benefits, and verifies accuracy of data through audits and query generation.*
- *Processes human resources changes, such as new hires, terminations, and salary changes, and alters data as necessary.*
- *Assists with report generation, maintenance, and distribution.*

Based upon this analysis and a review of the market rates of pay, this report therefore recommends this position be classified as HRIS Analyst in Pay Range 2EX (\$48,670 - \$63,426). As the labor market data above suggests that recruitment flexibility beyond what is currently authorized (up to 60% of the range) may be needed to attract a qualified pool of applicants in the future it is recommended that this title have recruitment flexibility anywhere in the range based on experience and credentials with DER approval.

Current	Program Assistant II	PR 5FN (\$40,516 - \$48,248) Recruitment is at \$42,539	One Position
Recommendation	Human Resources Assistant	PR 5IN (\$46,347 - \$54,669) Recruitment is at \$47,779	One Position

This position is responsible for the administering the City's Tuition Benefit Program, coordinating Citywide training events, tracking courses and participants in HCM, and acting as the Titan Software liaison in editing the Department of Employee Relations website. Duties, responsibilities, and requirements include the following:

- 30% Tuition Benefit Administration: Review tuition reimbursement applications, make initial judgments, verify and approve requests, communicate with applicants, prepare budget estimates, maintain required paperwork, prepare IRI reports and contract updates, give Query Manager updates to management, and process reports for the Office of the Comptroller for payroll processing purposes.

- 25% Titan Web Editing: Update and maintain the Department of Employee Relations' web pages with policies, procedures, training bulletins, forms, and other needed documents. Update links and documents as needed.
- 25% Training & Development: Handle all enrollments, confirmation and logistics for this program each pay period. Provide support for the New Employee Orientation presenters. Update the City's Bulletin of Courses. Enroll City employees into various training sessions such as specific DER training initiatives, Voya, EAP, and Retirement Planning. Log this information on Excel and also enter trainees into HCM for tracking purposes. Assist Compliance with Media Partners Roll-Out training events.
- 15% Support Work: Provide support to the Classification staff in terms of researching, compiling and updating market data. Send out E-Notify alerts for job postings, trainings, and the Employee Assistance Program. Act as a supply assistant for the petty cash fund. Monitor and disperse inquiries to the main Department of Employee Relations email account.
- 5% Other Duties: Assist the Staffing Division with performance testing, exams, jobs fairs, and other events.

Minimum requirements include an associate's degree in human resources, business management, accounting, or related field; and a minimum of three years supporting a personnel or payroll function. Equivalent combinations of education and experience may be considered.

This position administers the Tuition Benefit program for City of Milwaukee employees including determining the eligibility of each request, entering the determination in HCM and in processing the reimbursement via the payroll process. This position also fields questions from City employees and departmental representatives on the benefit and resolves conflicts with employees on denied requests. Performing this function requires the incumbent to independently analyze requests from employees and make eligibility determinations consistent with the guidelines.

In addition the position processes IRI's (Interdepartmental Requisition Invoice) and prepares budget cost estimates. Data collected is used for reports and analysis in the budget preparation process. The position also assists with the coordination of New Employee Orientation and city-wide training events. The position also serves as the department's Titan liaison in making changes to the department's website. Coordination of the City's tuition reimbursement benefit and city-wide training, plus implementing department communications via the City's website are significant and complex operations within the department.

Taking into consideration the comparative analysis with other Human Resources Assistants discussed previously this report therefore recommends this position be reclassified as Human Resources Assistant in Pay Range 5IN (\$46,347 - \$54,669) with a minimum recruitment rate of \$47,779.

Action Required – Effective Pay Period 1, 2019 (December 30, 2018)

In the Salary Ordinance

Under Pay Range 2EX:

Add the title "HRIS Analyst (3)(6)".

Under Pay Range 5HN:

Delete the title "Pay Services Specialist".

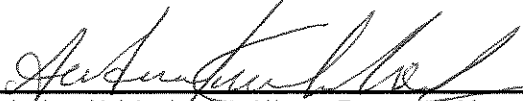
In the Positions Ordinance

Modify the Compensation and Pay Administration Services section to read "Compensation and Pay Services".

Under Compensation and Pay Services:

Delete one position of "Pay Services Specialist".

Add one position of "HRIS Analyst".

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director

JOB EVALUATION REPORT

City Service Commission Meeting: June 11, 2019

Health Department

Finance and Administration Manager PR 1HX (\$70,827 - \$99,154) FN: Recruitment at any rate in the range with DER and Finance and Personnel Committee Chair approval. (One Position)	Health Budget and Administration Manager PR 1HX (\$70,827 - \$99,154) FN: Recruitment at any rate in the range with DER and Finance and Personnel Committee Chair approval. (One Position)
New Position	Epidemiologist PR 2JX (\$62,338 - \$87,270) (One Position)

This report is regarding one title change and the classification of one new position in the Milwaukee Health Department (MHD). In studying these positions job descriptions were analyzed and discussions were held with department representatives.

Current	Finance and Administration Manager	Pay Range 1HX (\$70,827 - \$99,154) FN: Recruitment anywhere in the range with DER and FPC Chair approval.	1 Position
Recommended	Health Budget and Administration Manager	Pay Range 1HX (\$70,827 - \$99,154) FN: Recruitment anywhere in the range with DER and FPC Chair approval.	1 Position

This vacant position was recently approved to be reclassified as Finance and Administration Manager in Pay Range 1HX (\$70,827 - \$99,154) as part of the May 21, 2019 report regarding Health Department positions. To correct an error we are recommending that the title be changed to Health Budget and Administration Manager in the same Pay Range 1HX (\$70,827 - \$99,154). The current title of Finance and Administration Manager already exists in another pay range.

This position will serve as the chief advisor to the Commissioner of Health and senior leadership team on strategic financial planning and budgeting, grant funding allocation, and general business operations. The recommended title of Health Budget and Administration Manager is consistent with other titles in Pay Range 1HX (\$70,827 - \$99,154) including Budget and Management Reporting Manager and Police Budget and Administration Manager. We therefore recommend one position of Finance and Administration Manager in Pay Range 1HX (\$70,827 - \$99,154) be reclassified to Health Budget and Administration Manager in Pay Range 1HX (\$70,827 - \$99,154). We also recommend that the position continue to have a footnote that provides recruitment anywhere in the range with approval by DER and the Finance and Personnel Committee Chair.

Current	New Position		1 Position
Recommended	Epidemiologist	Pay Range 2JX (\$62,338 - \$87,270)	1 Position

This new position in the 2019 budget will work primarily with programs in the Clinical Services Branch including Sexual and Reproductive Health, Immunizations, and Communicable Diseases; conduct ongoing and systematic assessments of the health of the community including the timely collection, analysis, interpretation, dissemination

and use of public health data; and assist staff in recognizing and achieving program priorities, goals and objectives. Duties and responsibilities include the following:

- 50% Data Collection and Analysis - Plan and conduct epidemiologic studies, case analysis, and urgent outbreak investigations to address important and practical public health problems; collaborate in the survey or investigation design process including conducting a literature review, determining methodological techniques and processes, and designing questionnaires and other data-collection instruments; follow ethics and confidentiality guidelines and principles including federal, state and department rules when planning studies, conducting research and quality improvement, and collecting, disseminating and using data; generate descriptive analyses of surveillance data for a variety of audiences; assess need for special analyses including cluster investigations, survival or longitudinal analyses, or cost effectiveness/cost benefit/cost utility analyses; provide technical assistance and training on data management, epidemiological methods, and statistical analysis to department staff; act as a resource on internal and external committees; and support the development of the MHD Community Health Assessment and other related MHD strategic plans.
- 25% Dissemination of Epidemiologic Findings – Apply knowledge of epidemiologic principles and methods to make recommendation regarding the validity of epidemiologic data; make recommendations for effective, evidence-based public health interventions; prepare written and oral reports and presentations that communicate necessary information to professional audiences, policy makers, and the general public; use principles of risk communication to efficiently and effectively disseminate epidemiologic findings; create data visualizations to help stakeholders understand and interpret data; and prepare epidemiologic information for funding proposals.
- 15% Data System Management – Design surveillance/data management systems to include groups subject to health disparities or other potentially underrepresented groups; and manage sensitive health databases including overseeing the collection, cleansing, storing, and maintenance of data from multiple sources across different platforms.
- 10% Other Duties – Perform other duties as assigned including responding to an emergency or broad impact event.

Minimum requirements include a master's degree in public health, epidemiology, biostatistics or closely related field and two years of experience in epidemiology or public health including data management systems and/or reproductive health. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

This new position will be located in the Data and Evaluation Division of the Policy, Innovation and Engagement Branch of the MHD and will focus on work related to the programs in the Clinical Services Branch including Sexual and Reproductive Health, Immunizations, and Communicable Diseases. The work performed by this position is similar to the other Epidemiologist position that is also located in the Data and Evaluation Division of the Policy, Innovation and Engagement Branch in MHD. This other position, however, focuses on work related to programs in the Community Health Branch including those under the Maternal and Child Health Division and the Office of Violence Prevention.

The level of work is comparable and we recommend that this new position also be classified as Epidemiologist. The current position of Epidemiologist is in Pay Range 1FX (\$62,338 - \$87,270). However, with the MHD reorganization the current position of Epidemiologist only supervises one position. This new position will occasionally oversee fellows and interns but does not directly supervise any positions on a regular basis. We therefore recommend that the classification of Epidemiologist be moved from Pay Range 1FX (\$62,338 - \$87,270) in Section One (Officials and Administrators) of the Salary Ordinance to Pay Range 2JX (\$62,338 – \$87,270) in Section Two (Professionals) of the

Salary Ordinance. Section One (Officials and Administrators) is generally reserved for positions that supervise two or more positions. The level of pay would be the same.
We therefore recommend classifying this new positon as Epidemiologist in Pay Range 2JX (\$62,338 – \$87,270).

Action Required – Effective Pay Period 14, 2019 (June 30, 2019)

In the Salary Ordinance

Under Pay Range 1FX:

Delete the title of "Epidemiologist".

Under Pay Range 1HX:

Delete the title "Finance and Administration Manager (1)(5)".

Add the title "Health Budget and Administration Manager (1)(5)".

Under Pay Range 2JX:

Add the title of "Epidemiologist".

In the Positions Ordinance

Under Health Department, Business Operations:

Delete one position of "Finance and Administration Manager".

Add one position of "Health Budget and Administration Manager".

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerböcker*
Andrea Knickerböcker, Human Resources Manager

Reviewed by: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A **Date** 06/07/2019 **File Number** 190301 **Original** **Substitute**

Subject Communication from the Department of Employee Relations relating to classification studies for the June 11, 2019 City Service Commission meeting.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Trotter / Human Resources Representative / 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 **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) _____
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

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. Please see 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 June 11, 2019
Finance and Personnel Committee Meeting of June 12, 2019

NEW COSTS FOR 2019												
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal		
1	Employee Relations	Program Assistant I	5EN	Human Resources Assistant	5IN	N/A	N/A	N/A	Included in 2019 Budget			
1	Employee Relations	Program Assistant II	5FN	Human Resources Assistant	5IN	N/A	N/A	N/A	Included in 2019 Budget			
1	Employee Relations	Certification Services Specialist	5HN	Human Resources Analyst	2DN	N/A	N/A	N/A	Included in 2019 Budget			
2	Employee Relations	Program Assistant II	5FN	Human Resources Assistant	5IN	N/A	N/A	N/A	Included in 2019 Budget			
1	Employee Relations	Pay Services Specialist	5HN	HRIS Analyst	2EX	\$50,380	\$53,906	\$3,526	\$599	\$4,125		
1	Health	Finance and Administration Manager	1HX	Health Budget and Administration Manager*	1HX	N/A	N/A	N/A	Title Change Only			
1	Health	New Position	N/A	Epidemiologist*	2JX	N/A	N/A	N/A	Included in 2019 Budget	\$599		
8								\$3,526		\$4,125		

Assume effective date is Pay Period 1, 2019 (December 30, 2018) unless indicated otherwise.

*Assume effective date is Pay Period 14, 2019 (June 30, 2019).

NEW COSTS FOR FULL YEAR												
No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal		
1	Employee Relations	Program Assistant I	5EN	Human Resources Assistant	5IN	N/A	N/A	N/A	Included in 2019 Budget			
1	Employee Relations	Program Assistant II	5FN	Human Resources Assistant	5IN	N/A	N/A	N/A	Included in 2019 Budget			
2	Employee Relations	Certification Services Specialist	5HN	Human Resources Analyst	2DN	N/A	N/A	N/A	Included in 2019 Budget			
1	Employee Relations	Program Assistant II	5FN	Human Resources Assistant	5IN	N/A	N/A	N/A	Included in 2019 Budget			
1	Employee Relations	Pay Services Specialist	5HN	HRIS Analyst	2EX	\$50,380	\$53,906	\$3,526	\$599	\$4,125		
1	Health	Finance and Administration Manager	1HX	Health Budget and Administration Manager*	1HX	N/A	N/A	N/A	Title Change Only			
1	Health	New Position	N/A	Epidemiologist*	2JX	N/A	N/A	N/A	Included in 2019 Budget	\$599		
8								\$3,526		\$4,125		

Rates may not be to the exact dollar due to rounding.