



Department of Employee Relations

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REVISED 9/12/2022

Job Evaluation Report

Fire Police Commission Meeting: September 15, 2022

This city-wide job study aligns 160 human resources, business operations, and related classifications across city government. These recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission as titles are often specific to a department. Titles highlighted in grey are specific to the City Services Commission report.

The analysis and recommendation process included a review of a position's duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience requirements. This process also compared a classification's rate of pay to the cost of labor in Southeastern Wisconsin. Market data was sourced from ERI, a salary survey to which the Department of Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary survey information provided through MRA.

The recommendations reallocate the rates of pay for classifications based upon a comparison to market rates of pay. These reallocations are not reclassifications. Employees in these titles will receive a rate increase only if their current base pay rate falls below the new minimum recruitment rate for their title. This report does include several reclassifications. The justifications for these changes are provided.

This is the first of a number of reports that will align classifications and recommend competitive rates of pay for City of Milwaukee positions. To assist departments in recruiting and retaining employees for these and other titles, this report recommends that departments be allowed to recruit at any point in the range for titles in Pay Ranges 1AX to 1GX, 2AN to 2JN, and 2EX to 2JX with the approval of DER.

In order to address internal equity issues, this report recommends that departments be allowed to request equity adjustments with the approval of DER. These may be requested when an eligible non-probationary employee is being compensated at a rate of pay that is below the rate of a newer employee with less experience in the same classification or performing similar work within the same department. Further, this report recommends that departments be allowed to request 3% transfer adjustments with the approval of DER. A transfer is defined as the appointment to a position within the same pay range or to a pay range with the same rates of pay.

The recommendations that follow are organized by 'Recommended Pay Range' and indicate titles by Department. These recommendations are a continuation of classification and market studies for human resources and budget/finance positions previously completed in 2021 and earlier in 2022. Please note that these recommendations are shown only as non-resident wage rates. City residents receive the 3% incentive.

Pay Range 1LX (\$93,232 - \$130,521)

Current Title	Current Pay Range	New Title	Recommended Pay Range
Budget and Fiscal Policy Operations Manager* One Position – DOA-Budget & Management	1LX: \$93,232 - \$130,521 Recruit Rate: \$102,554	N/A	1LX: \$93,232 - \$130,521 Recruit Rate: \$120,134
Accounts Director* One Position - Comptroller	1KX: \$87,472 - \$122,465		
Employee Benefits Director* One Position – DER			
Financial Services Director* One Position – Comptroller			
Investments and Financial Services Director* One Position – City Treasurer			
Labor Negotiator* One Position - DER			
Executive Director-Defer. Comp. Board* One Position – Deferred Compensation			
Fire and Police Commission Chief of Staff* One Position - FPC	1HX: \$72,244 - \$101,137	FPC Deputy Director	

*City Service Commission Report Only

Pay Range 2OX (\$87,472 - \$122,465)

Current Title	Current Pay Range	New Title	Recommended Pay Range
ARPA Director* One Position - DOA-Budget & Management	2OX: \$87,472 - \$122,465	N/A	2OX: \$87,472 - \$122,465 Recruit Rate: \$97,970
Capital Finance Manager* One Position - Comptroller			

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Pay Range 1JX (\$82,051 - \$114,879)

Current Title	Current Pay Range	New Title	Recommended Pay Range			
Accounting Manager* One Position - Comptroller	1IX: \$76,988 - \$107,782	N/A	1JX: \$82,051 - \$114,879 Recruit Rate: \$100,920			
Audit Manager* One Position – Comptroller						
City Payroll Manager* One Position - Comptroller						
FPC Audit Manager* One Position - FPC						
FPC Staffing Services Manager* One Position - FPC						
Grants Fiscal Manager* One Position - Comptroller						
Worker’s Compensation and Safety Manager* One Position - DER						
Human Resources Manager* Two Positions - DER						
Revenue and Financial Services Manager* One Position - Comptroller						
Water Financial Manager* One Position – DPW-Water Works						
Finance and Administration Manager* One Position – DCD One Position – DPW-Operations						
Police Budget and Administration Manager One Position - Police				1HX: \$72,244 - \$101,137		

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Pay Ranges 1IX and 2MX (\$76,988 - \$107,782)

Current Title	Current Pay Range	New Title	Recommended Pay Range
Budget and Fiscal Policy Manager* Two Positions – DOA-Budget	2MX: \$76,988 - \$107,782 Recruit Rate: \$84,687	N/A	2MX: \$76,988 - \$107,782 Recruit Rate: \$94,456
Legislative Reference Bureau Manager* One Position - CCCC	1HX: \$72,244 - \$101,137 Recruit Rate: \$85,680		
Emergency Communications Finance Manager One Position - DEC	1HX: \$72,244 - \$101,137 Recruit Rate: \$79,467		
Emergency Communications Human Resources Administrator One Position - DEC			
Port Finance and Administration Officer* One Position – Port Milwaukee	2LX: \$72,244 - \$101,137 Recruit Rate: \$77,957		
Policy and Administration Manager* One Position – DOA-ITMD	2LX: \$72,244 - \$101,137	ITMD Policy and Administration Manager	1IX: \$76,988 - \$107,782 Recruit Rate: \$94,456
Human Resources Administrator One Position - Police	1HX: \$72,244 - \$101,137 Recruit Rate: \$77,182	Police Human Resources Administrator	
Budget and Management Reporting Manager* One Position - DCD	1HX: \$72,244 - \$101,137	Budget Manager-City Development	
Administrative Services Manager* One Position – DPW-Administrative Services			
Associate Director* One Position - DOA-CDGA			
Health Budget and Administration Manager* One Position - Health			
Tax Billing and Collection Manager* One Position – City Treasurer			
Safety Manager* One Position – DPW-Administration	1GX: \$67,763 - \$94,870 Recruit Rate: \$72,244	N/A	
Water Accounting Manager* One Position – DPW-Water Works	1GX: \$67,763 - \$94,870	N/A	
Water Business Operations Manager* One Position – DPW-Water Works			
Retirement Plan Manager* One Position - ERS			
Human Resources Compliance Officer* One Position - DER	2JX: \$63,585 - \$89,016	DCD Human Resources Administrator Library Human Resources Administrator Health Human Resources Administrator	
Human Resources Officer* One Position – DCD One Position – Library One Position - Health	1FX: \$63,585 - \$89,016		
MPD Safety Division Manager One Position - Police			
Business Operations Manager-Neighborhood Services* One Position - DNS	1FX: \$63,585 - \$89,016	N/A	
Library Business Manager* One Position - Library	1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943		
Fire Health and Safety Manager One Position - Fire	2IX: \$59,632 - \$83,481		
FPC Compliance Auditor* One Position - FPC	2HX: \$55,962 - \$78,342	N/A	2MX: \$76,988 - \$107,782 Recruit Rate: \$94,456
Police Open Records Legal Advisor One Position - Police	2IX: \$59,632 - \$83,481		2MX: \$76,988 - \$107,782

DNS Personnel Officer* One Position - DNS	1DX: \$55,962 - \$78,342	DNS Human Resources Administrator	1IX: \$76,988 - \$107,782 Recruit Rate: \$94,456
Fire Personnel Officer One Position - Fire		Fire Human Resources Administrator	
Personnel Officer* One Position - City Attorney		City Attorney Human Resources Administrator	
Operations Personnel Officer* One Position - DPW-Operations	2HX: \$55,962 - \$78,342 4.8% GIC	Operations Human Resources Administrator	
Infrastructure Services Personnel Officer* One Position - DPW-Infrastructure		Infrastructure Human Resources Administrator	
Water Works Personnel Officer* One Position - DPW-Water Works	2HX: \$55,962 - \$78,342	Water Works Human Resources Administrator	
Business Finance Officer* One Position - City Attorney	2HX: \$55,962 - \$78,342 Recruit Rate: \$65,594	Business Finance Manager	
Business Finance Manager Two Positions - Fire One Position - DER*	1FX: \$63,585 - \$89,016 Recruit Rate: \$76,316	N/A	

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Pay Ranges 1HX and 2LX (\$72,244 - \$101,137)

Current Title	Current Pay Range	New Title	Recommended Pay Range
Budget and Fiscal Policy Analyst IV* Five Positions - DOA-Budget	2LX: \$72,244 - \$101,137 Recruit Rate \$79,467	N/A	2LX: \$72,244 - \$101,137 Recruit Rate \$79,467
Senior IT Auditor* One Position - Comptroller	2KX: \$67,763 - \$94,870		
Accounting Manager-City Development* One Position - DCD	1GX: \$67,763 - \$94,870		1HX: \$72,244 - \$101,137 Recruit Rate \$79,467
Assistant Accounting Manager* One Position - Comptroller			
Assistant City Payroll Manager* One Position - Comptroller			
Assistant Grants Fiscal Manager* One Position - Comptroller			
Risk Management and Safety Officer* One Position - DER	2JX: \$63,585 - \$89,016 Recruit Rate: \$77,182		2LX: \$72,244 - \$101,137 Recruit Rate \$79,467
UCC Operations Manager* One Position - DOA-ITMD-UCC	1FX: \$63,585 - \$89,016		1HX: \$72,244 - \$101,137 Recruit Rate \$79,467
Water Billing and Collections Manager* One Position - DPW-Water Works	1EX: \$59,631 - \$83,481 Recruit Rate: \$77,182		
Benefits and Wellness Supervisor* One Position - DER			
Human Resources Supervisor One Position - Police			
Pay Services Supervisor* One Position - DER			
Workforce Planning and Certification Supervisor* One Position - DER			
Employee Assistance and Resource Coordinator* One Position - DER	2IX: \$59,632 - \$83,481 Recruit Rate: \$77,182		2LX: \$72,244 - \$101,137 Recruit Rate \$79,467
Business Operations Manager* Two Positions - DPW-Administration One Position - DPW-Infrastructure	1EX: \$59,631 - \$83,481		1HX: \$72,244 - \$101,137 Recruit Rate \$79,467
Legislative Research Supervisor* Two Positions - CCCC			
Pension Accounting Manager* Three Positions - ERS			

Procurement and Compliance Manager* One Position – DCD	1EX: \$59,631 - \$83,481	N/A	1HX: \$72,244 - \$101,137 Recruit Rate \$79,467
Procurement Manager* One Position – DOA-Purchasing			
Water Customer Service Manager* One Position – DPW-Water Works	1EX: \$59,631 - \$83,481	N/A	1HX: \$72,244 - \$101,137 Recruit Rate \$79,467
ERS Business Operations Analyst* One Position – ERS			
Fiscal Planning Specialist* Two Positions – CCCC			
Court Business Manager* One Position – Municipal Court	1DX: \$55,962 - \$78,342		1HX: \$72,244 - \$101,137 Recruit Rate \$79,467
Administrative Services Supervisor* One Position - Assessor	1BX: \$49,643 - \$68,968	Administrative Services Manager - Assessor	

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Pay Ranges 1GX and 2KX (\$67,763 - \$94,870)

Current Title	Current Pay Range	New Title	Recommended Pay Range		
Grant Compliance Manager* Four Positions – DOA-CDGA	2JX: \$63,585 - \$89,016				
Human Resources Representative One Position – Library* Three Positions - Police Three Positions – DPW-Administration* Seven Positions – DER* Two Positions – FPC* Two Positions - Health	2HX: \$55,962 - \$78,342 Recruit Rate: \$72,383	N/A	2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539		
Lead Pension Specialist* One Position - ERS	1CX: \$52,498 - \$73,504	N/A	1GX: \$67,763 - \$94,870 Recruit Rate: \$74,539		
Health and Safety Officer One Position - Police					
Procurement Specialist* Five Positions – DOA-Purchasing	2GX: \$52,498 - \$73,504				
Police Payroll Supervisor One Position - Police	1DX: \$55,962 - \$78,342 Recruit Rate: \$72,383				
Safety Supervisor* Once Position – DPW-Administration	1DX: \$55,962 - \$78,342 Recruit Rate: \$59,632				
Leave Administration Coordinator* One Position - DER					
Worker’s Compensation Specialist* One Position - DER					
Disability Specialist-Lead* One Position - ERS					
Accounting and Grant Specialist One Position – Health* One Position – Police Two Positions – DPW-Infrastructure*	2HX: \$55,962 - \$78,342			N/A	2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539
Accountant-Lead* One Position - Comptroller					
Accounting Supervisor* One Position - Comptroller					
Auditor-Lead* One Position - Comptroller					
Fire and Police Commission Investigator* Two Positions - FPC					
Fire Compliance Officer One Position - Fire					
IT Auditor*					
Underfill Title - Comptroller					

Legislative Fiscal Analyst-Lead* Five Positions - CCCC	2HX: \$55,962 - \$78,342	N/A	2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539
Senior Auditor* Two Positions - Comptroller			
Budget and Fiscal Policy Analyst III* Underfill Title – DOA-Budget	2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539	N/A	2KX: \$67,763 - \$94,870 Recruit Rate: \$74,539
DCD Accountant-Lead* Two Positions - DCD			
Grant Budget Specialist* One Position - DCD			

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Pay Ranges 1FX and 2JX (\$63,585 - \$89,016)

Current Title	Current Pay Range	New Title	Recommended Pay Range
Pension Specialist-Senior* Three Positions - ERS	2DN: \$43,350 - \$60,688	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Health and Safety Specialist* One Position – Police			
Call Center Supervisor* Two Positions – DOA-ITMD-UCC	1AX: \$49,643 - \$64,695	N/A	1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Deferred Compensation Plan Coordinator* One Position – Deferred Compensation Plan	2EX: \$49,643 - \$64,695	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Management Accountant-Senior* Three Positions – ERS One Position – Health One Position – DPW-Administration			
Business Analyst-Senior* One Position – DOA-ITMD One Position – DOA-Equity & Inclusion			
Disability Specialist-Senior* Two Positions - ERS			
Customer Service Specialist* Two Positions – City Treasurer	1BX: \$49,643 - \$68,968	N/A	1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Worker’s Compensation Analyst* One Position - DER	2FX: \$49,643 - \$68,968 Recruit Rate: \$63,729	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Human Resources Analyst-Senior* Two Positions - DER			
Diversity Recruiter* One Position - DER			
Recruiter* One Position - FPC			
Emergency Communications Human Resource Analyst-Senior One Position - DEC			
Safety Specialist-Senior Two Positions – Police Three Position – DPW-Administration*	2FX: \$49,643 - \$68,968 Recruit Rate: \$52,498 4.8 % GIC 5% Lead Assignment	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 4.8 % GIC 5% Lead Assignment
Certification and Communications Coordinator* One Position - DNS	2FX: \$49,643 - \$68,968	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Fire and Police Commission Auditor* Two Positions - FPC			
DPW Operations Business Analyst* One Position – DPW-Administration			
Purchasing Agent-Senior* One Position – DOA-Purchasing One Position - DCD			

Management and Accounting Officer* One Position – DPW-Administration One Position – DPW-Infrastructure			
Accountant III* Three Positions – DPW-Water Works Two Positions – DPW-Infrastructure One Position – DPW-Transportation Fund	2GX: \$52,498 - \$73,504	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Workforce Development Coordinator* One Position – CCCC			
Accounting Specialist* 11 Positions – Comptroller			
Associate IT Auditor* Underfill Title – Comptroller			
Auditor* Three Positions – Comptroller			
Business Inclusion Program Coordinator* One Position – DOA-E&I	2GX: \$52,498 - \$73,504	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Contract Compliance Officer* One Position – DPW-Administration One Position – DOA-E&I			
Grant Monitor* Two Positions – DOA-AAA 10 Positions – DOA-CDGA			
Pension Accounting Specialist* Two Positions – ERS			
Water Customer Services Supervisor* Two Positions - Library	1CX: \$52,498 - \$73,504		
Water Collections Supervisor* One Position – DPW-Water Works	1DX: \$55,962 - \$78,342	N/A	1FX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Tax Collection and Enforcement Coordinator* One Position – City Treasurer	1EX: \$59,632 - \$83,481		
Budget and Fiscal Policy Analyst II* Underfill Title – DOA-Budget			
Investments and Financial Services Coordinator* One Position – City Treasurer	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943
Transportation Financial Analyst* One Position – DPW-Transportation Fund	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 4.8% GIC	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943 4.8% GIC
Senior Financial Analyst* One Position - Comptroller	2JX: \$63,585 - \$89,016	N/A	2JX: \$63,585 - \$89,016 Recruit Rate: \$69,943

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Pay Ranges 1EX and 2IX (\$59,632 - \$83,481)

Current Title	Current Pay Range	New Title	Recommended Pay Range
Revenue Collection Manager* One Position – City Treasurer	1DX: \$55,962 - \$78,342	N/A	1EX: \$59,632 - \$83,481 Recruit Rate: \$65,594
Budget and Fiscal Policy Analyst I* Underfill Title – DOA-Budget	2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594		
Financial Analyst* Underfill Title – Comptroller	2IX: \$59,632 - \$83,481	N/A	2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594
Management Services Analyst* One Position – ERS			
Business Finance Officer* One Position – DOA-ECO	2HX: \$55,962 - \$78,342		
Benefits Systems Analyst* One Position - DER	2GX: \$52,498 - \$73,504	N/A	2IX: \$59,632 - \$83,481 Recruit Rate: \$67,928
HRIS Analyst* One Position - DER	Recruit Rate: \$67,928		

Test Administration Specialist* One Position - DER	2GX: \$52,498 - \$73,504 Recruit Rate: \$67,928		2IX: \$59,632 - \$83,481 Recruit Rate: \$67,928
Investments and Financial Services Specialist* One Position - City Treasurer	2GX: \$52,498 - \$73,504 Recruit Rate: \$61,376	N/A	2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594
Associate Auditor* Underfill Title - Comptroller	2FX: \$49,643 - \$68,968		
Finance Specialist* One Position - Port Milwaukee		N/A	2IX: \$59,632 - \$83,481 Recruit Rate: \$65,594
Water Claims Specialist* One Position - DPW-Water Works			
Workforce Grant Specialist* One Position - CCCC	2FX: \$49,643 - \$68,968		
Workforce Outreach Specialist* One Position - CCCC			
Legislative Analyst-Associate* Underfill Title - CCCC	2EX: \$49,643 - \$64,695		
Athletic Trainer One Position - Fire	2EN: \$46,212 - \$64,695		
Investigator/Adjuster* Two Positions - City Attorney	2EN: \$46,212 - \$64,695 Recruit Rate: \$53,805		
Human Resources Analyst* Underfill Title - DER	2DN: \$43,350 - \$60,688 Recruit Rate: \$57,691		
Safety Specialist* Underfill Title - DPW-Administration	2DN: \$43,350 - \$60,688 Recruit Rate: \$46,212		
Purchasing Agent* Underfill Title - DOA-Purchasing	2DN: \$43,350 - \$60,688		
Business Analyst* Underfill Title - DOA-Purchasing			
Disability Specialist* Underfill Title - ERS	2CN: \$40,678 - \$56,941		
Pension Specialist* Underfill Title - ERS	2BN: \$38,174 - \$53,439		
Program Assistant II* One Position - Health	5FN: \$41,326 - \$49,213 Recruit Rate: \$43,390	Human Resources Analyst	

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Pay Range 2GX (\$52,498 - \$73,504)

Current Title	Current Pay Range	New Title	Recommended Pay Range
Business Operations Associate* One Position - DER	2FX: \$49,643 - \$68,968 Recruit Rate: \$63,729	Business Operations Specialist	2GX: \$52,498 - \$73,504 Recruit Rate: \$63,729
Paralegal* One Position - DER	5JN: \$48,037 - \$58,287	Paralegal-Lead	

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Pay Range 2EN (\$46,212 - \$64,695)


Current Title	Current Pay Range	New Title	Recommended Pay Range
Benefit Services Coordinator* One Position - ERS	2DN: \$43,350 - \$60,688 Recruit Rate: \$57,691	N/A	2EN: \$46,212 - \$64,695 Recruit Rate: \$57,691
Test Administration Coordinator* One Position - DER			
Paralegal* One Position - DER One Position - FPC Three Positions/1 Auxiliary - City Attorney	5JN: \$48,037 - \$58,287		

*City Service Commission Report Only

Action Required – Effective Pay Period 6, 2022 (March 6, 2022)

*** See addendum included in CCFN: 220530 for Salary and Position Ordinance changes.**

Prepared by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director

City-Wide Business Operations and Human Resources Benchmark Pay Ranges

Title	Pay Range	Pay Range Minimum	Title Minimum	Pay Range Maximum
Budget and Fiscal Policy Manager	2MX	76,988	94,456	107,782
Budget and Fiscal Police Analyst IV	2LX	72,244	79,467	101,137
Budget and Fiscal Police Analyst III	2KX	67,763	74,539	94,870
Budget and Fiscal Police Analyst II	2JX	63,585	69,943	89,016
Budget and Fiscal Policy Analyst I	2IX	59,632	67,928	83,481

Title	Pay Range	Pay Range Minimum	Title Minimum	Pay Range Maximum
Human Resources Manager	1JX	82,051	100,920	114,879
Human Resources Administrator	1IX	76,988	94,456	107,782
Human Resources Supervisor	1HX	72,244	79,467	101,137
Human Resources Representative	2KX	67,763	74,539	94,870
Human Resources Analyst-Senior	2JX	63,585	69,943	89,016
Human Resources Analyst	2IX	59,632	67,928	83,481