



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

January 25th, 2024

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 231507 – Communication from the Department of Employee Relations relating to classification studies scheduled for the February 1st, 2024 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Fire and Police Commission meeting on February 1st, 2024.

Police Department

Current	Recommended
Police Office Supervisor 1AX: \$50,636 - \$65,989 (One Position)	Accounting and Grant Specialist 2KX: \$69,119 - \$96,768 Recruit Rate: \$76,030 (One Position)

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

Police Department

Current		Recommended	
Database Analyst (One Position)	2KX: \$70,501-\$98,703 Recruit Rate: \$82,527	Database Analyst - Senior	2MX: \$80,098-\$112,137 Recruit Rate: \$97,066

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

Respectfully Submitted,

Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



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Job Evaluation Report

Fire and Police Commission Meeting: February 1st, 2024

Police Department

Current	Recommended
Police Office Supervisor 1AX: \$50,636 - \$65,989 (One Position)	Accounting and Grant Specialist 2KX: \$69,119 - \$96,768 Recruit Rate: \$76,030 (One Position)

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The Milwaukee Police Department has submitted a request to repurpose one position of Police Office Supervisor (Pay Range 1AX) assigned to the Information Technology Division) as an Accounting and Grant Specialist (Pay Range 2KX) to be assigned to the Budget and Finance Division. A new job description was provided and discussions were held with Pamela Roberts, Police Human Resources Administrator.

This position provides professional accounting, internal control oversight, and related financial management services for the departments' grant and Special Assignment Reimbursement Agreements, Harbor Patrol Reimbursements, Special Purpose Accounts, and Special Evidence Funds accounts. Duties and responsibilities include:

- Development, design, and implementation of procedures to monitor financial grant activity for the Department to insure compliance with any city, state and federal regulations.
- Utilize the Department's Amplifund Grant Management System for the overall administration of Department Grants and Special Assignment Reimbursement Agreements. Also create and maintain any additional spreadsheets for analysis and forecasting purposes.
- Utilize the JustGrants system to file proper quarterly Financial reports necessary for grant compliance.
- Prepare and implement proper budget, accounting and audit functions to ensure financial controls and systems are in place to support the Department's Grant/Agreement Program. This includes ensuring that the proper spending authority exists and the proper accounting controls and coding are created and that proper implementation controls are in place to ensure compliance.
- Prepare grant/agreement budget revisions and/or amendments as needed.
- Answer questions from other divisions, grantors, and auditors.
- Maintain up-to-date knowledge with all city, state and federal procedures and regulations concerning grant awards.
- Review and oversight of all grant/agreements reimbursement requests.
- Prepare Common Council resolutions for grants, agreements, and Special Purpose Accounts as necessary.
- Provide accounting, review, and approve financial and expenditure reports for Federal, State, and Local grants, including any required match funds for reimbursement requests.

- Monitor grants/agreements, resolve accounting and reporting issues as necessary, prepare status reports as requests, identify issues, concerns and problems, communicate with grant/agreement project managers, grantors, and auditors.
- Oversee maintenance of the grant inventory database and monitor the performance of physical inventories taken on grant related equipment as required per City, State, and Federal guidelines.
- Assist the Grant Compliance Manager in monitoring of grants and provide updates on expenditures as needed.
- Assist in support to the City's Comptroller's Office for the City's annual single audit engagement as it relates to departmental grants.
- Monitor and reconcile for proper allocation of all revenues received by the department.
- Provide guidance and assistance in the resolution of accounting problems identified by budget staff or other departmental employees.
- Oversight and review of the department's ProCard purchases for compliance in the City's ProCard purchasing guidelines.
- Assist the Budget and Administration Manager in compiling data related to budget development and tracking.
- Administer several Special Accounts such as Harbor Patrol, and Special Evidence Fund to track budget performance and compliance with any city, state and federal regulations.
- Assists in compiling all necessary paperwork for the City Procurement process including RFP and Bid documents.
- Inputs purchasing requisitions with the City's automated purchasing system.
- Works with other MPD Divisions to ensure contract compliance, availability of contract funds, and expenditure periods of contracts that are current.
- Provide specific work direction, process methods, review and sign off for grant required reporting and accounting to one Accountant I.
- Provide general oversight and guidance to Accounting Coordinator I.

Minimum qualifications include bachelor's degree in accounting, business administration or a related field and three years of professional governmental accounting or financial experience. Equivalent combination of education and experience may also be considered.

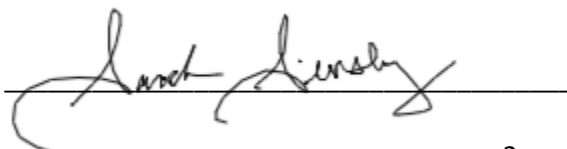
The Department has noted that the duties of the Police Office Supervisor position have changed over time and now best meets the fiscal processes of the Budget and Financial Division. The position has taken on a higher level of accountability, skills, duties and responsibilities, which includes but are not limited to, preparing and implementing budget, accounting, and financial audit functions to ensure adequate controls and systems are in place to support the Department's Grants/ Agreement Programs. This position also assists the Budget and Administration Manager in compiling data related to budget development and tracking within the Department.

Based off the comparable levels of duties and skills needed in comparison to other classified Accounting and Grant Specialists, DER Compensation recommends repurposing one position of Police Office Supervisor as an Accounting and Grants Specialist in Pay Range 2KX (\$69,119 - \$96,768) with a recruitment rate of \$76,030.


Action Required – Effective Pay Period 04, 2024 (February 4, 2024)

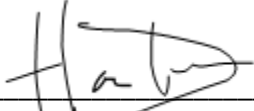
*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by:



Sarah Sinsky, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



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Job Evaluation Report

Fire and Police Commission Meeting: February 1st, 2024

Police Department

Current		Recommended	
Database Analyst Police Dept - One Position	2KX: \$70,501-\$98,703 Recruit Rate: \$82,527	Database Analyst - Senior	2MX: \$80,098-\$112,137 Recruit Rate: \$97,066

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

Background

The Department of Employee Relations has conducted a citywide pay study to evaluate rates of pay for Information Technology and other occupations that focus on data analysis and its functional applications throughout the City. This report covers a follow up position recommendation after further conversations with the department.

Responsibilities and Minimum Requirements

The Database Analyst's role is to design, install, monitor, maintain, and performance tune production databases, backup and training while ensuring high levels of data availability. This individual is also responsible for developing, implementing, and overseeing database policies and procedures to ensure the integrity and availability of databases and their accompanying software. Database systems supported are Microsoft SQL and Oracle.

- Assess and develop long-term strategic goals for production databases along with backup and training in conjunction with data owners and department managers.
- Work with application development staff to develop database architectures, coding standards, and quality assurance policies and procedures.
- Design and implement redundant systems, polices, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets.
- Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.
- Create models for new database development and/or changes to existing ones.
- Install and configure relevant network components to ensure database access as well as database consistency and integrity.
- Respond to and resolve database access and performance issues.
- Monitor database system details within the database, including stored procedures and execution time, and implement efficiency improvements.
- Monitor, optimize and allocate physical data storage for database systems.
- Plan and coordinate data migrations between systems.
- Develop, implement, and maintain change control and testing processes for modifications to databases.
- Create, or support creation of, required reports in response to business user needs.
- Perform database transaction and security audits. Establish appropriate end-user database access control levels.

- Develop routines for end users to facilitate best practices database use. Manage and/or provide guidance to junior members of the team.

Minimum qualifications include Bachelor's degree in computer science or other closely related field from an accredited college or university. Four years of related professional experience in database creation, maintenance and management.

Market Data Comparison for Database Analyst from ERI

ERI defines a Database Analyst as a position that Analyzes business procedures and problems to refine data for database management. Analyzes, designs and implements accurate, secure, efficient, logical and physical data bases and coordinates database development applying knowledge of database design standards and database management system. Conducts special studies and investigations pertaining to development of new information systems to meet current and projected needs. Plans and prepares technical reports, memoranda, and instructional manuals relative to the establishment and functioning of complete operational systems. Workers typically specialize in one or more types of database management systems. May specialize in adding, deleting, and modifying data items in data dictionary.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Database Analyst	Milwaukee, Wisconsin	Level 1	\$78,401	\$86,425	\$94,273
Database Analyst	Milwaukee, Wisconsin	Level 2	\$93,214	\$102,678	\$112,096
Database Analyst	Milwaukee, Wisconsin	Level 3	\$112,049	\$123,400	\$134,837

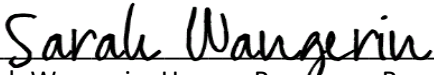
ERI as of August 14th, 2023


Analysis and Recommendation

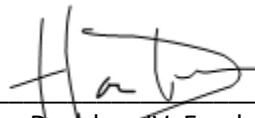
Based upon the above comparison to the market rates of pay in Southeastern Wisconsin, the recommendation is to classify the Database Analyst – Senior in Pay Range 2MX: \$80,098-\$112,137 with a minimum recruitment rate of \$97,066.

Action Required – Effective Pay Period 04, 2024 (February 4, 2024)

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

Prepared by: 
Sarah Wangerin, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A **Date** 1/31/2024 **File Number** 231507 **Original** **Substitute**

Subject Communication from the Department of Employee Relations regarding the costs of classification reports to be heard at the Fire and Police Commission on February 1st, 2024.

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

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

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

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

The total cost for 2024 is \$27,773. Total cost for full year is \$31,396.
 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**

Fire and Police Commission Meeting of February 1, 2024
Finance and Personnel Committee Meeting of January 31, 2024

NEW COSTS FOR 2024

Pos.	Dept	From	PR	To	PR	CURRENT	NEW	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
						Annual	Annual					
1	MPD	Database Analyst	2KX	Database Analyst - Senior	2MX	\$95,891	\$98,037	4	\$1,898	\$266	\$2,164	2.24%
Vacant 1	MPD	Police Office Supervisor	1AX	Accounting and Grant Specialist	2KX	\$50,636	\$76,030	4	\$22,464	\$3,145	\$25,609	50.15%
1									\$24,362	\$3,411	\$27,773	26.19%

Assume effective date is Pay Period 26, 2023 (December 10th, 2023) 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	% Inc
1	MPD	Database Analyst	2KX	Database Analyst - Senior	2MX	\$95,891	\$98,037	1	\$2,146	\$300	\$2,446	2.24%
1	MPD	Police Office Supervisor	1AX	Accounting and Grant Specialist	2KX	\$50,636	\$76,030	1	\$25,394	\$3,555	\$28,949	50.15%
1									\$27,540	\$3,856	\$31,396	26.19%

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