



**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

## Department of Employee Relations

To the Honorable  
Finance and Personnel Committee  
Milwaukee Common Council

Subject: *File # 250083: Communication correcting Position Authority in the Department of Administration*

Dear Council Members:

Earlier in 2025, a report to repurpose one vacant position of Budget and Fiscal Policy Analyst IV in Pay Range 2LX to a new classification of Innovation Policy Analyst in Pay Range 2LX was submitted and approved. However, it has come to our attention that there was a misunderstanding and the position authority of one Budget and Fiscal Policy Analyst IV was mistakenly used.

The department wished to classify a title so as to use that for filling a position through the Auxiliary Resource Program in DER. This is not a frequent practice, but DER Compensation has done this in the past so as to allow the department to pay a future candidate within the Auxiliary Resource Program an appropriate rate for the duties and responsibilities performed if there isn't already a suitable classification already established. The department has stated that they will then be looking to add a position to the 2026 budget.

In order to rectify the situation, this communication requests that one position of Innovation Policy Analyst in the Department of Administration-Office of the Director be eliminated and one position of Budget and Fiscal Policy Analyst IV be added to the Department of Administration Budget and Management Division.

### **Action Required – Effective Pay Period 3, 2025 (January 19, 2025)**

In the Positions Ordinance:

Under Department of Administration, Office of the Director:

- Delete 1 position 'Innovation Policy Analyst'

Under Department of Administration, Budget and Management Division:

- Add 1 position 'Budget and Fiscal Policy Analyst IV'

Sincerely,

Harper Donahue, IV  
Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

A	Date	5/7/2025	File Number	250083	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication correcting Position Authority in the Department of Administration.				

B	Submitted By (Name/Title/Dept./Ext.)	Sarah Wangerin/ Human Resources Representative / Employee Relations
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C	This File	<input type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify)	

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

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

The total cost for 2025 is \$0. The total cost for a full year is \$0. 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.**

NEW COSTS FOR 2024											
Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal
1	DOA	Innovation Policy Analyst	2JX	Budget and Fiscal Policy Analyst IV	2JX	\$77,551	\$77,551	3	\$0	\$0	\$0
1									\$0	\$0	\$0

Assume Effective Pay Period 3,2025 (January 19, 2025) unless otherwise indicated.  
Note: Totals may not be to the exact dollar due to rounding.

NEW COSTS FOR FULL YEAR											
Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
1	DOA	Innovation Policy Analyst	2JX	Budget and Fiscal Policy Analyst IV	2JX	\$77,551	\$77,551	1	\$0	\$0	\$0
1									\$0	\$0	\$0

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