



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Veronica Rudychev
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: July 16, 2024

Department of Employee Relations

Current	Recommended
Human Resources Compliance Officer PR 1IX (\$80,098 - \$112,137) FN: Minimum Rate: \$98,272 One Position	Human Resources Compliance Officer PR 1KX (\$91,006 - \$127,413) FN: Minimum Rate: \$116,493 One Position

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

Department of City Development

Current	Recommended
Real Estate Compliance Liaison Officer PR 2QX (\$103,384 - \$144,744) One Position	Real Estate Compliance Liaison Officer PR 2TX (\$125,201 - \$175,275) One Position

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

The titles in this report have previously been classified as comparable to a specific level of Assistant City Attorney in the City Attorney’s Office. As the pay rates for titles in the City Attorney’s Office have increased due to the cost of labor, this report recommends reallocating these classifications based upon those same market rates of pay comparisons.

These are the current rates of pay for the five levels of Assistant City Attorney.

Title	Pay Range	Minimum	Title Minimum	Maximum
Assistant City Attorney V	2TX	\$125,201	\$125,201	\$175,275
Assistant City Attorney IV	2SX	\$117,464	\$117,464	\$164,446
Assistant City Attorney III	2NX	\$85,366	\$93,836	\$119,521
Assistant City Attorney II	2LX	\$75,162	\$85,305	\$105,223
Assistant City Attorney I	2KX	\$70,501	\$77,551	\$98,704

Employee Relations

Current	Recommended
Human Resources Compliance Officer PR 1IX (\$80,098 - \$112,137) FN: Minimum Rate: \$98,272 One Position	Human Resources Compliance Officer PR 1KX (\$91,006 - \$127,413) FN: Minimum Rate: \$116,493 One Position

As a member of DER's senior management team, this position has active involvement in a wide range of HR issues, related projects and serves on ad-hoc committees as assigned by Employee Relations Director. Under general guidance from the Employee Relations Director, this position is responsible for providing guidance and training to City managers, staff, and personnel officers relative to their rights, roles and responsibilities in the areas of EEO, disability accommodation requests, labor management disputes and related HR policies. The Human Resources Compliance Officer conducts employee complaint investigations; serves as the City's ADA Coordinator; oversees the City's Accrued Time-Off Donor Program and the City's FMLA administration; and reviews, recommends and updates citywide policies to ensure compliance with local ordinances and state and federal laws.

- 25% Conducts research, gathers data, and prepares reports for the Employee Relations Director to aid in responding to compliance related projects and requests from elected officials and department heads, including implementation of budget footnotes, and makes recommendations where applicable.
- 15% Monitors federal and state employment regulations, researches and assess effects of new laws, changes and updates to existing laws on existing city policies, stays up to date on HR best practices, and recommends applicable changes in existing policies/procedures or new policies to the Employee Relations Director
- 15% Supervises the administration of the Family and Medical Leave Act for the City of Milwaukee, including the development and administration of the city-wide policy, guidelines and procedures in conjunction with the City Attorney's office; Supervises the City of Milwaukee Accrued Time-Off Donor Program.
- 15% Advises and manages training of City management and/or employees on their roles, rights and responsibilities under the city-wide policies regarding anti-harassment and anti-discrimination.
- 12% Other related duties include:
 - Prepares biennial EEO-4 report and submit to the US Equal Employment Opportunity Commission
 - Attends meetings of and makes presentations to the City Service Commission as needed
 - Other DER supportive duties including oral board panelist and training and experience rater when schedule allows
 - Serves as the DER Records Coordinator and the DER point of contact for responding to Public Records Requests
 - Reviews DERs Staffing conviction review decisions
 - Monitors and reviews all disciplinary action notices for accuracy, consistency and to assess disparate impact

The Human Resources Compliance Officer was previously classified as comparable to the level of Assistant City Attorney III. The responsibilities of an Assistant City Attorney III include the following:

An Assistant City Attorney performs professional legal services for the City of Milwaukee by acting in matters relating to legal work and protecting the interests of the City of Milwaukee.

50% Litigation:

- Represent the City in court and before administrative agencies.
- Handle any and all litigation in any court of this state and in connection with the City's action.
- Conduct litigation as assigned.

- Handle appeals in state and federal courts of appeal.
- Prosecute violations of offenses against City ordinances

50% Advisory and Administrative

- Interpret laws, rulings and regulations for clients.
- Prepare opinions, resolutions and ordinances.
- Draft and review legal documents.
- Advise departments, committees, boards and commissions on legal matters.
- Negotiate on behalf of the City and its departments.

In comparison, the Human Resources Compliance Office works under the direction of the Employee Relations Director to provide guidance and training to City managers, staff, and personnel officers relative to their rights, roles and responsibilities in the areas of EEO, disability accommodation requests, labor management disputes and related HR policies. The position services as the City of Milwaukee ADA Coordinator, conducts complaint investigations, oversees the City's Accrued Time-Off Donor Program and the City's FMLA administration; and reviews, recommends and updates citywide policies to ensure compliance with local ordinances and state and federal laws.

Considering the level of responsibility, impact and accountability, and relationship responsibility expected of this position on a city-wide scope, the recommendation of this report is to reallocate this title higher than the level of an Assistant City Attorney III, but not as high as an Assistant City Attorney IV. This report therefore recommends reallocating the title of Human Resources Compliance to Pay Range 1KX (\$91,006 - \$127,413) with a minimum rate of \$116,493.

Department of City Development

Current	Recommended
Real Estate Compliance Liaison Officer PR 2QX (\$103,384 - \$144,744) One Position	Real Estate Compliance Liaison Officer PR 2TX (\$125,201 - \$175,275) One Position

As the Real Estate Compliance Liaison Officer for the Department of City Development, this position is responsible for drafting and reviewing documents, resolutions and agreements, formulating negotiation strategies, representing the department before boards and commissions, and providing guidance to the department as assigned by the Commissioner.


- 30% Work with Tax Incremental Financing Districts project managers to draft and review public notices, resolutions, project plans, term sheets, development & cooperation agreements, exhibits to agreement that could include; PILOT, Human Resource, Maintenance, Public Access and other agreements as required by the term sheet for newly created, amended, allocated and boundary amendment TIFDs.
- 20% Work with the Commissioner and project managers to formulate and carry out negotiation strategy with developers and other stakeholders.
- 20% Assist real estate staff with drafting and reviewing Purchase and Sale Agreements, Leases, Operating Agreements and other documents as required for real estate transactions.
- 10% Serve as liaison to the Port of Milwaukee to assist with negotiations, drafting and review of northern harbor tract leases including Summerfest, Discovery World, Harbor House and the Lakefront Gateway Project. Work with the Office of the City Attorney as necessary in the

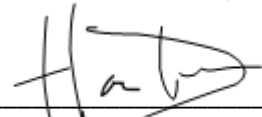
- preparation and review of leases and contracts for the southern harbor tract. Perform other related duties as may be requested by the Port Director.
- 5% Serve as a liaison to the City Attorney's Office for real estate and related matters.
 - 5% Work with RACM and City staff to draft and review resolutions and bond documents for RACM bond transactions prior to review by the City Attorney's Office.
 - 5% Work with Planning Staff and provide guidance for zoning matters.
 - 5% Other duties as assigned by the Commissioner of the Department of City Development and the Executive Director of the Redevelopment Authority.

The Real Estate Compliance Liaison Officer was previously classified as comparable to the title of Assistant City Attorney V. Therefore, this report recommends reallocating Real Estate Compliance Liaison Officer to Pay Range 2TX (\$125,201 - \$175,275).

Action Required - Effective Pay Period 17, 2024 (August 4, 2024)

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

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director