



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

March 28, 2024

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 231854 – Communication from the Department of Employee Relations relating to classification studies approved at the March 26, 2024 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on March 26, 2024.

**Common Council – City Clerk**

Current	Recommended
Inspector General PR 2IX (\$62,041 - \$86,854) (One Position)	Inspector General PR 2NX: (\$85,366 - \$119,521) FN: Minimum rate \$104,997 (One Position)

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

**Employee Relations**

Current	Recommended
New Auxiliary Positions	HRIS Auditor PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (Two Auxiliary Positions)

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

**Health Department – Home Environmental Health**

Current	Recommended
<b>New Positions</b>	Housing Compliance Officer 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
	Housing Compliance Officer 2 PR 7IN (\$76,312 - \$97,635) FN: Recruitment is at \$78,279 (Two Positions)

<b>New Positions</b>	Lead Project Inspector 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
	Lead Project Inspector 2 PR 7IN (\$76,312 - \$97,635) FN: Recruitment is at \$78,279 (Two Positions)

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#### Health Department – Clinical Services

Current	Recommended
<b>Public Health Nurse Supervisor</b> PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$87,656 (One Vacant Position)	<b>Public Health Nurse Senior</b> PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482 (One Vacant Position)

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

#### Health Department – Environmental Health

Current	Recommended
<b>Lead Project Assistant</b> PR 5IN (\$57,620 - \$72,025) (One Vacant Position)	<b>Lead Enrollment Coordinator</b> PR 5IN (\$57,620 - \$72,025) FN: Recruitment is at \$59,996 (One Vacant Position)

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

#### City Attorney

Current	Recommended
<b>Docketing Specialist - Senior</b> PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$67,917 (One Position)	<b>Docketing Coordinator</b> PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (One Position)

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

#### Comptroller

Current	Recommended
<b>Capital Finance Manager</b> PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$101,928 (One Position)	<b>Capital Finance Manager</b> PR 2SX (\$117,464 - \$164,446) FN: Recruitment is at \$125,201 (One Position)

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

#### Department of Public Works - Operations

Current	Recommended
<b>New Positions</b>	<b>Youth Fleet Apprentice</b> PR 9MN (\$33,110 - \$34,500) (Two Positions)

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Harper Donahue, IV". The signature is stylized with a large "H" and a long, sweeping underline.

Harper Donahue, IV  
Employee Relations Director

Attachments: Job Evaluation Reports  
Fiscal Impact Statement



## Department of Employee Relations

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### Job Evaluation Report

City Service Commission Meeting: March 26, 2024

#### Common Council – City Clerk

Current	Recommended
Inspector General PR 2IX (\$62,041 - \$86,854) (One Position)	Inspector General PR 2NX: (\$85,366 - \$119,521) FN: Minimum rate \$104,997 (One Position)

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

#### Background

The Department of Employee Relations (DER) received a request from City Clerk Jim Owczarski, to conduct a market study for the position of Inspector General. A new job description was provided and discussions were held with Inspector General Ronda Kohlheim, City Clerk James Owczarski, and Deputy Clerk Dana Zelazny.

#### Responsibilities and Requirements

Under the direction of the Common Council President, the chair of the Public Safety and Health Committee, and the City Clerk, investigate complaints or allegations of wrongdoing or misconduct by employees or contractors that involve or give rise to fraud, waste or abuse within the programs or operations of the City of Milwaukee.

- Develop and create functions, aspects, programs and operations as appropriated and established by standards/principles and in accordance with generally accepted auditing standards; as well as in accordance with the Inspector General Act of 1978, as amended of 1988.
- Perform all aspects of the Office of the Inspector General (OIG). When comparing the Comptroller's audit division to the OIG, and as a government entity follow GAO standards/principles, the OIG have a greater responsibility and are allowed to conduct process reviews, analysis, non-audit functions, inspections, evaluations, investigations, etc. that are not a part of the standards for an audit department.
- Conduct all aspects of investigations to include the development of investigative strategies, interviews of subjects and witnesses, requests for documents, and analyses of records.
- Conduct interviews and record interviews, analyses etc. as needed or appropriate. Issue written reports of inspection, evaluation, and develop findings and recommendations.
- Develop and complete investigative reports detailing investigative findings for issuance to City stakeholders and the public.
- Develop and complete annual report that summarizes inquiries conducted and recommendations adopted during the prior calendar year (accomplishments of the office). All reports shall present factual data accurately, fairly, and objectively.

- Perform outreach to City of Milwaukee government personnel and members of the community to increase awareness of the Office and to promote its mission.
- Perform various administrative tasks in support of the Office including: responding to the OIG Public Records requests. Establish, develop and ensure the Office's Policies and Procedures Manuals are kept updated.
- Responsible for maintaining relationships with members of Common Council, directors and other city departments and divisions, contracted agencies, members of the media (reporters, journalist, etc.), other government entities, as well as members of the community, etc. to increase transparency and accountability in city programs and operations.
- Perform investigations, inspections, audits, evaluations, and reviews of city programs and operations to increase public trust, increase the public's confidence in the City of Milwaukee's local governance.
- Inspect, review and research all aspects of city of Milwaukee programs and operations regarding employee misconduct.
- Plan, coordinate, and conduct thorough interviews with city employees and other witnesses to gather evidence with a focus on rigorous fact-finding, fairness, timeliness, and attention to detail; effectively coordinate with relevant City departments, divisions, etc. for follow-up as necessary.
- Interview complainants and witnesses regarding allegations of misconduct by city officials, appointed officials, contract employees and organizations and employees.
- Refer investigative findings and information to other government entities of the public employees as applicable or appropriate for potential charges or additional investigations by those agencies.
- Act independently to ensure that complaints, compliance issues/concerns within the organization are being appropriately evaluated, investigated and recommendations for resolution are made.
- Investigate complaints received and report annually on the complaints received, the investigations conducted, the violations found, and the recommendation actions closed.
- Create and manage effective action plans in response to audit discoveries and compliance violations. Build and develop a comprehensive and independent compliance program consistent with accepted principles of compliance, including the standards/principles to satisfy compliance with City Charter and Ordinances, Wisconsin State Statutes and Federal Guidelines, and other rules and regulations as applicable.
- Remain educated on latest regulations, principles/standards and process involving investigative, audit, review, analysis, etc. functions, programs and operations of the OIG.
- Ensure compliance with continuing professional education requirements in accordance with applicable standards/principles as established by the Government Accountability Board for generally accepted government auditing standards (GAGAS) under both Yellow Book and Green Book as applicable.
- Maintain and organize records of all information and material pertinent to open investigations. Maintain a log of all complaints, audits, investigations, or any other matters assigned to the investigator and ensure timely completion of all assigned matters.
- Identify, label, and store evidence in secure place to ensure the integrity of all pertinent evidence and information gathered during the investigation or process. Update status of investigation in Office of Inspector General electronic record management system (Excel, manually developed spreadsheets) during the progression of the investigation.
- Ensure all employees are educated on the latest regulations and processes.

Minimum requirements include a Bachelor's Degree (accounting, public or business administration, or related field) and five years of auditing experience participating in audits performed in accordance with standards specified by the American Institute of Certified Public Accountants or standards specified by

the Comptroller General of the United States (Yellow Book). Governmental auditing and/or public auditing (performance auditing) experience preferred. Graduate degree in a related field is desired. Minimum competencies include advanced data analysis and interpretation, including computer - assisted audit techniques; knowledge of methods of statistical sampling to evaluate data and performance; written and verbal communication skills; self-confidence and skill at handling unusual situations. An active certification from the following list: Certified Public Accountant (CPA) or Certified Inspector General (CIG); or any two of the following: Certified Inspector; General Auditor (CIGA); Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), or Certified Government Financial Manager (CGFM). These requirements have not yet been assessed by DER Staffing Services for purposes of hiring.

In considering the market rates of pay for this position, comparisons were made to Inspectors General in other jurisdictions.

#### External Market Data Comparisons

Job Title	Jurisdiction	Minimum	Midpoint	Maximum	Current Rate
Inspector General	Detroit, MI	\$148,136	\$213,237	\$151,839	\$218,568
Inspector General	New Orleans, LO	N/A	N/A	N/A	\$215,890
Inspector General	Columbus, OH	N/A	N/A	N/A	\$184,000
Inspector General	Sacramento, CA	\$87,570	\$109,463	\$131,355	\$161,536
Inspector General	Atlanta, GA	N/A	N/A	\$213,237	\$151,839
Inspector General	Baltimore, MA	\$147,900	\$185,334	\$221,850	\$150,000
Inspector General	Baltimore County, MA	N/A	N/A	N/A	\$150,000
Inspector General	Hartford, CT	\$78,400	\$98,000	\$118,246	\$118,246
Inspector General	Louisville, KY	N/A	N/A	N/A	\$116,360
Inspector General	Milwaukee, WI	\$62,041	N/A	\$86,854	\$86,854

Jurisdiction	Responsibilities	Requirements
Detroit, Michigan	Responsible for investigating any public servant, City agency, contractor or subcontractor providing good and services to the City, and any person or business entity seeking contract.	Bachelor's Degree and ten years of related experience.
New Orleans Louisiana	Position manages an office of 20 staff that conduct audits, evaluations and investigations. Areas of inquiry include financial and compliance, economy and efficiency, performance audits,	Bachelor's Degree in Accounting, Finance, Business

	reviews of internal operating procedures and administrative orders, etc., review of city contract from bid process to signing, analysis of city financial accounts and records, reviews of updates to the administrative code, review legislation, ordinance, and policy actions of Mayor/city council	Administration or related degree, CPA. Law degree desired.
Columbus, Ohio	Appointed by and reports to Civilian Police Review Board. Receives all complaints of misconduct and/or excessive use of force and forwards to appropriate investigatory entity, submits reports documenting finding and recommendations to the Board for final review, reviews all reports completed by the Internal Affairs Bureau to ensure fairness/accuracy/report to Board, makes resolutions of complaints, suggested discipline if appropriate.	Bachelor's Degree and five years of related experience.
Sacramento, California	Under the general direction of the Director of the Office of Public Safety Accountability, the IG will conduct and report on special investigative assignments and independent investigations of a confidential and highly sensitive nature related to serious use of force incidents, incidents involving serious bodily injury or death, and in-custody death incidents.	Bachelor's Degree in Criminal Justice, Public or Business Administration or related field.
Atlanta, Georgia	Position investigates complaints or allegations of wrongdoing or misconduct by officials, employees, board members (voluntary or appointed), or contractors that involve or give rise to fraud, waste or abuse, developing company policies, and responding to policy violations. The position has oversight and coordination responsibility for all investigative matters related to the investigative function of the IG Office and will manage a broad investigative program.	Juris Doctorate and licensed to practice or be eligible to practice law in Georgia
Baltimore, Maryland	Reports to the governing board of the Office of Inspector General (Mayor, City Solicitor, Comptroller, City Council President, City Council member). Position may investigate allegations that involve City government and potential violations of laws or regulations by any City elected official, City employee, member of a board or commission established or governed by the City Charter, City Code, or an executive order issued by the Mayor; city contractor or person negotiating a contract with the City; person seeking certification to provide goods or services to the City; or external recipient of City funds, benefits, or services. The IG may issue a subpoena to require any person to appear under oath as a witness; or the production of any information, document, report, record, account, or other material. The IG may enforce any subpoena issued pursuant to this subsection in any court of competent jurisdiction.	Experience in Auditing, Financial Analysis Criminal Justice Law, Management Analysis, Public Administration or related field. Required to obtain certification as a Certified Inspector General within seven months.
Baltimore County, Maryland	Inspector General serves as the department head of Office whose mission is identifying fraud, abuse, and illegal acts as well as promoting efficiency, accountability and integrity in County government. Also serves as the Executive Director of the Ethics Commission which is an independent Commission whose	Bachelor's Degree and Inspector General Certification

	purpose is administration of the public ethics laws for County employees; registered lobbyists and members of various Boards and Commissions. Main purpose of the job is to run the Office and ensure that it continues to fulfill its mission with adequate resources. development of investigative strategies, interviews of subjects and witnesses, requests for documents, and analyses of records. Participates in interviews and records analyses as needed or appropriate. Drafts and/or reviews investigative reports detailing investigative findings for issuance to County stakeholders and the public. Drafts the annual report summarizing the Office's accomplishments.	
Hartford, Connecticut	The IG will be a member of the classified service and have responsibility for leading investigations into citizen complaints against members of the Hartford Police Department, and making findings and recommendations to the Civilian Police Review Board (CPRB).The Inspector General is expected to perform work with considerable independence and sound knowledge of general police policies and practices, and the state of the law related to civil rights and other claims against police officers, and generally have experience and expertise in fields relevant to the charge of the CPRB.	Bachelor's Degree
Louisville, Kentucky	Investigates complaints involving any interaction between any member of the Louisville Metro Police Department (LMPD) and any member of the public pursuant to the Louisville Metro Code of Ordinance 36.72 that involves serious injury or death, abuse of police authority, excessive use of force, discrimination or sexual misconduct Conducts an initial screening of complaints and presents them to the Civilian Review and Accountability Board to evaluate if the complaint warrants a full investigation. Observes, receives, and otherwise obtains information from all relevant sources. Analyzes information and evaluates results to choose the best solution and solve problems. Obtains and verifies evidence by interviewing and observing witnesses or by analyzing records. Prepares written reports of investigative findings. Determines scope, timing and direction of investigations. Exercises supervision over subordinate personnel.	Bachelor's Degree in Business Administration, Criminal Justice, Law, Public Administration or related.

In determining the appropriate classification and pay range for this position, comparisons were made to comparable positions within the City. The following table summarizes these comparisons. For consistency, all pay ranges and rates of pay listed are effective Pay Period 10, 2024.

#### Internal City of Milwaukee Comparisons

Department	Title	PR	PR Min	Title Min	PR Max
CCCC	Deputy City Clerk	1JX	\$85,366	N/A	\$119,521
City Attorney	Assistant City Attorney III	2NX	\$85,366	\$93,836	\$119,521



Comptroller	Audit Manager	1JX	\$85,366	\$104,997	\$119,521
FPC	Fire and Police Commission Audit Manager	1JX	\$85,366	\$104,997	\$119,521
FPC	Fire and Police Commission Compliance Auditor	2MX	\$80,098	N/A	\$112,137
CCCC	Inspector General	2IX	\$62,041	N/A	\$86,854

Title	Basic Function
Deputy City Clerk	Assist in general administration of the City Clerk's Office. Oversee all departmental legislative services. Collaborate with the City Clerk in the planning, management and administration of the City Clerk's Office including the Common Council Offices and Staff, Central Administration, Council Services, Legislative Reference Bureau and License Division Carry out all duties of the City Clerk and functions of the office in the absence of the City Clerk.
Assistant City Attorney III	To act in matters relating to legal work and to protect the interests of the City of Milwaukee. Incumbents in this classification provide legal representation to the city and prepare and complete court cases. 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. Advisory and Administrative: Interpret laws, rulings and regulations for clients; review 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; Advise departments, committees, boards and commissions.
Audit Manager	Responsible for Internal Audit division. Ensures that high risk areas of the City are audited consistently and professionally for quality work in order to decrease risk and improve operations of City department. Position is responsible for managing and improving both financial and operational controls for various programs across City departments.
Fire and Police Commission Audit Manager	Under the general direction of the Fire and Police Commission Executive Director, the position is responsible for managing the audit staff and ensuring that high-risk areas of the Fire department, Police department, and Department of Emergency Communication are audited consistently and professionally for quality work in order to decrease risk and improve operations. The position is also responsible for the audits as they relate to the Collins Settlement agreement. Through these audits the position is responsible for managing and improving financial as well as operational internal controls for positions under the oversight of the FPC.
Fire and Police Commission Compliance Auditor	The position to assists the Legal section of the Fire and Police Commission (FPC) in conducting extensive and in-depth research and analysis of various public safety issues, drafting policies and coordinating auditing plans in relation to the Collins Settlement Agreement and all other Fire and Police departmental operations. The Compliance Auditor works collaboratively with the Executive Director, investigations, audit, and research team members to ensure compliance with the Settlement Agreement objectives and helping to mitigate public safety issues. This position also participates in audits and committees applicable to investigations, research and compliance management. This position works closely with the investigations staff to keep the Executive Director informed of patterns of misconduct filed against members of the Fire and Police Departments. This position will also work with the Emergency Management and Communications Director to ensure public

	safety issues, policies and procedures are in place for high level events like the DNC, RNC, and the consolidation of the CAD and 911 related systems.
Inspector General	Under the direction of the Common Council President, the chair of the Public Safety and Health Committee, and the City Clerk, investigate complaints or allegations of wrongdoing or misconduct by employees or contractors that involve or give rise to fraud, waste or abuse within the programs or operations of the City of Milwaukee.

### Analysis and Recommendation

As the data show above, the pay range for the City of Milwaukee's Inspector General is low when compared to the rates of pay for Inspector Generals in other jurisdictions. The rate of pay for Milwaukee's Inspector General is also low in comparison to positions in other City of Milwaukee departments with comparable level duties, impact and accountability, relationship responsibility, and required knowledge, skills and competencies.

Of particular note is the difference in scope of duties between the Comptroller's Audit Division staff and the Inspector General. Both entities follow GAO standards/principles, however the Inspector General has greater responsibility in being allowed to conduct process reviews, analysis, non-audit functions, inspections, evaluations, investigations, etc. that are not a part of the standards for an audit department.

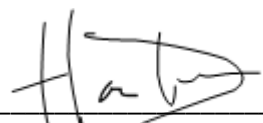
Based upon the above comparisons of both internal and external pay rates, and an internal comparison to positions with comparable levels of responsibility, the recommendation is to place this position at the same pay range as the Audit Manager in the Comptroller's Office and the Fire and Police Commission Audit Manager.

Therefore, based upon a comparison of market rates of pay and a comparison to other positions with comparable levels of responsibility within City government, the recommendation is to place this position as in Pay Range 2NX (\$85,366 - \$119,521) with a minimum starting rate of pay at \$104,997.

### Action Required – Effective Pay Period 09, 2024 (April 14, 2024)

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

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Dohahue IV, Employee Relations Director



## Department of Employee Relations

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Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: March 26, 2024

#### Employee Relations

Current	Recommended
New Auxiliary Positions	HRIS Auditor PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (Two Auxiliary Positions)

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

#### Background

The Department of Employee Relations (DER) has requested the initial classification of two new positions added to the Classification Division to support the work of the Enterprise Resource Project (ERP) which will implement the new Workday software program. A new job description was provided.

#### Responsibilities and Requirements

Under the direction of the Functional Applications Administrator, the HRIS Auditor audits all data required for the proper operation of the City's Human Capital Management System (HCM) to ensure the timely and accurate processing of payroll, personnel, and benefits transactions. The auditing staff in the Department of Employee Relations, is the final authority ensuring compliance with the provisions of labor agreements and ordinances covering sworn personnel, non-represented personnel, and management. This HRIS Auditor serves to ensure the accurate processing of payroll and personnel transactions Citywide and serves as a resource to department payroll and Human Resources staff.

#### 40% HRIS Auditing:

- Audit complex pay and personnel HRIS transactions (500-1000 per pay period; with outliers at 2000+ per pay period)
- Verify and reconcile records in accordance with (but not limited to):
- City Service Commission/Fire and Police Commission Rules
- City Ordinances
- DER and Comptroller payroll procedures
- Personnel Action Forms
- Labor Agreements
- Fair Labor Standards Act
- Request entries be made or corrections to existing entries be made to insure HRIS data is accurate, reliable, and in compliance.
- Create, run, and maintain queries in HCM to be used to analyze and resolve biweekly transaction problems.

- Audit HCM HR tables including updates to job code table, position table, and maintain and audit the salary grade tables, etc.

30% Citywide HRIS Transaction Support:

- Process inquiries received via the DER Pay Services email distribution list.
- Act as an informational resource to citywide department staff in making HRIS transactions.
- Provide basic training and guidance in accordance with the curriculum, procedures, and policies set by the Functional Applications Administrator.

20% Complex Pay System Implementation and maintenance:

- Provide support to City department staff and the Functional Applications Administrator in the functional application/maintenance of city pay practices including:
- Rates of pay, Salary at Time of Appointment, Salary Adjustments, Salary Anniversary Dates, and Longevity Incentive Pay, Promotions and Special Pay Practices, Demotions, and other Supplemental Pay Practices.
- Job Study Implementation
- Mass Rate Changes
- Seasonal Service Credit Calculations

10% Research and analyze data as requested to assist with special reports for projects as needed.

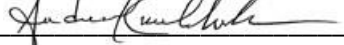
Minimum requirements include four years of progressively responsible payroll experience in a complex environment, including at least one year of experience performing complex functions in PeopleSoft HCM. A bachelor's degree in business administration, accounting, mathematics, psychology or equivalent may be substituted for up to two years of experience. Competencies include knowledge of mathematics and accounting related to complex payroll functions; ability to make accurate calculations.

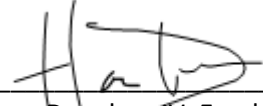
### Analysis and Recommendation

These duties, responsibilities, and requirements are currently comparable to the work performed by the HRIS Audit Coordinator in pay range 2JX. Based upon this comparison, the recommendation is to classify these two new positions as HRIS Auditor in Pay Range 2JN (\$66,154 - \$92,612) with a minimum rate of \$76,222.

### Action Required – Effective Pay Period 09, 2024 (April 14, 2024)

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

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director



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### Job Evaluation Report

City Service Commission Meeting: March 26<sup>th</sup>, 2024

#### Health Department – Home Environmental Health

Current	Recommended
<b>New Positions</b>	Housing Compliance Officer 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
	Housing Compliance Officer 2 PR 7IN (\$76,312 - \$97,635) FN: Recruitment is at \$78,279 (Two Positions)
<b>New Positions</b>	Lead Project Inspector 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
	Lead Project Inspector 2 PR 7IN (\$76,312 - \$97,635) FN: Recruitment is at \$78,279 (Two Positions)

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#### Housing Compliance Officer

Current	Recommended
<b>New Positions</b>	Housing Compliance Officer 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
	Housing Compliance Officer 2 PR 7IN (\$76,312 - \$97,635) FN: Recruitment is at \$78,279 (Two Positions)

#### Background

The Milwaukee Health Department (MHD) has requested the classification of two Housing Compliance Officer positions in their Environmental Health Branch. These positions are partially funded by the HUD Lead Hazard Reduction grant. The grant awards \$5,000,000 in Lead Hazard Reduction Funds and \$700,000 in Healthy Homes funds to address health and safety issues in Milwaukee's housing in order to improve the health of Milwaukee's children. The result of this grant would be 310 properties assessed for lead, 273 units enrolled and abated and 62 lead abatement workers trained and hired. At least 120 units would receive healthy homes services.

The Housing Compliance Officer will provide a higher level of specialized inspections and investigative service relating to intensive enforcement of lead abatement. The Department explained that this position will reorganize the reactive model of lead abatement into a model of proactive rental prosecution and build out of a more robust enforcement arm of the HEH Division to assist in recouping costs of lead abatement and provide safe housing. Position will allow use of escalated enforcement options involving municipal and referral to circuit court as well as federal prosecution of property owners with egregious rental practices involving lead paint hazards. Coordination of legal cases with DHS DATCP, DNR, HUD, DOJ, and City Attorney's office is required.

**Essential Functions:**

- Proactively evaluate inspection problem landlords to identify and address properties with noncompliant lead hazards in conjunction with community groups, nonprofit organizations, neighborhood groups and/or other interested parties.
- Conduct escalated enforcement and process serving for citations, special administration warrants, and written orders for both municipal and circuit court.
- Conducts research relating to property ownership and persons with financial interest in properties to improve enforcement activities.
- Meets with property owners or operators whose properties are not in compliance with the code to determine appropriate means of gaining compliance with property preservation meetings.
- Conducts lead hazard inspections in conjunction with the City Attorney's Office, Milwaukee District Attorney's Office, DOJ, HUD, EPA, DATCP and DHS.
- Assists with special programs such as targeted enforcement, lis pendens, tenant retaliation, and lead disclosure rules.
- Meets with community groups, other City departments and other enforcement agencies to discuss enforcement problems and strategies including condemnation and placarding.
- Prepares reports and correspondence relating to enforcement activities and appeal hearings to assist HEH inspection staff.

**Minimum qualifications include:**

- Bachelor's degree in architecture, engineering, construction management, environmental science or other related science degrees and possession of the state certification for lead risk assessor. And one year of experience in lead inspection and abatement.

**Certifications, Licenses, Registrations (all positions):**

- Possess either certification of Lead Risk Assessor or Lead Supervisor at the time of appointment.
- Obtain both certifications, Lead Risk Assessor and Lead Supervisor within 6 months
- Obtain Wisconsin UDC construction certification or International Code Council commercial construction certification within 1 year of appointment.

NOTE: (1) Required certifications may from time to time be updated, modified or exchanged when building codes and/or certifying organizations become obsolete, merge, change, or adopt new standards. Any changes to required certifications will be recommended by MHD HEH and approved by Department of Employee Relations  
(2) All certifications must be maintained throughout appointment within MHD.

**Lead Project Inspector**

Current	Recommended
<b>New Positions</b>	Lead Project Inspector 1 PR 7HN (\$72,929 - \$92,290) FN: Recruitment is at \$74,365 (Underfill Title)
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**Background**

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The Lead Project Inspector provides comprehensive property inspections, creates and approves scopes of work, estimates rehabilitation costs, and ensures that rehabilitation and new construction work meets lead abatement standards and state adopted building codes for renovation and construction. Projects must also comply with City of Milwaukee Code of Ordinances, City of Milwaukee construction specifications, U.S. Department of Housing and Urban Development (HUD) regulations, and Wisconsin Department of Health Services (DHS) regulations for lead abatement activities.

**Essential Functions:**

**Project Inspection**

- Perform initial inspection with homeowner or lead abatement.
- Perform progress inspections throughout the duration of the activity to ensure compliance with project scope, building codes, City specifications, Federal HUD regulations, and State DHS regulations.
- Approve contractor draw requests.
- Create project scope of works for all lead abatement activities
- Refer all building code related violations for life safety to DNS.
- Ensure all appropriate alteration, electrical, and plumbing permits are obtained
- Approve contractor progress and final draw requests.
- Approve change orders for required additional work.
- Grant final approval at completion of work.
- Perform progress inspections and hold meetings to clarify with contractor.
- Perform final code compliance inspections.
- Inspect all permitted construction and heating, ventilation and air conditioning (HVAC) work.
- Approve final forms for HUD/Community Development Block Grant (CDBG) HOME-funded projects.

**Technical**

- Use Land Management System (LMS), field notes, measurements, and photographs to write scopes of work.

- Meet with clients, including homeowners, contractors, and community groups in person or over the phone to explain the MHD and DNS permitting, coordinate construction work, and provide technical support.
- Prepare reports and correspondence relating to project activity. Maintain photo folder for each project. Log inspection activity in the Land Management System (LMS) and MHD databases.
- Handle complaints and maintain communication with complainants regarding complaints.

Minimum qualifications include:

- Five years' experience in residential housing inspection, rehabilitation, and/or new construction.  
**OR**
- Bachelor's Degree from an accredited college or university in architecture, engineering, or a closely related field plus one year of experience in housing rehabilitation and/or new construction or a closely related field.

Certifications, Licenses, Registrations (all positions):

Possession of the following certifications within six months of appointment as a condition of completing probation:

- State of Wisconsin Department of Safety and Professional Services (DSPS) Uniform Dwelling Code (UDC)- Construction Inspector Certification.
- Wisconsin DHS Lead (Pb) Risk Assessor Certification.

NOTE: (1) Required certifications may from time to time be updated, modified or exchanged when building codes and/or certifying organizations become obsolete, merge, change, or adopt new standards. Any changes to required certifications will be recommended by MHD HEH and approved by Department of Employee Relations  
(2) All certifications must be maintained throughout appointment within MHD.

#### Comparison to Internal Position

Classification	Function
<b>Title:</b> Neighborhood Improvement Project Inspector 1 <b>Pay Range:</b> 7HN (\$72,929-\$92,290) <b>FN:</b> Recruitment is at \$74,365 <b>Department:</b> Department of Neighborhood Services	<p>The Neighborhood Improvement Project (NIP) Inspector 1 provides comprehensive property inspections, creates and approves scopes of work, estimates rehabilitation costs, and ensures that rehabilitation and new construction work meets building codes. Duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Inspect residential properties (new construction, rehabilitation, and city owned foreclosures) to prepare rehabilitation scopes of work, including construction, electrical, plumbing, and lead hazard abatement work.</li> <li>• Perform interim and final inspections (new construction, rehabilitation, and City owned foreclosed properties) to assure compliance with building code and City specifications. Manage Compliance Loan Program projects, including bidding and awarding contracts. Monitor new construction, rehabilitation, and City owned foreclosure projects to assure manufacturer's standards are complied with.</li> <li>• Transfer field inspection notes to a spreadsheet to create written scopes of work and cost estimates. Review construction plans and review approved scopes of work provided by other City departments and City funded agencies. Issue repair orders to purchasers of City of Milwaukee properties, including emergency/placard orders when required.</li> </ul>
Minimum qualifications: Requirements include a Five years' experience in residential housing inspection, rehabilitation, and/or new construction OR Bachelor's Degree from an accredited college or university in architecture, engineering, or a closely related field, plus one year of experience in housing rehabilitation and/or	



new construction or a closely related field OR Current status as a Code Enforcement Inspector or above with the City of Milwaukee's Department of Neighborhood Services and three years of experience in residential housing rehabilitation and/or new construction. Possession of the following certifications within one year of appointment as a condition of completing probation:

- a. State of Wisconsin Department of Safety and Professional Services (DSPS) Uniform Dwelling Code (UDC)-Construction Inspector Certification.
- b. Wisconsin DHS Lead (Pb) Risk Assessor Certification.

**Action Required – Effective Pay Period 09, 2024 (April 14<sup>th</sup>, 2024)**

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

Prepared by: Sarah Wangerin  
Sarah Wangerin, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV  
Harper Donahue IV, Employee Relations Director



## Department of Employee Relations

**Cavalier Johnson**

Mayor

**Harper Donahue, IV**

Director

**Molly King**

Employee Benefits Director

**Nicole M. Fleck**

Labor Negotiator

REVISED 3/25/2024

### Job Evaluation Report

City Service Commission Meeting: March 26, 2024

#### Health Department – Clinical Services

Current	Recommended
<b>Public Health Nurse Supervisor</b> PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$87,656 (One Vacant Position)	<b>Public Health Nurse Senior</b> PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482 (One Vacant Position)

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

#### Health Department – Environmental Health

Current	Recommended
<b>Lead Project Assistant</b> PR 5IN (\$57,620 - \$72,025) (One Vacant Position)	<b>Lead Enrollment Coordinator</b> PR 5IN (\$57,620 - \$72,025) FN: Recruitment is at \$59,996 (One Vacant Position)

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

#### City Attorney

Current	Recommended
<b>Docketing Specialist - Senior</b> PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$67,917 (One Position)	<b>Docketing Coordinator</b> PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (One Position)

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

#### Comptroller

Current	Recommended
<b>Capital Finance Manager</b> PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$101,928 (One Position)	<b>Capital Finance Manager</b> PR 2SX (\$117,464 - \$164,446) FN: Recruitment is at \$125,201 (One Position)

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

#### Department of Public Works - Operations

Current	Recommended
<b>New Positions</b>	<b>Youth Fleet Apprentice</b> PR 9MN (\$33,110 - \$34,500) (Two Positions)

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

**Milwaukee Public Library**

Current	Recommended
<b>New Position</b>	<b>Civic Engagement Services Manager</b> PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)
<b>New Positions</b>	<b>Temporary Community Education Assistant</b> PR 9EN (\$40,146 - \$44,426) FN: Recruitment is at \$43,090 (Five Positions)

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and HR personnel.

**Public Health Nurse Senior**

Current	Recommended
<b>Public Health Nurse Supervisor</b> PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$87,656 (One Vacant Position)	<b>Public Health Nurse Senior</b> PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482 (One Vacant Position)

**Background**

The Milwaukee Health Department (MHD) has requested to repurpose a vacant Public Health Nurse (PHN) Supervisor position in their Sexual and Reproductive Health (SRH) Program. The department is requesting the classification of Public Health Nurse – Senior to provide support for Health Center operations rather than oversight of clinic operations. The other existing PHN Supervisor in SRH program is already responsible for the supervisory duties of the program. This shift in the oversight model allows the existing Public Health Nurse Supervisor a breadth of supervisory duties and appropriately delegates clinic operations duties to the Clinic Office Coordinators at each location.

**Essential Functions:**

The Public Health Nurse-Senior assigned to the Sexual and Reproductive Health Program at the City of Milwaukee Health Department, functions as part of a multi-disciplinary team to provide STI and HIV screening, assessments, counseling and treatment and reproductive health services under established medical protocols to clients seeking services at Keenan Health Center. The PHN-Sr. will provide clinical training to health professionals and students. This position will provide support to the SRH program with supply ordering, inventory management, protocol develop and implementation and community engagement and training.

- Perform sexually transmitted infections (STI) and human immunodeficiency virus (HIV) screening, assessment and counseling; treat clients seeking services using established medical protocols.
- Participate in the prevention of STI, HIV and other communicable disease through one on one counseling, group education and community outreach.
- Collaborate with local, state and federal partners to perform epidemiological investigations and follow up of suspected or confirmed STI and HIV cases.
- Assume and coordinate general public health nursing responsibilities in SRH with other members of the team; including conducting client interviews, health assessments, physical exams and specimen collection. Treating, counseling and educating patients on STTs/HIV and family planning services.

- Provide clinical training to health professionals, students and observers.
- Serve as resource and advisor to internal and external customers about Sexual & Reproductive Health services.

Minimum qualifications include:

1. Bachelor of Science Degree in Nursing (BSN) from an accredited nursing program.
2. Current license to practice professional nursing in the State of Wisconsin at time of appointment, throughout the selection process and throughout employment.
3. Two years of progressively responsible nursing experience.

#### Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with existing Public Health Nurse – Senior positions in the Health Department, we recommend repurposing Public Health Nurse Supervisor to Public Health Nurse – Senior in pay range 2KN (\$70,501 - \$98,704) with recruitment at \$83,482.

#### Lead Enrollment Coordinator

Current	Recommended
<b>Lead Project Assistant</b> PR 5IN (\$57,620 - \$72,025) (One Vacant Position)	<b>Lead Enrollment Coordinator</b> PR 5IN (\$57,620 - \$72,025) FN: Recruitment is at \$59,996 (One Vacant Position)

#### Background

The Milwaukee Health Department (MHD) has requested to repurpose a vacant Lead Project Assistant position in Home Environmental Health division. The department is requesting a new classification of Lead Enrollment Coordinator to promote and focus on enrollment into the lead program. The department indicated that the position will change to a partial field work status to meet clients in their homes or via other arrangements, to mitigate delays in the application process.

The Lead Enrollment Coordinator for the City of Milwaukee Health Department will be assigned to the Childhood Lead Poisoning Prevention Program (CLPP). This position will contact leads or client interest into the program (Elevated Blood Level List) to get the families to apply and complete income verification timely, operate as the ambassador of the grant program, ensuring payment requests and unit files are updated regularly and compliant to date.

#### **Essential Functions:**

- As per HUD guidelines, responsible for reviewing program eligibility requirements with public by phone and/or in office inquiries for participation in the Primary Prevention Program.
- Enter application requests into Application database for distribution.
- Provide applications in person, by mail, email, electronically (Accela – LMS Land Management System) and offsite at community outreach events or via fax only to applicants that meet program criteria.
- Accept applications from public for participation in Primary Prevention Program and assure that all eligibility documentation is received and requirements are met.
- Assist clients with application completion and submission questions; conduct application follow-up with prospective clients and ensure accurate completion.
- Verify eligibility through several databases.
- Process applications for approval by management.

- Follow up with applicants who do not have complete applications.
- Send outreach letters to recruit new applications into the Primary Prevention Program.
- Manage files, applications and caseload databases within Accela / LMS.
- Work with management and program staff to ensure all documentation and information is complete.
- Manage files that are disqualified after inspection and update database

Minimum qualifications include:

1. Four years of progressively responsible administrative support experience, performing customer service and data management duties related to the essential functions listed above.
2. Valid driver's license at time of appointment and throughout employment and the availability of a properly insured personal vehicle for use on the job (automobile allowance provided).
3. Complete the following Lead-Safe Wisconsin courses within one year of appointment:
  - a. Lead-Safe Renovation
  - b. Lead Abatement Work
  - c. Lead Abatement Supervision
4. Wisconsin Notary within one year of appointment.

#### Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with, we recommend repurposing the Lead Project Assistant position to Lead Enrollment Coordinator pay range 5IN (\$57,620 - \$72,025) with recruitment at \$59,996.

#### **Docketing Coordinator**

Current	Recommended
<b>Docketing Specialist - Senior</b> PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$67,917 (One Position)	<b>Docketing Coordinator</b> PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (One Position)

#### Background

The City Attorney's office has requested the reclassification of their Docketing Specialist – Senior position due to the current level of responsibility, technical skills, and minimum qualifications of the position. A job description was provided and discussions we held with City Attorney Human Resources Administrator Sharon Crowe. The Department of Employee Relations (DER) additionally sent a job analysis questionnaire to the current incumbent of the position. The purpose of the questionnaire is to gather comprehensive information about jobs directly from individuals performing the work so that DER can consider all relevant information and make a fair and informed decision as to whether a change in classification is appropriate.

#### **Essential Functions at the time of last classification report (2016):**

- Docketing - reviewing documents and opening hard files as electronic case management entries are made of necessary information for tracking, calendaring, and monitoring; identifying potential conflicts of interest; researching court and agency requirements for deadlines, hearings, depositions, and appointments; advising staff on data entry requirements; and directing docketing activities related to legal services (opinion, advice, document drafting and research requests).
- Maintaining Case Management System - creating and maintaining docket types and categories; administering security/ID access for attorneys and staff and for system features and functions; creating queries and report templates; and daily monitoring for data corruption and other errors.
- Record Retention - coordinating the closing of files (hard as well as electronic copies and original

- documents including pleadings, motions, briefs, memoranda and exhibits), boxing, transporting, storage and retrieval.
- Oversight of Workflow - responsible for the day-to-day task management and workflow direction of the Docketing Specialist.
- Case Management System-working on the Case Management System process improvement and statistical analysis of all legal matters.
- General Office Functions - participating in general office functions including staff meetings.

In 2016, the position's duties had expanded to provide training to all attorneys and office staff on usage and procedures related to the "Prolaw" case management and eDOCS document management systems, to provide oversight to staff in relation to electronic workflow; and generation and creation of regular and customized reports to respond to internal and external requests for information. The position also took on a full range of leadworker duties for an additional Docketing Specialist position created at the time.

The Docketing Specialist and Docketing Specialist – Senior have historically been compared to Municipal Court Clerk positions, which perform office duties related to courtroom proceedings and operations. The Municipal Court Clerk – Lead serves as a leadworker to five Municipal Court Clerk positions. Duties and responsibilities include attending court sessions and entering information related to the outcome of the court proceedings in the case management information system; reviewing incoming correspondence, processing with appropriate response or forwarding to the judge for further review; obtaining information from third-party systems; processing incoming bankruptcy filings; and assigning and monitoring work assignments, reviewing time-off requests for adequate staff coverage, and maintaining the court clerk manual.

In 2016, it was acknowledged that both the Docketing Specialist – Senior and Municipal Court Clerk – Lead accurately enter and process legal information and train and oversee the work of others. The report states that although the Municipal Court Clerk - Lead has more positions to oversee, the Docketing Specialist – Senior is also responsible for training and assisting all attorneys and support staff on the usage and procedures related to the "Prolaw" case management and eDOCS document management systems; and to generate regular and customized reports to respond to internal and external requests for information.

Additionally, it is of note that the Municipal Court is supported by an IT Team composed of an IT Manager, two Business Systems Coordinators, and two Court Applications and Software Developers. The City Attorney's office is supported by a Business Systems Coordinator. The Docketing Specialist – Senior's role in IT Support may have been previously understated by maintaining a comparison to the work of the Municipal Court Clerks.

In reviewing both the job analysis questionnaire responses of the current incumbent and external information via the National Docketing Association, it becomes clear that the Docketing Specialist - Senior is a critical position in the City Attorney's office.

"In litigation and intellectual property matters, it is the responsibility of docketing professionals to ensure that electronic court pleadings and documents are properly and timely filed, to maintain internal databases of docketed documents, and to facilitate access to documents by the firm's legal professionals."<sup>1</sup>

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<sup>1</sup> Ambrogio, Bob. "At A Turning Point for the Law Firm Docketing Profession, A Conversation with Three of its Trailblazers" *LawSites*, May 31, 2022, <https://www.lawnext.com/2022/05/at-a-turning-point-for-the-law-firm-docketing-profession-a-conversation-with-three-of-its-trailblazers.html>.

Indicative of this, the current Docketing Specialist – Senior formed and executed a plan for a smooth transition to remote work during the Covid-19 pandemic, coordinating case file retrieval with the City Clerk's office, addressing electronic document accessibility, and communication with Deputy City Attorneys to receive case assignments. The incumbent utilized a combination of technical and data-management skills while relying heavily on organization and communication to execute job duties.

The job analysis questionnaire and job description indicate that docketing involves daily attention. Incoming correspondence and actions are received, reviewed and then entered or updated by docketing staff or other authorized City Attorney staff, and audited by the Docketing Specialist – Senior. Auditing includes utilizing State, Federal and Appellate procedures and law, consulting with Deputy City Attorneys, and a variety of resources to confirm docketing details. The incumbent emphasizes the importance of auditing and editing as the impact of errors can cause missed deadlines, judgements against the City, negative press, and inaccurate reporting.

**Changes in and/or additional duties and responsibilities and impact of the increasing complexity of information technology positions:**

**Data Integrity and Error Mitigation**

- Oversee the daily activities of new and pending cases.
- Ensure that records and deadlines are accurately and timely entered into the proper matters and attorneys' calendars.
- Research laws and statutes as needed, retain to ensure timely meeting of deadlines.
- Retain knowledge of State, Federal and Appellate procedures and law
- Ensure that data is entered accurately in the database. Anything ranging from typos to incorrect deadlines.

**Case Management System Administrator/IT Support**

- Troubleshoot and identify issues with set-up of end-users and advise Business Systems Coordinator of issues and/or corrections.
- Repair issues relating to operation.
- Assist in evaluating third-party service providers, support contract negotiation and co-manage the transition between service providers' software platforms, the City Attorney's Office, and the IT department.
- Serve as back-up and troubleshooter to IT related issues.
- Main contact to IT issues relating to case management system, Prolaw.
- Main resource to new staff relating to docketing, case management, record retentions, office and legal procedures.
- Implement and maintain proper setup of the case management database.
- Troubleshoot, identify and repair issues with the case management system.
- Train, advise and consult with the Business Systems Coordinator on the case and document management system issues.
- Consult with third-party vendors on the operations of current database issues.
- Assist in evaluating third-party vendors, support contract negotiations and co-manage the transition between service providers of software platforms, the office and the IT department.
- Monitor docketing email distribution group inbox.

Minimum qualifications include College degree or equivalent and 4 to 5 years law-office experience as a legal office assistant, paralegal or equivalent. *Minimum requirements have not been assessed by the Staffing Division*

Market Data Comparison for Data Entry Supervisor from ERI

ERI defines a Data Entry Supervisor as a position that Supervises data entry operators engaged in inputting data into various storage media, manipulating existing data, editing data, and proofing new entries into database for accuracy. Interprets company policy to employees and administers company policies and practices. Analyzes and resolves work problems, or assists employees in solving work problems. Ensures work is performed within established policies, procedures, and standards. Consults with data processing personnel on ways to expedite workflow and improve productivity. Confers with user departments to implement controls and schedules and resolve delivery problems. Advises management on problems relating to data entry. Responsible for data entry improvements in quality and efficiency. Compiles, sorts, and verifies accuracy of data to be entered. May recruit, hire, train staff, evaluate employee performance, and recommend or initiate promotions, transfers, and disciplinary action.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Data Entry Supervisor	Milwaukee, Wisconsin	Level 1	\$54,529	\$59,694	\$64,397
Data Entry Supervisor	Milwaukee, Wisconsin	Level 2	\$61,324	\$67,122	\$72,446
Data Entry Supervisor	Milwaukee, Wisconsin	Level 3	\$70,749	\$77,409	\$83,578

ERI as of January 1<sup>st</sup>, 2024

#### Market Data Comparison for Legal Coordinator from ERI

ERI defines a Legal Coordinator as a position which Coordinates legal efforts for company attorneys. Writes and reviews legal documents for attorneys. Maintains legal documentation database. Schedules meetings for attorneys and confirms that necessary materials are prepared beforehand. Helps recommend resolution strategies and negotiates settlements. Reviews office records and reports department metrics to management. Prepares timelines for cases. Distributes meeting notes for attorneys and clients. Works with clients to finish legal documents.

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Legal Coordinator	Milwaukee, Wisconsin	Level 1	\$49,723	\$55,449	\$60,969
Legal Coordinator	Milwaukee, Wisconsin	Level 2	\$62,806	\$69,939	\$76,961
Legal Coordinator	Milwaukee, Wisconsin	Level 3	\$78,768	\$87,619	\$96,458

ERI as of January 1<sup>st</sup>, 2024

#### Comparison to Internal Position

Classification	Function
<b>Title:</b> Municipal Court Clerk - Lead <b>Pay Range:</b> 2IX (\$62,041-\$86,854) <b>FN:</b> Recruitment is at \$67,917 <b>Department:</b> Municipal Court	Performs section decision making, serving as the subject matter expert on Courtroom policy and procedural change implementation while advising the Deputy Court Administrator (section manager) on section decision making. This position also performs high-level administrative functions and duties related to the successful day-to-day operations related to Courtroom proceedings for all 3 branches. Duties and responsibilities include: <ul style="list-style-type: none"> <li>Assists with the updating and maintenance of the policy and procedural manual for the Court Clerks.</li> <li>Assigns and directs the work of the Municipal Court Clerks under the direction of the Deputy Court Administrator.</li> <li>Supports the Deputy Court Administrator on the scheduling of weekly work flow for the Municipal Court Clerks.</li> <li>Reviews the work of the Municipal Court Clerks and provide coaching and guidance where needed.</li> </ul>



	<ul style="list-style-type: none"> <li>Serves as the liaison for the Municipal Judges on courtroom proceeding issues that require Municipal Court Clerk support.</li> <li>Assists in the training and development of new clerks and Municipal Court staff.</li> <li>Serves as a liaison to the Court management team on section project updates.</li> </ul> <p>Minimum qualifications include Bachelor's degree in criminal justice, business administration, or a related field plus 2 years of high-level office support or administrative experience supporting duties similarly related to the above job functions. At least 1 year of experience in a legal setting is required.</p>
<b>Title:</b> HRIS Audit Coordinator <b>Pay Range:</b> 2JX (\$66,154 - \$92,612) <b>FN:</b> Recruitment is at \$76,222 <b>Department:</b> Department of Employee Relations	<p>The HRIS Audit Coordinator serves in a lead capacity for city department payroll personnel to ensure the accurate processing of payroll and personnel transactions Citywide.</p> <ul style="list-style-type: none"> <li>HRIS Transaction Auditing Administration: Develop auditing methods to ensure HRIS transaction accuracy using the proper documentation, authorization and/or certification. Audit complex pay and personnel HRIS transactions. Verify and reconcile records in accordance with the City Services Rules, Salary Ordinance, and payroll procedures. Request entries be made or corrections to existing entries be made to insure HRIS data is accurate, reliable, and in compliance with the City Services Rules, Salary Ordinance, and payroll procedures.</li> <li>Citywide HRIS Transaction Support: Manage and delegate inquiries received via the DER Pay Services email inbox. Act as an informational resource to citywide department staff in making HRIS transactions. Provide training and guidance in accordance with the curriculum, procedures, and policies set by the Functional Applications Administrator.</li> <li>Complex Pay System Implementation: Provide support to and consult with City department staff and the Functional Applications Administrator in the functional application/maintenance of city pay practices including career ladder implementation and advancement, recruitment matrices, merit-based pay progression, mass rate changes, etc.</li> <li>Training and Development: Conduct trainings for City payroll personnel in accordance with the curriculum and procedures set forth by the Functional Applications Administrator, assist with the scheduling and implementation</li> </ul> <p>The minimum requirements include four years of clerical experience performing duties related to the position, including at least one year of experience performing complex functions in PeopleSoft HCM. A bachelor's degree in business administration, accounting, mathematics, psychology or equivalent may be substituted for up to two years of experience.</p>

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with comparable internal positions, and based on the above comparison to the market rates of pay in Southeastern Wisconsin, we recommend reclassifying the Docketing Specialist – Senior to Docketing Coordinator in pay range 2JN (\$66,154 - \$92,612) with recruitment at \$76,222.

Capital Finance Manager

Current	Recommended
<b>Capital Finance Manager</b> PR 20X (\$91,006 - \$127,413) FN: Recruitment is at \$101,928 (One Position)	<b>Capital Finance Manager</b> PR 2SX (\$117,464 - \$164,446) FN: Recruitment is at \$125,201 (One Position)

**Background**

The Comptroller's Office has requested a market study of their Capital Finance Manager position due to the current level of responsibility, technical skills, and minimum qualifications required of the position. A job description was provided and discussions we held with Aycha Sawa, City Comptroller. The Department indicated that this position functions as member of Senior Management Team with Special Deputy designation.

In 2022, the Capital Finance Manager position was reclassified to pay range 20X. At the time of that report, the position was vacant and the department expressed concerns about the ability to recruit due to rates being below market for comparable positions in Southeastern Wisconsin. The classification study analysis included comparison to similarly classified positions such as the Pension Investment Analyst Senior and the Budget and Fiscal Policy Operations Manager. Later in 2022, Pension Investment titles and Business Operations positions were evaluated for market and reclassified or reallocated to substantially higher pay ranges, however duties associated with these positions did not change. The Capital Finance Manager was not included in the market study for Business Operations positions, and has not been evaluated again subsequent to comparable ERS and Business Operations positions.

**Basic Function:**

The Capital Finance Manager provides the City with borrowed funds as needed, and as authorized by the Common Council.

**Position Objectives:**

- Maintain the City's access to the Capital Markets.
- Provide borrowed funds on a time basis in order for the City to meet its financial obligations.
- Obtain the lowest cost financing and maximum financial flexibility, given the City's financial and budgetary constraints as well as statutory and regulatory restrictions.
- Pre and Post Issuance compliance with Internal Revenue Service and Securities and Exchange Commission rules and regulations.
- Prudent management and stewardship of the Public Debt Amortization Fund

**Duties and Responsibilities:****Structure and issuance of debt for the City and MPS**

- Understand the financial, fiscal, policy, and other constraints that affect City borrowings. Design and implement alternative financing structures that meet City, regulatory, and legal constraints. Prepare, submit, and support resolutions for the borrowings. Manage and coordinate outside professionals in the debt issuance process. Prepare and assemble City debt documents, Prepare and analyze budget and spending reports to project City cash needs. Gather City data for disclosure documents. Prepare required documents for IRS pre-issuance requirements, explain proposed financings to Budget Office, Common Council, Public Debt Commission, Rating Agencies, credit enhancers, banks, purchasers, and investors. Participate in meetings with members of the Administration, Common Council, and other stakeholders as required to explain debt and other financial matters.

**Implement borrowing portion of the City's Budget**

- Based upon the adopted budget: prepare, introduce, support, and monitor the passage of numerous resolutions required to implement borrowings approved in the City's annual budget. Carryforward unused prior borrowing authorizations into the current year.

**Management of, and planning for, debt and the Public Debt Amortization Fund**

- Maintain database of information on debt issued. Maintain the City's post-issuance compliance with IRS and SEC rules and regulations, including Continuing Disclosure requirements. Ensure the City is in compliance with

debt covenants. Project debt trends and implications. Prepare and update debt related policies. Keep abreast of changes in Federal, State, IRS, SEC, and MSRB laws and regulations, and their impact on debt issuance. Monitor outstanding debt and other financial obligations. Maintain relationships with Rating Agencies, underwriters, and investors. Maintain information on authorized and unissued debt. Keep up to date on projects that have borrowed proceeds. Prepare, maintain, and update debt policies.

#### Ad Hoc Financial and Other Analyses

- Review and analyze proposed Tax Incremental District applications. Research and analyze projects as assigned. Review, analyze, and comment on proposed legislation. Analyze and assist other entities where the City's Comptroller is a Board Member.

Minimum requirements include a bachelor's degree in finance, law, mathematics, economics, accounting, or related field, and five years of professional experience in Public Finance. Equivalent combinations of education and experience may also be considered.

#### Market Data Comparison for Finance Manager from ERI

*ERI defines a Finance Manager as a position that Manages company financial matters, develops long-term strategies, and provides financial reports. Forecasts cash flow positions, related borrowing needs, and available funds for investment. Assures that sufficient funds are available to meet ongoing operational and capital investment requirements. Oversees the preparation of the company's budget; and reports to management on variances from the established budget and the reasons for those variances. Reviews financial reports, monitors accounts, and prepares activity reports and financial forecasts. Investigates ways to improve profitability; and analyzes markets for business opportunities, such as expansion, mergers or acquisitions. Oversees the flow of cash and financial instruments. Arranges for equity and debt financing. Plans and directs the activities of workers in branches or departments. Prepares reports as required by law, regulations or company policies. Ensures compliance with applicable laws and procedures. Maintains a documented system of accounting policies and procedures. Oversees the design of the Finance Department's organizational structure sufficient for achieving the department's goals and objectives*

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Finance Manager	Milwaukee, Wisconsin	Level 1	\$108,801	\$120,697	\$132,617
Finance Manager	Milwaukee, Wisconsin	Level 2	\$124,586	\$137,967	\$151,428
Finance Manager	Milwaukee, Wisconsin	Level 3	\$145,960	\$161,350	\$176,988

ERI as of January 1<sup>st</sup>, 2024

#### **Comparison to Internal Positions**

Classification	Function
<b>Title:</b> Budget and Fiscal Policy Operations Manager <b>Pay Range:</b> 1LX (\$96,998 - \$135,794) <b>FN:</b> Recruitment is at \$124,987 <b>Department:</b> Department of Administration	<p>Ensures that crucial components of the development of the annual City Budget are consistent with the Mayor's priorities and sound fiscal policy. The appointee will serve as the primary advisor to the Budget &amp; Management Director on these issues and will have a large role in the decision-making process. Duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Advises and makes recommendations to the Budget and Management Director on all issues related to development of the annual city budget.</li> <li>• Analyze potential modifications to the technical methods that are used to estimate CMERS Plan liabilities and the resulting employer pension contribution requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop potential CMERS plan benefit design changes that will stabilize or reduce future pension liabilities.</li> <li>• In conjunction with the Budget &amp; Management Director, will collaborate with the CMERS actuary to analyze the impact on the annual pension contribution.</li> <li>• Ensure that the Retirement Provisions Budget includes projections for current and future use of the Employer's reserve.</li> </ul> <p>Minimum qualifications include Bachelor's Degree in Public Administration, Economics, Political Science or related field and five years of experience in key policy development roles</p>
<p><b>Title:</b> ERS Pension Investment Analyst V</p> <p><b>Pay Range:</b> 2TX (\$125,201 - \$175,275)</p> <p><b>FN:</b> Recruitment is at any rate in the range with ERS approval</p> <p><b>Department:</b> Employees Retirement System</p>	<p>Provides vision, leadership, and management of the disability department of the Employees' Retirement System (ERS). The incumbent will develop and implement initiatives that will enhance, improve, and ensure the management of disability applications, re-examinations, and that the general services of the Disability program follow legal requirements within Chapter 36 of the City Charter, as well as state and federal laws. Duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Supervise Disability Specialist Seniors – positions who administer the daily operations of the ERS; manage, review performance, provide direction, and act as a resource to the Disability Specialist Seniors; provide leadership in handling unusual and difficult circumstances in the daily operations of the administration of the Disability program; and review operations to identify organization risks and address those risks.</li> <li>• Plans, develops and performs research that analyzes the administration of the Disability program; provides quality assurance; ensures proper procedure in handling applications and re-examinations; finds improvements in processes that will facilitate the efficient processing of applications and re-examinations; reports to the Executive Director and the Annuity and Pension Board; and determines operational challenges, analyzes those challenges, and adapts the administration of the Disability program to meet those challenges.</li> <li>• Coordinates with vendors, Medical Council and Medical Panel, reviewers and hearing examiners; communicates with retirees, retiree representatives, retiree benefit providers, and other representative organizations.</li> </ul> <p>Minimum qualification includes a bachelor's degree in business, economics, public administration or a closely related field from an accredited college or university; and a minimum of seven years of Public Pension experience, including management of a disability program and acting as a fiduciary.</p>

#### Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with comparable internal positions, and based on the above comparison to the market rates of pay in Southeastern Wisconsin, we recommend placing the Capital Finance Manager in pay range 2SX (\$117,464 - \$164,446) with Recruitment is at \$125,201. Salary Ordinance rules allow recruitment up to the maximum of the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.

**Youth Fleet Apprentice**

Current	Recommended
<b>New Positions</b>	<b>Youth Fleet Apprentice</b> PR 9MN (\$33,110 - \$34,500) (Two Positions)

**Background**

The Department of Employee Relations has received a request for classification of a Youth Fleet Apprentice within the Department of Public Works – Operations. The Milwaukee Fire Department and DPW worked together to solicit information from MATC prior to initiating these positions. As the City now has career paths through the various trades that were established in a study last year, there is a desire to expand and advertise what the City has to offer.

The goal of participating in the Youth Apprentice Program is to develop a talent pipeline to support the short- and long-term wellbeing of the City of Milwaukee. This pipeline will work to identify, hire, and develop youth through structured programming, with the hops of transitioning qualified youth into a career path with the City of Milwaukee. The focus of this program will be within the fleet section as there have been difficulties in recruiting qualified candidates. In addition to the goals benefiting the City, the apprenticeship program will focus on the career development of talented youth through a skills-based and mentoring format.

The Vehicle Services Technicians within DPW Operations provide expertise in inspecting, maintaining, and repairing the operating systems for a variety of automobiles, light trucks, vans, heavy trucks and equipment, and other miscellaneous City-owned equipment. DPW Fleet personnel would like the opportunity to provide this knowledge to youth apprentices with the hope that these individuals will want to pursue a career in the Vehicle Services Technician trade and seek regular employment with the Department of Public Works – Operations. The Youth Fleet Apprentice will assist and perform automotive and medium/heavy truck maintenance in line with the Wisconsin Youth Apprenticeship competencies. Duties and responsibilities include:

- Year 1 Overview:
  - Operates tools and equipment safely, processes work orders, changes oil and filters, assists with diagnoses of concern or issues, identifies vehicle parts, rotates tires, services a 12-volt battery, and performs multipoint inspections.
  - Assists with preventative maintenance of vehicle diesel engines.
  - Maintains a clean and organized work area.
- Year 2 Overview:
  - In addition to Year 1 competencies: performs preventative maintenance on brake systems, fuel systems, steering and suspensions, cooling systems, HVAC, hydraulics, powertrain/hydrostatic systems, wheels and tires, drivetrain systems, air and exhaust systems, windshields, exterior lighting systems, and vehicle/equipment frames.
  - Completes inspection of interior and accessory components.

Minimum qualifications require the candidate to be a high school junior or senior, who is enrolled in the State of Wisconsin Department of Workforce Development Youth Apprenticeship Program.

**Analysis and Recommendation**

This opportunity is similar to the Construction Laborer Interns, the Youth Apprentices in Milwaukee Water Works, the Youth Arborist Apprentices, and the Police Aides and Fire Cadets. This position of Youth Fleet Apprentice has comparable requirements and follows a similar model to the aforementioned titles as they learn skills to establish themselves and gain exposure to the core principles of a profession within a given field before becoming full-time

employees. Because the Youth Fleet Apprentice will be a part-time position, this report recommends the title be placed within Pay Range 9MN.

### **Civic Engagement Services Manager**

Current	Recommended
<b>New Position</b>	<b>Civic Engagement Services Manager</b> PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)

### **Background**

This is a new grant funded position that will be responsible for managing the new initiative to increase civic engagement throughout the City of Milwaukee by promoting civic literacy and activation through citywide collaboration with other City Departments and external partners. A special focus will be placed on navigating and connecting residents to available government services and providing non-partisan education around voter registration and voting. This incumbent will need a strong background in community outreach skills so as to build relationships with community partners, familiarity with social media platforms, strategies and associated use of analytics, staff management, knowledge of general city and election services, strong communications, interpersonal and collaboration skills, along with knowledge of professional marketing techniques and practices, visual design principles, and public relations best practices.

### **Duties and responsibilities include:**

- Collaborate with City of Milwaukee Departments to create a comprehensive plan to promote civic literacy through voter registration and community engagement by finding ways to provide relevant information to existing customers, facilitating a seamless transition from City websites to the state's online voter registration system, by providing access to voter registration services, by expanding access to multi-lingual election information, and by promoting equal participation in the electoral process for all eligible citizens. Specifically, the Director will work with all City departments and identify:
  - Where departments have existing interactions and touch points with residents and determine and develop opportunities to offer non-partisan voter education information and refer those residents to any other needed civic services.
  - Identify and promote programs and services that City departments provide in order to connect more residents to their local government resources.
- Meet regularly with Executive Director of Election Commission and other City officials regarding the needs of other departments and the creation of materials as it relates to the voting process, ensuring 100% accuracy and ease of understanding.
- Identify existing civic literacy initiatives and additional Library programming suggestions as resources allow.
- Work with external partners on a City-based civic engagement campaign, including voter engagement, poll worker recruitment, and other pro-democracy activities to increase civic literacy and civic participation through the community.
- Oversees the performance and development of direct reports.
- Develops written performance expectations for staff, evaluates their performance and counsels them on the provision of high-quality service and professional development.
- Plans and conducts staff meetings. Models high level of customer service, trains and coaches staff to do the same.
- Participates in staff recruitment, selection, discipline, and recognition.
- Develop and create program goals and initiatives.
- Develop and implement performance measurement tools to track Departmental program outcomes.

- Create a comprehensive reporting structure to track data and ensure program is meeting objectives.
- Serve as the spokesperson for the Citywide civic literacy campaign in addressing public inquiries as needed.

Minimum requirements include a bachelor's degree in journalism, mass communication, public administration, or political science, and five years' experience in journalism, public relations or corporate communications. The Staffing Division has not yet assessed these requirements.

The Milwaukee Public Library is an anchor within the communities that it serves. The Library provides a convenient and equitable collection of materials and community resources with a mission to help people read, learn, and connect. In providing inclusive spaces, providing educational programs, and connecting individuals to resources, the Library naturally nurtures civic engagement and participation. The Election Commission has staff that administer all aspects of voting within the City of Milwaukee and provides easy to understand, accurate, concise and non-partisan voting information. This position will combine the departmental strengths of the Milwaukee Public Library and the Election Commission so as to empower the residents throughout the City of Milwaukee to participate in our democracy, by not only exercising their right to vote, but also by confidently accessing government resources and programs.

#### Market Data Comparison for Community Engagement Manager from ERI

*ERI defines a Community Engagement Manager as a position that promotes, manages, and oversees community engagement activities. Develops, handles, and supports volunteer programs including recruitment drives and volunteer events. Coordinates and communicates with external organizations and communities to collaborate on topics and concerns regarding the community. Strategizes with team to promote community engagement and outreach. Partners with the grant, finance, and public relations teams to achieve community engagement goals and commitments. Manages the activities of community engagement staff, social media specialists, and event planners. Monitors the success of community events and programs. May administer and monitor the organization's social media accounts. May directly manage and oversee special community events. May procure donations, grants, and resources for community engagement activities and volunteer programs.*

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Community Engagement Manager	Milwaukee, Wisconsin	Level 1	\$58,390	\$64,961	\$71,425
Community Engagement Manager	Milwaukee, Wisconsin	Level 2	\$66,011	\$73,427	\$80,767
Community Engagement Manager	Milwaukee, Wisconsin	Level 3	\$76,897	\$85,500	\$94,072

ERI as of January 1<sup>st</sup>, 2024

Based on the above comparison to the market rates of pay in Southeastern Wisconsin to titles with comparable duties and responsibilities, this report recommends classifying this new position as a Civic Engagement Services Manager in pay range 1GX with a recruitment rate of \$85,086.

#### **Temporary Community Education Assistant**

Current	Recommended
<b>New Positions</b>	<b>Temporary Community Education Assistant</b> PR 9EN (\$40,146 - \$44,426) FN: Recruitment is at \$43,090 (Five Positions)

#### Background

This new position will work with the One MKE civic engagement program and community to recruit clients and increase awareness of available government programs and provides voter resources to residents across the City of Milwaukee. This position will instruct individuals and families in the community about available governmental programs, especially city services or city programs, helps them complete a screener for what they are eligible for, and provides follow-up on accessing these programs.

Duties and responsibilities include:

- One MKE Program Government Connection:
  - Through attendance at resource fairs, community events, churches, gathering spaces, and other outreach methods, connect individuals and families in the community to available government programs, especially city services or programs, helps residents complete a screener for what they are eligible for, and provides follow-up on accessing those resources.
- Voter Resources:
  - Through attendance at resource fairs, community events, churches, gathering spaces, and other outreach methods, serve as a voting resource, answering questions about how to register to vote, create a voting plan, request an absentee ballot, etc.
  - Provide support to residents on registering to vote and requesting an absentee ballot (if desired).
- Complete and use all One MKE forms per program guidelines.
- Maintain data collection tools to document all community outreach events and presentations.
- Establish and garner community support for City programs and messages and promote services.
- Serve as a liaison representing and supporting One MKE interests.
- Other duties as assigned.

Minimum requirements include one year of experience in one or more of the following areas: community outreach, education, election administration, or other work related to the above essential functions. Equivalent combination of education and experience may be considered.

#### Comparison to Internal Position

Classification	Function
<b>Title:</b> Community Education Assistant <b>Pay Range:</b> 5BN (\$42,867 - \$53,584) <b>FN:</b> Recruitment is at \$43,090 <b>Department:</b> Health	<p>This position works within the Wisconsin Well Woman/WISEWOMAN program offices and community to recruit clients and increase awareness on women's health issues and programs sponsored by the City of Milwaukee Health Department. The Community Education Assistant instructs individuals and families in the community about breast and cervical cancer screening health education, cardiovascular disease prevention, support resources, and provides support for the activities of the Public Health Nurse. The person in this position works directly with clients to meet the objectives of MHD and the Wisconsin Well Woman/WISEWOMAN and other affiliated programs Duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Enroll eligible women in the Well Woman/WISEWOMAN programs and schedule them for services.</li> <li>• Conduct outreach and recruit women for Well Woman/WISEWOMAN services from community organizations, agencies, or health centers.</li> <li>• Help clients navigate and obtain necessary resources at MHD and other agencies.</li> </ul>



	<ul style="list-style-type: none"><li>• Provide information and education sessions to the community and individual clients on approved identified topics in multiple settings such as MHD offices and clinics, churches, various community-based organizations and sites, and at area events to heighten the awareness of Well Woman/WISEWOMAN programs.</li></ul>
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Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with a comparable internal position, we recommend classifying the five new positions as Temporary Community Education Assistants in pay range 9EN (\$40,146 - \$44,426) with recruitment at \$43,090.

**Action Required – Effective Pay Period 09, 2024 (April 14<sup>th</sup>, 2024)**

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

Prepared by: Sarah Wangerin  
Sarah Wangerin, Human Resources Representative

Prepared by: Sarah Sinsky  
Sarah Sinsky, Human Resources Representative

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV  
Harper Donahue IV, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

A	Date	4/5/2024	File Number	231854	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on March 26th, 2024.				

B	Submitted By (Name/Title/Dept./Ext.)	Sarah Wangerin/ Human Resources Representative / Employee Relations
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C	This File	<input checked="" 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 checked="" 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 2024 is \$25,233. The total cost for a full year is \$41,476. 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

City Service Commission Meeting of March 26, 2024  
Finance and Personnel Committee Meeting of April 5, 2024

NEW COSTS FOR 2024

Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	EffPP	Costs	Rollup	Rollup+ Sal	% Inc
1	CCCC	Inspector General	2IX	Inspector General	2NX	\$82,744	\$109,228	9	\$18,335	\$2,567	\$20,902	32.01%
1	City Atty	Docketing Specialist - Senior	2IN	Docketing Coordinator	2JN	\$77,719	\$83,160	9	\$3,766	\$770	\$4,537	7.00%
1	Comptroller	Capital Finance Manager	2OX	Capital Finance Manager	2SX	\$126,096	\$130,246	9	\$2,873	\$402	\$3,275	3.29%
Vacant	2	DER	N/A	HRIS Auditor***	2JN	N/A	\$76,222	9	N/A Funded by the ERP capital project			
Vacant	2	DPW - OPS	N/A	Youth Fleet Apprentice	9MN	N/A	\$33,110	9	N/A Underfill Title			
Vacant	1	Library	N/A	Civic Engagement Services Manager**	1GX	N/A	\$85,086	9	N/A Grant Funded Position			
Vacant	5	Library	N/A	Temporary Community Education Assistant**	9EN	N/A	\$43,090	9	N/A Grant Funded Position			
Vacant	1	MHD	1GX	Public Health Nurse Supervisor	2KN	\$87,656	\$83,482	9	(\$2,890)	(\$591)	(\$3,481)	-4.76%
Vacant	1	MHD	5IN	Lead Project Assistant	5IN	\$57,620	\$59,996	9	N/A Grant Funded Position			
Vacant	2	MHD	N/A	Housing Compliance Officer 1*	7HN	N/A	\$74,365	9	N/A Grant Funded Position			
Vacant	2	MHD	N/A	Lead Project Inspector 1*	7HN	N/A	\$74,365	9	N/A Grant Funded Position			
19									\$22,085	\$3,148	\$25,233	9.38%

Assume effective date is Pay Period 09, 2024 (April 14th, 2024) unless otherwise indicated.

\* Position funded by the 2023 HUD Lead Hazard Reduction grant

\*\* Position funded by the Cities Forward grant

\*\*\* Position funded by the ERP capital project

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	CCCC	Inspector General	2IX	Inspector General	2NX	\$82,744	\$109,228	1	\$26,484	\$3,708	\$30,192
1	City Atty	Docketing Specialist - Senior	2IN	Docketing Coordinator	2JN	\$77,719	\$83,160	1	\$5,440	\$1,113	\$6,553
1	Comptroller	Capital Finance Manager	2OX	Capital Finance Manager	2SX	\$126,096	\$130,246	1	\$4,150	\$581	\$4,731
2	DER	New position	N/A	HRIS Auditor***	2JN	N/A	\$76,222	1	N/A Funded by the ERP capital project		
2	DPW - OPS	New position	N/A	Youth Fleet Apprentice	9MN	N/A	\$33,110	1	N/A Underfill Title		
1	Library	New position	N/A	Civic Engagement Services Manager**	1GX	N/A	\$85,086	1	N/A Grant Funded Position		
5	Library	New position	N/A	Temporary Community Education Assistant**	9EN	N/A	\$43,090	1	N/A Grant Funded Position		
1	MHD	Public Health Nurse Supervisor	1GX	Public Health Nurse Senior	2KN	\$87,656	\$83,482	1	\$0	\$0	\$0
1	MHD	Lead Project Assistant	5IN	Lead Enrollment Coordinator*	5IN	\$57,620	\$59,996	1	N/A Grant Funded Position		
2	MHD	New position	N/A	Housing Compliance Officer 1*	7HN	N/A	\$74,365	1	N/A Grant Funded Position		
2	MHD	New position	N/A	Lead Project Inspector 1*	7HN	N/A	\$74,365	1	N/A Grant Funded Position		
19									\$36,074	\$5,401	\$41,476

\* Position funded by the 2023 HUD Lead Hazard Reduction grant

\*\* Position funded by the Cities Forward grant

\*\*\* Position funded by the ERP capital project

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