



**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

Makda Fessahaye  
 Department of Employee Relations  
 City of Milwaukee  
 200 E Wells St, Room 706

June 4, 2021

The Honorable  
 Finance and Personnel Committee  
 Common Council  
 City of Milwaukee

*Common Council File No. 210200 – Communication from the Department of Employee Relations relating to classification studies scheduled at the June 8, 2021 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the City Service Commission meeting on June 8, 2021.

**Common Council – City Clerk**

<b>Current</b>	<b>Recommended</b>
New Position (One Position)	Workforce Grant Specialist PR 2FX (\$48,670 - \$67,616) (One Position)

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

**Department of Public Works**

<b>Current</b>	<b>Recommended</b>
Engineering Drafting Technician I Engineering Technician I PR 3BN (\$33,102 - \$39,970) (Underfill Titles)	Engineering Drafting Technician I Engineering Technician I PR 3DN (\$38,042 - \$44,399) FN: Recruitment is at \$38,483 (Underfill Titles)
Engineering Drafting Technician II (20 Positions) Engineering Technician II (28 Positions) PR 3FN (\$38,508 - \$47,171)	Engineering Drafting Technician II (20 Positions) Engineering Technician II (28 Positions) PR 3FN (\$38,508 - \$47,171) FN: Recruitment is at \$42,030
Engineering Drafting Technician IV (26 Positions) *Engineering Technician IV (40 Positions) PR 3NN (\$44,949 - \$61,296) *FN: Recruitment is at \$45,185	Engineering Drafting Technician IV (26 Positions) Engineering Technician IV (40 Positions) PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$50,182
Engineering Drafting Technician V PR 3QN (\$52,893 - \$68,048) (5 Positions)	Engineering Drafting Technician V (5 Positions) Engineering Technician V (14 Positions) PR 3RN (\$53,597 - \$69,618)

Engineering Technician V PR 3RN (\$53,597 - \$69,618) (14 Positions)	FN: Recruitment is at \$56,573
Engineering Technician VI PR 2IN (\$58,462 - \$81,844) FN: Recruitment is at \$66,324 (10 Positions)	Engineering Technician VI PR 2IN (\$58,462 - \$81,844) FN: Recruitment is at \$67,596 and may be at any point in the range with DER approval. (10 Positions)
Public Works Inspector I PR 3HN (\$43,733 - \$50,649) FN: Additional \$80 biweekly for "Resident (Lead) Inspector" (Underfill Title)	Public Works Inspector I PR 3HN (\$43,733 - \$50,649) FN: Recruitment is at \$45,620 FN: Additional \$80 biweekly for "Resident (Lead) Inspector" (Underfill Title)
Public Works Inspector II PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$45,013 FN: \$40 biweekly for Water Construction Coordinator duties FN: Additional \$80 biweekly for "Resident (Lead) Inspector" (38 Positions)	Public Works Inspector II PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$50,182 FN: \$40 biweekly for Water Construction Coordinator duties FN: Additional \$80 biweekly for "Resident (Lead) Inspector" (41 Positions)
Bridges and Public Buildings Inspector PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$46,347 (3 Positions)	
Sidewalk Repair Specialist PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$49,344 (2 Positions)	Sidewalk Repair Specialist PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$55,201 (2 Positions)
Traffic Operations Assistant* (4 Positions) Engineering Intern (13 Positions)** PR 9PN (\$29,702 - \$37,357) *FN: Sophomores and juniors may be appointed up to \$1,265. **FN: Juniors may be appointed up to \$1,265; Seniors up to \$1,437.	Transportation Operations Assistant (4 Positions) Engineering Intern (13 Positions) PR 9PN (\$29,702 - \$37,357) FN: Recruitment is at \$37,357

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

**Port Milwaukee**

<b>Current</b>	<b>Recommended</b>
Engineering Technician IV PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$45,185 (1 Position)	Engineering Technician IV PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$50,182 (1 Position)

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

**Health Department**

<b>Current</b>	<b>Recommended</b>
Health Project Assistant PR 5FN (\$40,516 - \$48,248) Recruitment rate is \$42,539 (Three Positions)	Fatherhood Involvement Specialist 3 PR 2FN (\$48,294 - \$67,616) FN: Recruitment at \$58,490 – flexibility within range based upon experience/credentials with DER approval (Three Positions)
	Fatherhood Involvement Specialist 2 PR 2EN (\$45,306 - \$63,426) FN: Recruitment at \$55,704 – flexibility within range based upon experience/credentials with DER approval (Underfill Title)
	Fatherhood Involvement Specialist 1 PR 2DN (\$42,500 - \$59,498) FN: Recruitment at \$53,052 – flexibility within range based upon experience/credentials with DER approval (Underfill Title)

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

**Health Department**

<b>Current</b>	<b>Recommended</b>
Program Assistant II PR 5FN (\$40,516 - \$48,248) Recruitment rate is \$42,539 (One Position)	Health Accounting Assistant 5GN (\$41,610 - \$49,946) (Two Positions)
Accounting Assistant II PR 6HN (\$37,080 - \$41,863) Recruitment rate is \$37,830 (One Position)	

Note: Residents receive rates that are 3% higher

Respectfully Submitted,



Employee Relations Director

Attachments: Job Evaluation Reports  
 Fiscal Impact Statement

**Job Evaluation Report**

City Service Commission Meeting: June 8, 2021

**Common Council – City Clerk**

<b>Current</b>	<b>Recommended</b>
New Position (One Position)	Workforce Grant Specialist PR 2FX (\$48,670 - \$67,616) (One Position)

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

The Department of Employee Relations (DER) received a request from Jim Owczarski, City Clerk, to classify a new position in the 2021 budget. The position is listed in the budget as a Management Trainee in Pay Range 2EX (\$48,670 – \$63,426). Upon further review, the department has requested this new position be classified at a higher level. Job descriptions were provided and discussions were held with Bernadette Karanja, Workforce Development Coordinator; and Terry MacDonald, Business Operations Manager.

**Duties and Responsibilities**

This new position will focus on the planning and grant writing functions of the Workforce Development Office and work to secure funding that augments existing and new community-based employment services; manage all phases of the grant writing process and funding portfolio under the direction of the Workforce Development Coordinator; assess program funding needs and develop a revenue generation plan to secure funding; coordinate planning, research and grant writing; work with the Workforce Development Coordinator in monitoring standards for contract compliance and performance achievements in creating career pathways for targeted residents; and prepare reports required by funders. Duties and responsibilities include the following.

- 40% Research, identify and develop grant opportunities that fit the Common Council’s Workforce Development needs and partner competencies; develop standards that relate to setting performance evaluation targets; and write new and refunding proposals, briefings and new concept papers.
- 15% Conduct market research including identification of successful program models and best practices; develop standards for program compliance with contractual client outcomes; and monitor, track and report the Workforce Development Office’s and related partner’s outcomes in moving people out of poverty.
- 15% Maintain appropriate record keeping, file timely reports to funders and maintain master files on grants; and develop and maintain reports regarding grant writing activities and outcomes.
- 10% Work with the Milwaukee County’s Workforce Board and the City of Milwaukee’s Employment Service Agencies, Office of Violence Prevention and the Community Development Grant Administration (CDGA) Office to identify programs and services where service maintenance, improvement and expansion can be supported with additional funding.
- 10% Develop partnerships with programs and services to ensure effective coordination of fund generation and service delivery to achieve client outcomes; work collaboratively with partner research agencies and Intergovernmental Policy staff to conduct research and generate reports regarding community needs, poverty reduction strategies, client outcomes, and efficiency of service delivery.
- 5% Develop annual grant writing/revenue generation plan with benchmarks and guidelines to ensure generation of new funding from governmental agencies and foundations as well as to ensure retention of funding; and

analyze issues and interpret regulations that impact the Workforce Development Office’s ability to secure funding, deliver services and achieve outcomes.

5% Maintain positive communications with funding sources.

Minimum requirements include a bachelor’s degree in non-profit management, communications, business, social welfare or related area; and two years of experience in grant writing and workforce development and/or workforce placement management. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

In studying this new position, comparisons were made to other city positions. The most comparable in level of responsibility and nature of work was the Workforce Outreach Specialist classification in Pay Range 2FX (\$48,670 - \$67,616). This position also works in the Workforce Development Office and under the direction of the Workforce Development Coordinator manages the DirectConnectMKE (DCMKE) application, including updates and managing content; works closely with selected case managers in county-wide employment service agencies as well as Wisconsin Department of Workforce Development Job Centers to streamline on-line announcements for employment, support services and job training opportunities in a non-duplicative manner. This position has similar requirements of a bachelor’s degree in non-profit management, communications, marketing, business, social welfare or related field; and two years of experience in workforce development and/or workforce placement management. Other city positions in Pay Range 2FX (\$48,670 - \$67,616) that also perform research and analysis work include Research and Policy Analyst and Sanitation Project Analyst.

Market rates for positions that do grant writing work were also analyzed. The following table provides wage information from the Economic Research Institute (ERI), a salary survey service to which Employee Relations subscribes, for the title of Grant Coordinator.

Grant Coordinator

Years of Experience	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
7	\$ 53,727	\$ 58,338	\$ 64,534	\$ 70,486	\$ 76,546
6	\$ 52,061	\$ 56,512	\$ 62,514	\$ 68,275	\$ 74,158
5	\$ 50,266	\$ 54,539	\$ 60,326	\$ 65,877	\$ 71,565
4	\$ 48,367	\$ 52,442	\$ 57,995	\$ 63,317	\$ 68,789
3	\$ 46,400	\$ 50,253	\$ 55,552	\$ 60,627	\$ 65,868
2	\$ 44,390	\$ 48,017	\$ 53,038	\$ 57,851	\$ 62,847
1	\$ 42,353	\$ 45,781	\$ 50,503	\$ 55,041	\$ 59,781

Source: ERI. Published Q2 of 2021 (30 Mile Radius of Milwaukee)

*ERI defines Grant Coordinator as a position that locates and applies for grants on behalf of an organization, agency, institution, or unit of local government; creates and structures grant-funded programs; and examines literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.*

The rates in the chart above for an individual with two years of experience (\$48,017 at the 25<sup>th</sup> Percentile and \$53,038 at the Mean) support the requested higher-level pay range of 2FX (\$48,670 - \$67,616). We also recommend creating a title that is similar to the current classification of Workforce Outreach Specialist but reflects the emphasis on grant writing. We recommend the title of “Workforce Grant Specialist”.

This report therefore recommends this new position be classified as “Workforce Grant Specialist” in Pay Range 2FX (\$48,670 - \$67,616).

**Action Required – Effective Pay Period 1, 2021 (December 27, 2020)**

In the Salary Ordinance

Under Pay Range 2FX,  
Add the title “Workforce Grant Specialist”

In the Positions Ordinance

Under the Common Council – City Clerk, Central Administration Division,  
Delete one position of “Management Trainee”  
Add one position of “Workforce Grant Specialist”

Prepared by:     Sarah Trotter      
Sarah Trotter, Human Resources Representative

Reviewed by:     Andrea Knickerbocker      
Andrea Knickerbocker, Human Resources Manager

Reviewed by:       
Makda Fessahaye, Employee Relations Director

**Job Evaluation Report**

City Service Commission Meeting: June 8, 2021

**Department of Public Works**

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**Background**

The Department of Public Works has requested a market study to evaluate the rates of pay for various engineering technician and public works inspection positions due to difficulties with recruiting and retention. New job descriptions were analyzed and discussions were held with Timothy Thur – Infrastructure Administration Manager, Lindsey O’Connor – Infrastructure Services Personnel Officer, Patrick Pauly – Water Works Administration Manager, Amy Hefter – Water Works Personnel Officer, and Adam Tindall-Schlicht – Director of Port of Milwaukee. New rates of pay for these positions are based on an assessment of the cost of labor for these positions in Southeastern Wisconsin.

**Duties and Responsibilities**

<p><b>Engineering Drafting Technician I &amp; II</b></p> <p><u>DPW - Infrastructure - Administration &amp; Central Services</u></p> <ul style="list-style-type: none"> <li>• Use MicroStation and geographic information systems (GIS) software to produce technical drawings of the following: City and State paving, sewer, water, street lighting, traffic signals, parking meter layouts, and underground conduit, easements, and vacations.</li> <li>• Update engineering quarter sections and perform other mapping functions.</li> <li>• Compute mathematical calculations such as distances, areas, angles, and dimensions.</li> <li>• Maintain City records for sewers, street lighting, traffic signals, and underground conduit.</li> <li>• Order, compile, file, and distribute information related to City contracts.</li> <li>• Perform database entry for sewers, street lighting, and Diggers Hotline.</li> <li>• Support the Diggers Hotline by responding to customer inquiries.</li> </ul> <p><u>DPW - Water Works – Water Engineering</u></p> <ul style="list-style-type: none"> <li>• Update water system maps, water facility and construction plans using the current computer-aided drafting design software and database tracking software.</li> <li>• Request field location surveys; compile water service status reports, utility requests and other information for projects.</li> </ul>
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- Respond to Digger's Hotline requests by providing the necessary utility requests and other information for projects.
- Respond to Digger's Hotline requests by providing the necessary utility plans, as directed.
- Organize and assemble contract documents for the MWW Capital Improvement Program.
- File and maintain the plan storage, computer file storage and inspector reports.
- Review permits as assigned.

Engineering Drafting Technician I: One year of full-time drafting experience using AutoCAD or Micro Station. OR Successful completion of two semesters of high school and/or college-level drafting coursework.

Engineering Drafting Technician II: Two years of full-time civil engineering drafting experience.

### **Engineering Technician I & II**

#### DPW - Infrastructure – Transportation – Operations

- Operate survey instruments to obtain angles, elevations, distances, points, and other survey information.
- Take survey notes by hand regarding a benchmark circuit, measurements for water or sewer, or preliminary measurements for a project.
- Make engineering-related mathematical computations involving algebra and geometry.
- Make precise measurements of completed construction work using an engineer's tape.
- Perform manual and automated drafting work and prepare field sketches.
- Assist in preparing designs and construction plans using Microstation, including charts, maps, graphs and drawings.
- Collect, analyze and record data for various purposes.
- Compile certificate work used for payments to contractors utilizing computer software such as Excel.
- Set transit lines, gathering data for cross section levels and establishing grades.
- Run surveys relative to various types of projects such as major arterials, properties, street and alley openings, streets, water mains, street repairs, and obstructions.
- Assist in transferring electronically collected data to CADD software to produce preliminary plans for design and sewer and water survey reports.

Engineering Technician I: Successful completion of high school algebra AND high school geometry; six months of full-time experience performing surveying; six months of full-time experience using MicroStation and/or AutoCAD.

Engineering Technician II: Two years of full-time experience performing field surveying.

#### DPW - Sewer – Environmental

- Field screen storm sewers, outfalls and roadside ditches to determine the presence of dry weather flow, estimate flow rate, take samples and perform tests.
- Prepare and install flow recorders and similar monitoring equipment in sanitary and storm maintenance holes.
- Perform the required checks on the City's Surcharge Level indicators and obtain electric meter readings generated by the City's bypass pumping stations after certain rain events.
- Download data from flow recorders, meters and other monitoring equipment on a regular basis.
- Prepare and update various charts, maps, graphs and drawings.
- Perform office duties including compiling, analyzing and recording data recovered from the charts and tests and hand delivering legal documents to various official entities such as Milwaukee County and the Milwaukee Metropolitan Sewerage District (MMSD).

Engineering Technician I: Successful completion of two semesters of algebra at the high school or college level OR six months of experience conducting water sampling other lab or field sampling.

Engineering Technician II: Two years of experience conducting water sampling or other lab or field sampling.

DPW – Infrastructure – Streets & Buildings

- Operate survey instruments to obtain angles, elevations, distances, points, and other survey information.
- Take survey notes by hand regarding a benchmark circuit, measurements for water or sewer, or preliminary measurements for a project.
- Make engineering-related mathematical computations involving algebra and geometry.
- Make precise measurements of completed construction work using an engineer's tape.
- Perform manual and automated drafting work and prepare field sketches.
- Assist in preparing designs and construction plans using MicroStation, including charts, maps, graphs and drawings.
- Assist in transferring electronically collected data to CADD software to produce preliminary plans for design and sewer and water survey reports.
- Collect, analyze and record data for various purposes.
- Compile certificate work used for payments to contractors, utilizing computer software such as Excel.
- Set transit lines, gathering data for cross section levels and establishing grades.
- Run surveys relative to various types of projects such as major arterials, properties, street and alley openings, streets, water mains, street repairs, and obstructions.
- Communicate with the public by telephone and in person.

Engineering Technician II: Successful completion of high school algebra AND high school geometry. Six months of full-time experience performing surveying. Six months of full-time experience using MicroStation and/or AutoCAD.

Engineering Technician II: Associates Degree in Civil Engineering Technology.

DPW - Water Works – Water Engineering

- Assist in the inspection of water main alterations, extensions, replacements and lead service line replacement projects.
- Enforce proper construction methods and MWW specifications. Ensure proper excavation, safety and traffic control procedures are implemented and followed.
- Inspect and test water main pipes, valves, hydrants, fittings, and all other material used as part of the MWW distribution system.
- Document inspections, including manual drafting, written documentation, data entry into computer software and the use of Global Positioning System (GPS) equipment.
- Provide customer outreach and communication for those affected by construction activities.
- Ensure the contractor provides adequate clean-up of the site when finished.
- Conduct testing and visual inspection of materials to ensure quality of supplies and project completion, including fire flow & hydrostatic testing, pressure testing, torque testing, and weights & measurements.
- Conduct hydrant flow tests to establish hydraulic analyses and studies and to determine system robustness.
- Conduct inspection of emergency leak repairs by contractors.
- Conduct field investigations to troubleshoot system anomalies such as pressure fluctuations and pumping operations.
- Prepare detailed written reports of inspections to document findings.
- Document contractor activities, assist with the inventory and inspection of repair materials, and complete work orders and requisitions.
- Install, monitor and report results from pressure recording devices.
- Assist with calibration of the MWW hydraulic model. Maintain communication with the Control Center regarding the status of the job.
- Consult with area management regarding contractor difficulties or complications.

Engineering Technician I: Successful completion of high school algebra AND high school geometry; six months of full-time experience performing surveying; six months of full-time experience using MicroStation and/or AutoCAD.  
Engineering Technician II: duties similar to the essential function listed above.

**Engineering Drafting Technician IV**

DPW - Water Works – Water Engineering

- Using the current computer aided drafting design software and methods, prepare basic construction drawings, sketches and site plans for the Water Works Capital Improvement Program.
- Request field location surveys and compile water service status reports, utility requests and other information for projects.
- Respond to Diggers Hotline requests by providing necessary utility plans.
- Organize and assemble contract documents for the Water Works Capital Improvement Program.
- File and maintain the plan storage, computer file storage, and inspection reports.
- Assemble maps and records for City and outside agencies.
- Review permits.
- Update water system maps utilizing Geographic Information System (GIS) software and updated data.

Minimum requirements include four years of municipal or utility engineering technician experience as an Engineering Technician or Engineering Drafting Technician, including two years of experience using Computer Aided Drafting and Design software and/or Geographic Information System software performing drafting, design, and GIS map maintenance duties related to the essential functions of the position.

DPW – Infrastructure – Administration

- Draft construction plans for state and local paving, bridges, sewers, underground conduit, street lighting, and signals using manual or computer aided drafting (CAD) and geographic information system (GIS) software.
- Update permanent engineering records with as-built information.
- Update and maintain engineering databases, plat pages, and other records.
- Draft easement plans for sewers for construction projects and street vacations.
- Assist in training new employees by orienting them to the department and to the varying types of work projects.
- Perform departmental review of tasks such as street/alley vacations, right of way openings, oversized load permits, DPW permits, Diggers Hotline tickets, address assignments, honorary street names and sewer plans for underground conduit.
- Create custom maps in response to DPW and Aldermanic requests; assign manhole numbers and plan file numbers.
- Conduct research and train others for technical issues; troubleshoot and develop new drafting aids. Create timelines for work distribution for project completion.

Minimum requirements include regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position. Five years of drafting experience, with at least one year of experience as an Engineering Drafting Technician II or Engineering Technician II.

**Engineering Technician IV**

DPW - Infrastructure – Transportation – Operations

Engineering Technician IV

- Planning and design of underground conduit and manhole facilities, including material selection, location, routing, preliminary field investigation and final site layout.
- Preparation of underground conduit and manhole facility plans, specifications, cost estimates, and other bid documents for system installation.

- Evaluate manhole condition and assist in the development of an annual manhole repair and replacement program.
- Maintain a database of communication and electrical manholes and their condition.
- Maintain a database/inventory of conduit usage by various City agencies and other public and private utilities.
- Coordinate conduit/manhole installation activity with City and other public and private agencies and utilities.
- Compile and provide information to contractors, architects, public utilities, and City, County and State governmental agencies on current conduit and manhole facilities, and on City policies and practices related to the conduit system.
- Review and process permit requests, requests by private utilities to access and occupy City conduits and manholes, and assist in the development of occupancy and lease agreements for the use of City conduit and manholes.

Minimum requirements include an Associate's Degree in Civil Engineering or Engineering field and three years of related engineering or construction experience performing duties similar to the essential functions listed above. OR Five years of related engineering or construction experience performing duties similar to the essential functions listed above.

#### DPW - Water Works – Water Engineering

- Conduct thorough inspections and provide detailed documentation of water main alterations, extensions and replacements, as well as lead service line replacements.
- Assist in the coordination and scheduling of work associated with contracted projects.
- Oversee the overall construction project to ensure it is performed in a timely and cost effective manner.
- Approve or reject materials based upon specifications and acceptable tolerances.
- Communicate with MWW inventory staff as to the status of materials inspected and tested.
- Communicate material defect findings to vendors and manufacturers.
- Enforce proper construction methods and MWW specifications.
- Ensure proper excavation, safety and traffic control procedures are implemented and followed.
- Inspect and test water main pipes, valves, hydrants, fittings, and all other material used as part of the MWW distribution system.
- Document inspections, including manual drafting, written documentation, data entry into computer software and the use of Global Positioning System (GPS) equipment.
- Provide customer outreach and communication for those affected by construction activities.
- Ensure the contractor provides adequate clean-up of the site when finished.
- Conduct testing and visual inspection of materials to ensure quality of supplies and project completion, including fire flow & hydrostatic testing, pressure testing, torque testing, and weights & measurements.
- Conduct hydrant flow tests to establish hydraulic analyses and studies and to determine system robustness. Conduct inspection of emergency leak repairs by contractors.
- Conduct field investigations to troubleshoot system anomalies such as pressure fluctuations and pumping operations.
- Prepare detailed written reports of inspections to document findings.
- Document contractor activities, assist with the inventory and inspection of repair materials, and complete work orders and requisitions.
- Install, monitor and report results from pressure recording devices.
- Assist with calibration of the MWW hydraulic model. Maintain communication with the Control Center regarding the status of the job.
- Consult with area management regarding contractor difficulties or complications.

Minimum requirements include an Associate's Degree in Civil Engineering or Engineering field from an accredited college or university and two years of related engineering or construction experience performing duties similar to the essential functions listed above. OR Four years of experience as a municipal, utility engineering technician, surveying technician, public works inspector, or construction materials inspector performing work related to the essential functions of the position.

#### DPW – Water Works – Distribution

- Conduct thorough inspection and provide detailed documentation of lead service line replacement projects to completion.
- Enforce proper construction methods and MWW specifications.
- Consult with Distribution Managers for field alterations, if needed.
- Document bid quantities for payment processing.
- Assist with administration of the lead service line replacement program: process inspection reports and bid quantities for payment, enter project data into computer software systems, coordinate and schedule project with property owner, tenant and contractor to completion.
- Ensure MWW specified and inspected materials are properly handled and installed.
- Ensure proper excavation, safety, and traffic control procedures are implemented and followed.
- Provide information to and field questions from contractors, City staff, and the public regarding the status of projects; receive complaints, and recommend solutions or obtain direction from Engineering for resolution.
- Provide customer outreach and communications for those affected by the construction activities and ensure the contractor provides adequate clean-up of the site when finished.
- Oversee the overall project in a timely and cost-effective manner.
- Conduct inspection of emergency leak repairs by contractors as needed.
- Document contractor activities, assist with repair materials and complete work orders and requisitions.
- Maintain communication with Control Center regarding the status of the job.
- Consult with Distribution Management regarding contractor difficulties or complications.
- Document job details and provide to section management.
- Assist with distribution system leak survey program.

Minimum requirements include an Associate's Degree in Civil Engineering or Engineering field and two years of related engineering or construction experience performing duties similar to the essential functions listed above. OR Four years of related engineering or construction experience performing duties similar to the essential functions listed above.

#### DPW - Infrastructure - Facilities Management

- Assist with contacting contractors for bids and construction related information.
- Prepare estimates for paving projects, including quantities and unit pricing.
- Create plans and specifications for small paving projects and coordinate their construction.
- Conduct field surveys and assist with condition assessments.
- Research records, reports and files for data input.
- Prepare and maintain records, reports and files, including but not limited to the certification and maintenance of underground storage tanks and fueling systems.
- Plan and direct paving projects, including maintaining storm water pollution prevention plans.

Minimum requirements include an Associate's Degree in Civil Engineering or Engineering field and two years of related engineering or construction experience performing duties similar to the essential functions listed above. OR Four years of related engineering or construction experience performing duties similar to the essential functions listed above.

DPW – Infrastructure - Street Lighting

- Review permit requests for impact on City street lighting facilities.
- Compile and provide information on current lighting facilities, required work, and agencies for which work is needed (e.g. public utilities, contractors, City, County or State government agencies).
- Coordinate the protection, adjustment or relocation of street lighting facilities in conjunction with City projects or to accommodate other construction projects.
- Maintain records and perform all planning and design work related to the installation, operation, maintenance or removal of City alley lighting facilities.
- Receive and investigate complaints and requests for additional lighting facilities from alderman and City residents.
- Perform planning, drafting, field investigation, feasibility studies, data gathering, final site layout, plan preparation, cost estimates, work orders, time table and material lists in conjunction with street lighting capital improvement projects.

Minimum requirements include an Associate's Degree in Civil Engineering or Engineering field and two years of related engineering or construction experience performing duties similar to the essential functions listed above. OR Four years of related engineering or construction experience performing duties similar to the essential functions listed above.

Port Milwaukee – Engineering Division

- Inspect sewer, water, paving and asphalt resurfacing construction projects to ensure compliance with plans and specifications guaranteeing that the line and grade points comply with plans and specification.
- Gather, analyze and record data to prepare written reports, including sketches, for regularly scheduled inspection of Port facilities; private and public dockwalls; public safety and conceptual development projects.
- Perform land survey calculations and measurements involving algebra, geometry and trigonometry, plotting for harbor waterways, drafting, and inspecting Port facilities and public/private dock walls. Calculations involve algebra, geometry and trigonometry.
- Perform manual and computer aided drafting; prepare field sketches, charts, maps, graphs and drawings.
- Maintain computer hardware, software and program applications under direction of the Civil Engineer III.
- Organize engineering records, drawings, pictures and files for ease of retrieval.
- Collect and transport various terminal samples and perform tests as required.
- Provide team assistance for measuring and plotting harbor water depth.
- Operate outboard motor and sounding equipment as required.
- Promote good relations with contractors and with the public.
- Maintain computer hardware, software and program applications under direction of the Harbor Engineer
- Coordinate and oversee the design and maintenance of Port's water system with Milwaukee Water Works, Port tenants and customers
- Provide technical support to the Port Director, the Board of Harbor Commissioners, Wisconsin Commercial Ports Association, and other key stakeholders and Port partners.
- Serve as department liaison to City's Information Technology Management Division and main technology contact for Port staff.

Minimum requirements include an Associate's Degree in Civil Engineering or related field. OR 4-6 related engineering and/or construction experience. Two years of drafting/mechanical drawing course work with ability for creative drawing. One year experience equivalency in Engineering Technician I duties and responsibilities. Basic working knowledge of computer hardware maintenance and network systems operations. Working knowledge of Microsoft Office, CAD, MicroStation and ACT.

**Engineering Drafting Technician V**DPW - Infrastructure - Administration & Central Services

- Prioritize, assign, coordinate and review drafting work, such as, sewer, street lighting, underground conduit, bridges and paving with Engineering Technician II and IV.
- Modify software databases and programs for sewers, street lighting, underground conduit and paving.
- Review and communicate with utilities in regards to locations, permits and WisDOT Trans220/DT1077 forms.
- Maintain official maps, quarter sections and plat pages.
- Prepare right-of-way projects including openings, right-of-way vacations and easements.
- Review certified survey maps and subdivision plats.
- Conduct investigations and prepares responses to Aldermanic and citizen complaints.
- Maintain as-built plans for sewer, street lighting and underground conduit.
- Oversee Diggers Hotline requests, printing operation and storeroom.

Minimum requirements include five years of civil engineering drafting experience, with at least one year at the level of an Engineering Drafting Technician IV or Engineering Technician IV performing essential functions related to this position.

**Engineering Technician V**DPW – Infrastructure – Streets and Bridges

- Prepares field plans (existing levels and location) and surveys relative to grade separation, structures, major arterials, properties, street and alley openings, vacations, streets, sewers, water mains, tunnels, dredging, street repairs, obstructions, drainage complaints and other miscellaneous projects assigned to this section.
- Checks land descriptions, plats of surveys, and subdivisions.
- Designs and prepares paving plans for all streets and alleys under City jurisdiction.
- Designs and prepares plans for special streetscape treatments, alignments, etc.
- Designs major arterials for State and/or Federal Aided projects, as requested.
- Performs line and grade layout prior to construction for paving sewer, water, bridges, etc.
- Measures completed work for sewer and street projects.
- Prepares certificates of completed street construction work showing quantities of work actually done by contract.
- Coordinates, directs, plans and organizes the activities of the field crew.
- Trains personnel in field work and designs.
- Prepares estimates of quantities and costs for proposed paving projects.

Minimum requirements include five years of experience in field engineering, at least two years of which must have been at the level of an Engineering Technician IV, or a Civil Engineer I, performing duties related to the Essential Functions listed above.

**Public Works Inspector I**DPW – Infrastructure – Streets and Bridges

- Inspect the construction of sewer, water, paving, and asphalt resurfacing projects to ensure compliance with plans and specifications.
- Determine that all materials and quality of work meet established standards.
- Ensure that line and grade points comply with markings on the engineers' stakes.
- Prepare accurate daily records, including making sketches of work in progress or completed work and technical project changes.
- Interpret plans to ensure that installations are in compliance with legal requirements, safety regulations and construction standards.

- Serve as the first point of contact for questions from contractors, City staff, and the public regarding the status of projects; receive complaints and recommend solutions or escalate to a manager for resolution.
- Minimum requirements include two years of experience in an engineering or technical field position, such as construction lead worker, construction inspection, or as a surveyor performing duties related to the essential functions above. OR Twelve months of full-time experience as a City of Milwaukee Infrastructure Repair Crew Leader, Engineering Technician II or a higher-level position performing duties related to the essential functions above. OR Associate degree in engineering or a related technical program from an accredited college or university.

**Sidewalk Repair Specialist**

DPW – Administrative Services – Contract Administration

- Responsible for preparing, coordinating and implementing of the Divisions annual sidewalk programs worth approximately \$1.5 million.
- Determine contract areas for the Divisions sidewalk replacement programs. Notify other city agencies and utilities of proposed contract locations and scope.
- Survey properties for defective sidewalk, compile property data including approximate assessable/non-assessable determination for the contract.
- Prepare letters for property owners. Act as the Divisions representative for all inquiries from property owners and public officials on sidewalk contract matters.
- Direct and coordinate activities of contractors. Enforce Divisions specifications, accept completed work and direct guarantee replacement.
- Generate and keep data current for the Sidewalk replacement programs in Excel spreadsheets.
- Prepare accurate daily reports of work completed by contractors. Reports are used as a basis of payment to contractors.
- Approves and submits sidewalk repair orders used to prepare assessment bills sent to property owners.
- Instruct, train and direct Public Works Inspectors assigned to assist in developing the annual sidewalk program.

Minimum requirements include a minimum of 5 seasons experience in street and/or sidewalk construction with a minimum of 2 years at the level of Public Works Inspector II. OR a minimum of 2 years of sub-professional civil engineering experience at the level of Infrastructure Repair Crew Leader, Engineering Technician II or higher.

**Bridges and Public Buildings Inspector**

DPW – Infrastructure – Construction Management

- Inspects new building construction and alteration projects to insure compliance with contract documents. Building systems to be inspected include roofing, heating and ventilating and air conditioning, plumbing, life safety, electrical and structural including power and lighting, reinforced concrete, structural steel, underground tanks, masonry, precast concrete, etc.
- Monitors progress of all contractors and subcontractors, and assists contractors in the coordination of overall project to meet construction schedules.
- Performs inspections on multiple projects on a daily basis.
- Prepares daily inspection reports, interviews contractor’s employees and prepares reports of wage and hour information, contract compliance and monthly summary reports and minutes on construction progress meetings.
- Inspects site work on building projects including landscaping, sewer, water and paving work.
- Inspects condition of existing buildings and prepares evaluations as part of long term capital and maintenance planning.



Minimum requirements include a minimum of 2 years of full time experience as a Public Works Inspector I in Construction or Public Works Inspector 1 in Field Operations.

**DPW – Infrastructure – Facilities**

- Inspect building systems including roofing, underground tanks, heating, ventilating and air conditioning, plumbing, life safety, electrical and structural components.
- Monitor progress of all contractors and subcontractors, and assist contractors in the coordination of overall project to meet construction schedules.
- Perform inspections on multiple projects on a daily basis.
- Prepare daily inspection reports, interview contractor's employees and prepare reports of wage and hour information, contract compliance and monthly summary reports, and minutes on construction progress meetings.
- Inspect site work on building projects including landscaping, sewer, water and paving work.
- Inspect condition of existing buildings and prepare evaluations as part of long-term capital and maintenance.

Minimum requirements include regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position; State of Wisconsin Department of Health Services Asbestos Supervisor certification within one year of appointment and throughout employment; Two years of full-time work experience as a Public Works Inspector I.

**Transportation Operations Assistant**

**DPW – Infrastructure**

- Perform field observations of traffic conditions; collect data relative to people walking, biking and driving, motor vehicle speeds, traffic signal operations and curbside usage.
- Assist staff in the field layout of traffic control devices.
- Prepare engineering plans for various pedestrian, bicycle and traffic safety improvement projects.
- Summarize and enter traffic data into Excel and geographic information system (GIS) databases.
- Prepare graphics, maps and other displays for community engagement events.
- Prepare work orders for the installation of bicycle racks, signs, and pavement markings.
- Assist in the drafting of various plans and policies related to Complete Streets, mobility, innovation and other multimodal improvements.

Minimum requirements include current enrollment as a sophomore or higher at an accredited college or university in urban planning, civil engineering, transportation planning, architecture, urban studies, public policy, public administration or a closely related field.

**Engineering Intern**

**DPW – Infrastructure**

- Assist engineers with record keeping, design plans and specifications.
- Assist engineers with field inspections.
- Assist engineering technicians with field work and record keeping.
- Assist DPW inspectors with project inspections and record keeping.
- Input data for maintaining the City of Milwaukee Road Life files.
- Assist in the distribution of notices to property owners around construction sites.
- Assist engineers with stormwater management charge calculations.
- Assist field technicians with outfall testing, smoke and dye testing and sanitary flow monitoring work.
- Conduct traffic counts and/or complete streets activities.
- Assist with the collection of traffic data, including signing and marking.

Minimum requirements include current enrollment as a sophomore or higher in an accredited college or university in pre-civil engineering, construction management, civil engineering, public works inspection, or a closely related program.

**Market Rates of Pay**

In conducting a cost of labor analysis for these titles, staff conducted an analysis of market rates of pay from the Economic Research Institute (ERI), and the US Bureau of Labor Statistics (BLS) salary survey services to which the Department of Employee Relations subscribes.

**Drafting Technician, ERI**

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$43,294	\$46,741	\$51,436	\$55,935	\$60,631
6	\$41,895	\$45,259	\$49,771	\$54,083	\$58,607
5	\$40,399	\$43,702	\$48,046	\$52,154	\$56,494
4	\$38,801	\$42,061	\$46,270	\$50,167	\$54,308
3	\$37,107	\$40,330	\$44,445	\$48,144	\$52,070
2	\$35,345	\$38,508	\$42,567	\$46,104	\$49,809
1	\$33,573	\$36,610	\$40,625	\$44,051	\$47,560

Source: ERI as of 04/01/2021

*ERI defines a Drafting Technician as a position that creates or readjusts basic, detailed, and complex drawings, drawing components, maps, and drafting documents utilizing a computerized drafting system; and scans and alters drawings, applying general knowledge of drafting technology; Drafts preliminary design sheets based on standards and typical drawing components for review by Engineers; Creates new drawings, converts film to computer aided design, plots vendor supplied electronic prints, compiles drawing packages for projects, creates graphics for area procedures, and creates specialized drawings as needed.*

**Civil Engineering Technician, ERI**

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$52,850	\$57,254	\$63,187	\$68,874	\$74,681
6	\$51,138	\$55,377	\$61,109	\$66,597	\$72,218
5	\$49,347	\$53,403	\$58,918	\$64,193	\$69,614
4	\$47,495	\$51,350	\$56,632	\$61,680	\$66,887
3	\$45,594	\$49,245	\$54,275	\$59,083	\$64,064
2	\$43,647	\$47,119	\$51,877	\$56,431	\$61,176
1	\$41,646	\$44,987	\$49,476	\$53,763	\$58,262

Source: ERI as of 04/01/2021

*ERI defines Civil Engineering Technician as a position that answers civil engineering problems, using the principles and theories of science, engineering, and mathematics; Assists Civil Engineer in planning the building of highways, buildings, bridges, dams, wastewater treatment systems, and other structures, and performs related surveys and studies; Helps Civil Engineer in application of principles, methods, and techniques of civil engineering technology; Work is more limited in scope and more practically oriented than that of scientists and engineers.*

Construction Inspector, ERI

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$62,778	\$68,498	\$76,069	\$83,469	\$90,897
6	\$60,955	\$66,500	\$73,857	\$81,042	\$88,271
5	\$59,025	\$64,379	\$71,506	\$78,459	\$85,474
4	\$57,005	\$62,153	\$69,033	\$75,739	\$82,524
3	\$54,921	\$59,847	\$66,466	\$72,909	\$79,450
2	\$52,802	\$57,491	\$63,834	\$70,004	\$76,290
1	\$50,671	\$55,124	\$61,178	\$67,064	\$73,086

Source: ERI as of 04/01/2021

*ERI defines Construction Inspector as a position that inspects construction of bridges, buildings, dams, highways, and other types of construction work to ensure that procedures and materials comply with plans and specifications; Measures distances to verify accuracy of dimensions of structural installations and layouts; Verifies levels, alignment, and elevation of installations, using surveyor's level and transit; Observes work in progress to ensure that procedures followed and materials used conform to specifications; Examines workmanship of finished installations for conformity to standard and approves installation; Interprets blueprints and specifications for contractor and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction.*

The following tables provide wage information from BLS for Civil Engineering Technologists and Surveying and Mapping Technicians in the greater Milwaukee metropolitan area.

Civil Engineering Technologist  
Milwaukee-Waukesha-West Allis Metro Area

10th Percentile	25th Percentile	Median Wage	75th Percentile	Annual 90th Percentile
\$34,507	\$42,177	\$56,406	\$69,809	\$80,733

Source: BLS. Published in May of 2019; aged by 2% to approximate 2020-2021 rates.

*BLS defines Civil Engineering Technologist as a positions that applies theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff.*

Surveying and Mapping Technicians  
Milwaukee-Waukesha-West Allis Metro Area

10th Percentile	25th Percentile	Median Wage	75th Percentile	Annual 90th Percentile
\$34,517	\$41,024	\$49,439	\$58,915	\$70,196

Source: BLS. Published in May of 2019; aged by 2% to approximate 2020-2021 rates.

*Perform surveying and mapping duties, usually under the direction of an engineer, surveyor, cartographer, or photogrammetrist, to obtain data used for construction, mapmaking, boundary location, mining, or other purposes. May calculate mapmaking information and create maps from source data, such as surveying notes, aerial photography, satellite data, or other maps to show topographical features, political boundaries, and other features. May verify accuracy and completeness of maps.*

City of Madison Comparisons

The City of Madison has comparable titles of Construction Inspector 1 and Construction Inspector 2, which are responsible for performing duties similar to those of Public Works Inspector, Engineering Technician, Engineering Drafting Technician, and Building and Bridges Inspector. Job duties for the City of Madison’s Construction Inspector 1 & 2 include:

- Assist in the inspection of storm and sanitary sewer, curb and gutter, asphalt and concrete pavement, and sidewalk for conformance to specifications.
- Assist survey crew with a variety of tasks as related to public works construction projects. Maintain assigned equipment.
- Use computerized maps to locate underground storm and sanitary facilities. Mark in field according to established procedures.
- Conduct field inspections using handheld GPS data collector.
- Perform utility marking and locating.
- Perform related work as required

Minimum requirements include Possession of a bachelor's degree in civil engineering. -OR- Possession of an associate degree in Civil Engineering Technology, Engineering Design, or related field.

The City of Madison’s salaries for these titles are significantly higher than the City of Milwaukee’s current salaries for comparable positions.

Construction Inspector 1					
Annual	Step 1	Step 2	Step 3	Step 4	Step 5
Base	55,579.68	57,508.36	59,090.20	61,372.74	64,952.94
Construction Inspector 2					
Annual	Step 1	Step 2	Step 3	Step 4	Step 5
Base	59,090.20	61,376.64	64,094.16	66,678.04	70,500.82

**Analysis**

The Department of Public Works has requested a study to evaluate pay for the following positions:

Title	Pay Range	# of Positions	Currently Vacant
Engineering Drafting Technician I	PR 3BN (\$33,102 - \$39,970)	(Underfill Title)	(Underfill Title)
Engineering Technician I	PR 3BN (\$33,102 - \$39,970)	(Underfill Title)	(Underfill Title)
Engineering Drafting Technician II	PR 3FN (\$38,508 - \$47,171)	(20 Positions)	(9 Vacancies)
Engineering Technician II	PR 3FN (\$38,508 - \$47,171)	(28 Positions)	(23 Vacancies)
Engineering Drafting Technician IV	PR 3NN (\$44,949 - \$61,296)	(26 Positions)	(7 Vacancies)
Engineering Technician IV	PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$45,185	(41 Positions)	(19 Vacancies)
Engineering Technician V	PR 3RN (\$53,597 - \$69,618)	(14 Positions)	(5 Vacancies)
Engineering Drafting Technician V	PR 3QN (\$52,893 - \$68,048)	(5 Positions)	(1 Vacancy)
Engineering Technician VI	PR 2IN (\$58,462 - \$81,844) FN: Recruitment is at \$66,324	(10 Positions)	(2 Vacancies)
Public Works Inspector I	PR 3HN (\$43,733 - \$50,649)	(Underfill Title)	(Underfill Title)

Public Works Inspector II	PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$45,013	(38 Positions)	(8 Vacancies)
Bridges and Public Buildings Inspector	PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$46,347	(3 Positions)	(0 Vacancies)
Sidewalk Repair Specialist	PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$49,344	(2 Positions)	(0 Vacancies)
Engineering Intern	PR 9PN (\$29,702 - \$37,357) FN: Juniors may be appointed up to \$1,265; Seniors up to \$1,437	(13 Positions)	(10 Vacancies)
Traffic Operations Assistant	PR 9PN (\$29,702 - \$37,357) FN: Sophomores and juniors may be appointed up to \$1,265	(4 Positions)	(3 Vacancies)

DER Recruitments

Based on an analysis of DER Staffing Services prior recruitment efforts listed below, it is apparent that prior recruitments have attracted few qualified/viable applicants, often leading to few hires in comparison to the number of applicants.

2015 – 2020 Recruitments

Title	Applicants	Rejects	MMQ	No Shows	Fails	Withdraw	Struck	Eligible List	Hired
Engineering Technician I & II	236	124	29	18	5	22	5	19	14

Title	Applicants	Rejects	MMQ	No Shows	Fails	Withdraw	Struck	Eligible List	Hired
Engineering Drafting Technician I & II	219	76	143	50	8	9	2	76	40

The department indicated that it has become increasingly difficult to recruit and retain employees in the above mentioned titles. The current vacancy rate for these positions is 42%, with employees remaining employed within these titles for an average of one year, often voluntarily terminating employment for higher paying positions with other municipalities. Due to vacancies and turnover within these titles, the department has had to outsource projects to consultants to meet deadlines.

Therefore, based upon the current vacancy rate, the cost of labor in southeastern Wisconsin, and the difficulty in recruiting qualified candidates, this report recommends the following changes to classification and rates of pay to assist departments with retaining quality candidates:

Current	Recommended
Engineering Drafting Technician I Engineering Technician I PR 3BN (\$33,102 - \$39,970) (Underfill Titles)	Engineering Drafting Technician I Engineering Technician I PR 3DN (\$38,042 - \$44,399) FN: Recruitment is at \$38,483 (Underfill Titles)
Engineering Drafting Technician II (20 Positions) Engineering Technician II (28 Positions) PR 3FN (\$38,508 - \$47,171)	Engineering Drafting Technician II (20 Positions) Engineering Technician II (28 Positions) PR 3FN (\$38,508 - \$47,171) FN: Recruitment is at \$42,030
Engineering Drafting Technician IV (26 Positions) *Engineering Technician IV (41 Positions) PR 3NN (\$44,949 - \$61,296) *FN: Recruitment is at \$45,185	Engineering Drafting Technician IV (26 Positions) Engineering Technician IV (41 Positions) PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$50,182
Engineering Drafting Technician V PR 3QN (\$52,893 - \$68,048) (5 Positions)	Engineering Drafting Technician V (5 Positions) Engineering Technician V (14 Positions) PR 3RN (\$53,597 - \$69,618) FN: Recruitment is at \$56,573
Engineering Technician V PR 3RN (\$53,597 - \$69,618) (14 Positions)	
Engineering Technician VI PR 2IN (\$58,462 - \$81,844) FN: Recruitment is at \$66,324 (10 Positions)	Engineering Technician VI PR 2IN (\$58,462 - \$81,844) FN: Recruitment is at \$67,596 and may be at any point in the range with DER approval. (10 Positions)
Public Works Inspector I PR 3HN (\$43,733 - \$50,649) FN: Additional \$80 biweekly for "Resident (Lead) Inspector" (Underfill Title)	Public Works Inspector I PR 3HN (\$43,733 - \$50,649) FN: Recruitment is at \$45,620 FN: Additional \$80 biweekly for "Resident (Lead) Inspector" (Underfill Title)
Public Works Inspector II PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$45,013 FN: \$40 biweekly for Water Construction Coordinator duties FN: Additional \$80 biweekly for "Resident (Lead) Inspector" (38 Positions)	Public Works Inspector II PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$50,182 FN: \$40 biweekly for Water Construction Coordinator duties FN: Additional \$80 biweekly for "Resident (Lead) Inspector" (41 Positions)
Bridges and Public Buildings Inspector PR 3LN (\$42,539 - \$59,095) FN: Recruitment is at \$46,347 (3 Positions)	
Sidewalk Repair Specialist PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$49,344 (2 Positions)	Sidewalk Repair Specialist PR 3NN (\$44,949 - \$61,296) FN: Recruitment is at \$55,201 (2 Positions)
Traffic Operations Assistant* (4 Positions) Engineering Intern (13 Positions)** PR 9PN (\$29,702 - \$37,357)	Transportation Operations Assistant (4 Positions) Engineering Intern (13 Positions) PR 9PN (\$29,702 - \$37,357)

*FN: Sophomores and juniors may be appointed up to \$1,265. **FN: Juniors may be appointed up to \$1,265; Seniors up to \$1,437.	FN: Recruitment is at \$37,357
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Note: Residents receive a rate that is 3% higher.

**Action Required – Effective Pay Period 14, 2021 (June 27, 2021)**

In the Salary Ordinance

Under Pay Range 3BN

Delete the titles of ‘Engineering Drafting Technician I’ and ‘Engineering Technician I’.

Under Pay Range 3DN

Add the titles of ‘Engineering Drafting Technician I’ and ‘Engineering Technician I’.

Create footnotes (3) and (6) and add to the titles of ‘Engineering Drafting Technician I’ and ‘Engineering Technician I’.

(3) Recruitment is at the following rate:

Biweekly	1,480.11
Annual	38,482.86

(6) Recruitment is at the following rate:

Biweekly	1,524.51
Annual	39,637.26

Under Pay Range 3FN

Create footnotes (2) and (4) and add to the titles of ‘Engineering Drafting Technician II’ and ‘Engineering Technician II’.

(2) Recruitment is at the following rate:

Biweekly	1,616.54
Annual	42,030.04

(4) Recruitment is at the following rate:

Biweekly	1,665.04
Annual	43,291.04

Under Pay Range 3HN

Create footnotes (3) and (6) and add to the title of ‘Public Works Inspector I’:

(3) Recruitment is at the following rate:

Biweekly	1,754.63
Annual	45,620.38

(6) Recruitment is at the following rate:

Biweekly	1,807.27
Annual	46,989.02

Under Pay Range 3LN

Delete and replace footnotes (6) and (13) for the title ‘Public Works Inspector II’:

(6) Recruitment is at the following rate:

Biweekly	1,930.09
Annual	50,182.34

(13) Recruitment is at the following rate:

Biweekly	1,987.99
Annual	51,687.74

Under Pay Range 3NN

Delete and replace footnotes (1) and (5) and add to the titles of 'Engineering Drafting Technician IV' and 'Engineering Technician IV':

(1) Recruitment is at the following rate:

Biweekly	1,930.09
Annual	50,182.34

(5) Recruitment is at the following rate:

Biweekly	1,987.99
Annual	51,687.74

Remove footnotes (3) and (6) and create and add (4) and (8) to the title of 'Sidewalk Repair Specialist':

(4) Recruitment is at the following rate:

Biweekly	2,123.10
Annual	55,200.60

(8) Recruitment is at the following rate:

Biweekly	2,186.79
Annual	56,856.54

Under Pay Range 3QN

Delete the title of 'Engineering Drafting Technician V'

Under Pay Range 3RN

Add the title 'Engineering Drafting Technician V'

Create footnotes (1) and (2) and add to the title of "Engineering Drafting Technician V" and "Engineering Technician V":

(1) Recruitment is at the following rate:

Biweekly	2,175.91
Annual	56,573.66

(2) Recruitment is at the following rate:

Biweekly	2,241.19
Annual	58,270.94

Under Pay Range 2IN

Delete and replace footnotes (1) and (6) for the title of 'Engineering Technician VI':

(1) Recruitment is at the following rate and may be at any point in the range with the approval of DER:

Biweekly	2,599.87
Annual	67,596.62

(6) Recruitment is at the following rate and may be at any point in the range with the approval of DER:



Biweekly	2,677.87
Annual	69,624.62

Under Pay Range 9PN

Delete footnotes (3) and (6).

Delete and replace footnotes (1) and (3) for the titles of 'Engineering Intern' and 'Transportation Operations Assistant'

(1) Recruitment is at the following rate:

Biweekly	1,436.80
Annual	37,356.80

(3) Recruitment is at the following rate:

Biweekly	1,479.90
Annual	38,477.40

Prepared By:

Arielle Ewing

Arielle Ewing, Human Resources Analyst – Senior

Reviewed By:

Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

Reviewed By:



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Makda Fessahaye, Employee Relations Director

**Job Evaluation Report**

City Service Commission Meeting: June 8, 2021

**Health Department**

<b>Current</b>	<b>Recommended</b>
Health Project Assistant PR 5FN (\$40,516 - \$48,248) Recruitment rate is \$42,539 (Three Positions)	Fatherhood Involvement Specialist 3 PR 2FN (\$48,294 - \$67,616) FN: Recruitment at \$58,490 – flexibility within range based upon experience/credentials with DER approval (Three Positions)
	Fatherhood Involvement Specialist 2 PR 2EN (\$45,306 - \$63,426) FN: Recruitment at \$55,704 – flexibility within range based upon experience/credentials with DER approval (Underfill Title)
	Fatherhood Involvement Specialist 1 PR 2DN (\$42,500 - \$59,498) FN: Recruitment at \$53,052 – flexibility within range based upon experience/credentials with DER approval (Underfill Title)

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

The Milwaukee Health Department (MHD) requested a study for three positions of Health Project Assistant in Pay Range 5FN (\$40,516 - \$48,248) with a recruitment rate of \$42,539. A new job description was provided and discussions were held with Erica Olivier, Maternal and Child Health Director; Rocio Serna, Human Resources Officer; and Sarah Wangerin, Human Resources Analyst - Senior.

There are five positions of Health Project Assistant in the MHD. This report is only regarding the three positions of Health Project Assistant in the Community Health Branch (Maternal and Child Health Division) that are responsible for outreach, recruitment and enrollment of expectant and parenting fathers into the Direct Assistance for Dads (DAD) Program. The DAD Project is the only long-term home visitation program in Wisconsin that offers a comprehensive, father-figure centered approach which is tailored to the nuanced needs of fathers/male-identified figures in Milwaukee. Services are offered for up to two years for children under 36 months at the point of enrollment. These positions conduct home visits with enrolled fathers, and provide evidence-based programming, assessments, and care planning to ensure optimal father involvement in their partner's and children's lives. Duties and responsibilities include the following:

60% Home Visiting/Case Management

Develop and maintain supportive and trusting relationships with fathers in the City of Milwaukee to assure optimal health and wellbeing of fathers and their families; provide ongoing home visits and phone contact based on the family's needs as prescribed by DAD Program protocols; follow the Parents as Teachers (PAT) evidence-based home visitation model and 24/7 Dad curricula; conduct home visits and complete needs assessments/care plans tailored to the participant's needs; teach positive relationship-building skills and enhance constructive involvement of fathers with family; act as an advocate for fathers regarding needed resources from governmental, community, and private agencies; complete developmental screenings and assessments of participant's and child's physical, social psychological, and environmental health status; provide education on primary, secondary, and tertiary health problems; teach prevention and promote the adoption of healthy behaviors and access to preventative health care; develop and implement case management and care plans for resolution of assessed client/family needs; document case

management within electronic documentation systems and participant charts following MHD requirements; and assist with planning and facilitation of participant group meetings.

20% Case Collaboration

Function as a member of a multidisciplinary, multi-program team, working in collaboration with Public Health Nurses, Social Workers, and community health workers in the EFM (Empowering Families of Milwaukee), BOMB (Birth Outcomes Made Better) Doula and PNCC (Parents Nurturing and Caring for their Children) home visiting programs; provide case consultation and joint home visits as needed with partners in EFM, BOMB Doula, and PNCC regarding father needs and engagement; encourage father involvement in home visits; attend relevant program meetings, training sessions, and community meetings; participate in the orientation and ongoing training for the DAD Program; and participate in data collection, program evaluation, and preparation of reports pertinent to objectives of the program or as assigned.

15% Community Outreach

Conduct outreach to enroll expectant and parenting fathers with children under 36 months of age; attend appropriate fatherhood-related community meetings, events, and initiatives; establish and maintain relationships with area fatherhood programs and other community based organizations that serve fathers and their children.

5% Peripheral Duties

Perform other related duties as assigned, including response to a public health crisis as a Milwaukee Health Department employee.

Minimum qualifications include a bachelor's degree in social work, public health, or related field; and one year of social service experience working in the community with clients. Equivalent combination of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The DAD program is an intensive home-visiting program for fathers (or father figures) with the goals of improving birth outcomes, reducing infant mortality, and strengthening the involvement of fathers in the lives of their partners and children. The program follows the Parents as Teachers (PAT) evidence-based home visitation model and 24/7 Dad curricula. These three positions that work with the DAD program were last studied in 2018 when they were reclassified from "Health Project Assistant-DAD" in Pay Range 5BN to "Health Project Assistant" in Pay Range 5FN. The rationale was that the duties and responsibilities of these positions had evolved so that they were more comparable in level to the other "Health Project Assistant" positions in the department. The positions did not require a bachelor's degree at that time.

In 2019, the Parents as Teachers National Center (PATNC) updated the criteria for the PAT Quality Standards to be effective in 2020. There were a number of changes including a new emphasis on the home-visiting positions having a bachelor's degree. Although a bachelor's degree is not required under essential requirements, the goal under the quality standard was to hire individuals with bachelor's degree for the home-visiting positions.

The department indicated that they consider these three positions under study to be working at a professional level and have updated their job description including a requirement for a bachelor's degree in social work, public health or related field and one year of social service experience working in the community with clients. The department indicated that these positions are performing work that is similar in level to other MHD positions including Public Health Social Workers and Public Health Nurses. This work includes home visits, client referrals to community resources, and collaborating with other MHD employees and social service professionals to address the needs of clients and the community.

In 2020, the Public Health Social Worker positions in Pay Range 2DN were reclassified to Public Health Social Worker 3 in Pay Range 2FN (\$48,294 - \$67,616) with a recruitment rate of \$58,490 plus two underfill classifications of Public Health Social Worker 2 in Pay Range 2EN (\$45,306 - \$63,426) with a recruitment rate of \$55,704 and Public Health Social Worker 1 in Pay Range 2DN (\$42,500 - \$59,498) with a recruitment rate of \$53,052). A market study was conducted and it was found that the higher pay ranges were warranted.

This report recommends reclassifying these three positions to a different title and pay range that reflects the level of responsibility and nature of work. The title of “Fatherhood Involvement Specialist” reflects the goal of the program. It is recommended that these positions have the same pay structure as the Public Health Social Workers with three levels as shown below.

Recommended			
Fatherhood Involvement Specialist 3	PR 2FN \$48,294 - \$67,616	Recruitment at \$58,490 Flexibility within range based upon experience/credentials with DER approval	3 Positions
Fatherhood Involvement Specialist 2	PR 2EN \$45,306 - \$63,426	Recruitment at \$55,704 Flexibility within range based upon experience/credentials with DER approval	Underfill Title
Fatherhood Involvement Specialist 1	PR 2DN \$42,500 - \$59,498	Recruitment at \$53,052 Flexibility within range based upon experience/credentials with DER approval	Underfill Title

Like the Public Health Social Worker 1, 2, 3 positions, the Fatherhood Involvement Specialist 1, 2, 3 positions would be authorized at the “3” level and have the “1” and “2” underfill levels.

When the recommendations of this report are implemented, incumbents will be placed into the title of Fatherhood Involvement Specialist 1. When the recruitment flexibility matrix is finalized, current and new employees will be placed prospectively into the appropriate title and pay rate based upon that employee’s related experience and credentials with DER approval.

**Action Required – Effective Pay Period 14 (June 27, 2021)**

In the Salary Ordinance

Under Pay Range2DN:  
Add the title “Fatherhood Involvement Specialist 1 (1) (20)”

Under Pay Range2EN:  
Add the title “Fatherhood Involvement Specialist 2 (16) (33)”

Under Pay Range2FN:  
Add the title “Fatherhood Involvement Specialist 3 (9) (18)”

In the Positions Ordinance

Under Health Department, Community Health Division, Empowering Families of Milwaukee (EFM):

Delete three positions of "Health Project Assistant (E) (X)"

Add three positions of "Fatherhood Involvement Specialist 3 (E) (X)"

Prepared by:           Sarah Trotter          

Sarah Trotter, Human Resources Representative

Reviewed by:           Andrea Knickerbocker          

Andrea Knickerbocker, Human Resources Manager

Reviewed by:                     

Makda Fessahaye, Employee Relations Director

## JOB EVALUATION STUDY

City Service Commission Meeting: June 8, 2021

**Health Department**

<b>Current</b>	<b>Recommended</b>
Program Assistant II PR 5FN (\$40,516 - \$48,248) Recruitment rate is \$42,539 (One Position)	Health Accounting Assistant 5GN (\$41,610 - \$49,946) (Two Positions)
Accounting Assistant II PR 6HN (\$37,080 - \$41,863) Recruitment rate is \$37,830 (One Position)	

Note: Residents receive rates that are 3% higher

The Health Department has requested a classification study of two positions within the Finance and Administration Section of the Milwaukee Health Department. Job descriptions were provided and discussions were held with Mark Yatchak, Health Budget and Administration Manager; Rocio Serna, Human Resources Officer, and Sarah Wangerin, Human Resources Analyst – Senior.

To help provide better coverage within the Finance and Administration Section, the department has had the employees in, one position of Program Assistant II in Pay Range 5FN (\$40,516 - \$48,248) with a recruitment rate of \$42,539 and one position of Accounting Assistant II in Pay Range 6HN (\$37,080 - \$41,863) with a recruitment rate of \$37,830, be cross-trained and assigned additional duties.

Under the direction of the Health Budget and Administration Manager, these positions are responsible for the maintenance and processing of billing accounts receivable records, including Medicaid records, in accordance with procedures established by the City Comptroller and the MHD. Duties and responsibilities include the following:

- 35%     Oversee the timely and accurate process of MOUs; review ACA, Marketplace Exchange and Forward Health updates; implement billing changes as required by state and federal regulations; make changes to accommodate new billing processes, codes, rates, etc.; participate in and recommend changes to MHD billing forms; coordinate reporting needs with staff; training, direction and troubleshooting of systems and reports; serve as a Portal Administrator for MHD users of Forward Health and Practice Point Manager (PPM); serve as the initial point person for updates and problems with Medicaid billing by MHD staff and outside agencies; act as a liaison to HCDS, State Medicaid representatives, program managers, HMO representatives in handling billing issues; resolve reimbursement, claims processing and reporting issues; respond to inquiries from external billing agencies to resolve billing problems; report any billing submitted that does not meet guidelines or that results in non-billable services to the Health Budget and Administration Manager and affected program managers; develop and maintain working relationships with external customers to clarify and resolve billing problems and data reporting; and maintain a computerized billing and accounts receivable system.
  
- 25%     Prepare and process claims to HMOs, Medicaid and Medicare for services provided by MHD; audit TB forms for completeness and review medical files; complete Health Insurance Claim (CMS-1500) and other forms initiated by MHD staff; submit on-line claims to various agencies including HMOs and the State of Wisconsin; maintain Medicaid billing records and accounts; credit payments made by various units including HMOs, the State of Wisconsin Department of Public Health, and Forward Health; submit manual claims to

- various resources for reimbursement such as TB Dispense and Community Care for the Elderly; enter claim data into billing and accounts receivable systems for submission and record-keeping; reconcile remittance advices and assure billing guidelines are followed; reconcile payments against MOU agreements with HMOs; respond to inquiries from external billing agencies to resolve billing problems; maintain a computerized billing and accounts receivable system; develop and maintain working relationships with internal customers for resolution and clarification regarding billing problems; serve as initial point person for updates and problems with Medicaid billing by MHD staff and outside agencies; prepare reports, including quarterly and year-end revenue reports for the above mentioned billings; use various software applications, such as spreadsheets, databases, and statistical packages to assemble, manipulate and/or format data and/or reports; maintain working knowledge of necessary codes and/or resources needed for billing; prepare reports for the City of Milwaukee pertaining to billing timelines and statistics; process license fees for the Consumer Environmental Health Division of the MHD; and report any billing submitted that does not meet the guidelines or that results in non-billable services to the Health Budget and Administration Manager.
- 15% Follow detailed process for travel advancements and reimbursements; insure all necessary paperwork is submitted timely; review documents for approval status; reconcile expenditures; and follow and process reports timely.
- 10% Perform commodity and equipment purchasing, maintenance and lease agreements; monitor and evaluate inventory control system for the Health Department; monitor and evaluate central supply activities with the assistance of the Health Budget and Administration Manager; process furniture and equipment orders for the Health Department, act as MHD liaison for purchasing contract issues with the Procurement Services Division of the Department of Administration; assist in processing requisitions for the establishment of commodity and/or service contracts, computing estimated costs, and the securing of commodities and/or services related to MHD programs; prepare documents for commodity/ service contracts such as Requisition for Bids, RFPs, Exceptions to Bids, Jumpstarts and Personal Service Contracts; and inform the Health Budget and Administration Manager, division managers and/or program managers of status of requisitions, contracts, or potential problems and concerns.
- 10% Responsible for assisting the Management Accountant – Senior with record keeping and preparation of expenditure reports and billings for all O&M, reimbursable and grant projects and contracts; work with grant project managers for timely submission of grant activities and documentation and monitoring of expenditures; process and prepare expenditure reports and billings, and quarterly and final fiscal reports for grant projects and contracts; under direction of the Health Budget and Administration Manager, ensure the proper charting of labor to grant programs and various work orders; maintain filing system for all grants reimbursable; routinely provide the Health Budget and Administration Manager with balances in various grant accounts; and inform the Health Budget and Administration Manager, division manager and/ or program managers of potential problems in grant accounts as related to over/under spending, failure to follow established procedures, etc.
- 5% Assist with cellphone payments, the compilation of annual accounts receivable report for the MHD billing unit, answering telephones as needed, and the City Comptroller's periodic audits of the MHD accounts receivables; maintain appropriate supplies needed for billing procedures; serve as a "back-up" to the petty cash custodian and to payroll-processing functions; and perform other related duties as assigned by the Health Budget and Administration Manager.

Minimum requirements include four years of office experience including one year of related accounting assistance work at the level of an Accounting Program Assistant II or Accounting Assistant III. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

The duties and responsibilities of these two positions have changed so that both are cross-trained and are performing high-level accounting support work. Other changes in the duties and responsibilities include fully processing travel expenditures including travel advances and reimbursements, reconciling expenditures, inspecting proper documentation, and submitting for approval; assisting in the processing of requisitions for the establishment of commodities and/or service contracts and performing commodity and equipment purchasing, maintenance, and lease agreements; and assisting the Management Accountant-Senior with record keeping and preparation of expenditure reports and billings for all O&M, reimbursable and grant projects and contracts.

To study these positions comparisons were made to other city positions that provide accounting support work including those listed below.

Title	Pay Range	Rates of Pay
Accounting Program Assistant III	5GN	\$41,610 - \$49,946
Accounting Assistant III	5EN	\$40,501 - \$46,724
Accounting Program Assistant II*	6KN	\$40,501* - \$45,391
Accounting Assistant II*	6HN	\$37,830* - \$41,863
Accounting Program Assistant I	6HN	\$37,080 - \$41,863
Accounting Assistant I*	6GN	\$36,252* - \$39,943

Note: Residents receive rates that are 3% higher

\* - Reflects title's recruitment rate instead of pay range minimum

The highest level of the Accounting Program Assistant series is Accounting Program Assistant III in Pay Range 5GN (\$41,610 - \$49,946). These positions perform the most complex and responsible accounting related work in city government that does not require a college degree or equivalent. The work at this level carries a degree of responsibility and associated knowledge and skill significantly and demonstrably above that of the Accounting Program Assistant II level. These positions may serve as a group leader to other city employees and/or provide guidance to other positions citywide.

These two positions will not serve as group leaders but will advise and serve as a resource to other MHD employees at all levels. By having these two positions cross-trained and performing the higher-level accounting support work, the department will be able to provide more coverage and support to the professional level positions in the Finance and Administration Section.

As the classification series of Accounting Program Assistant I, II, and III has been primarily used in the Comptroller's Office and to distinguish the unique and complex work of these positions in the Health Department, we recommend creating the new title of Health Accounting Assistant at the same level as Accounting Program Assistant III.

We therefore recommend one position of Program Assistant II in Pay Range 5FN (\$40,516 - \$48,248) with a recruitment rate of \$42,539 and one position of Accounting Assistant in Pay Range 6HN (\$37,080 - \$41,863) with a recruitment rate of \$37,830 be reclassified to Health Accounting Assistant in Pay Range 5GN (\$41,610 - \$49,946).

### **Actions Required – Effective Pay Period 1, 2020 (December 29, 2019)**

#### In the Salary Ordinance

Under Pay Range 5GN,  
Add the title "Health Accounting Assistant"

#### In the Positions Ordinance

Under Health Department, Office of the Commissioner and Health Administration, Finance and Administration,  
Delete two positions of "Accounting Program Assistant III (X)"  
Add two positions of "Health Accounting Assistant (X)"



Prepared by:     *Sarah Trotter*      
Sarah Trotter, Human Resources Representative

Reviewed by:     *Andrea Knickerbocker*      
Andrea Knickerbocker, Human Resources Manager

Reviewed by:           
Makda Fessahaye, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b> <u>6/4/2021</u> <b>File Number</b> <u>210200</u> <input checked="" type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b> <u>Communication from the Department of Employee Relations relating to classification studies scheduled for the June 8, 2021 City Service meeting.</u>

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b> <u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b>
		<input type="checkbox"/> <b>Suspends expenditure authority.</b>
		<input type="checkbox"/> <b>Increases or decreases city services.</b>
		<input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b>
		<input type="checkbox"/> <b>Increases or decreases revenue.</b>
		<input checked="" type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b>
		<input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b>
		<input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b>
	<input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>	

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

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
<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**F**

Assumptions used in arriving at fiscal estimate. Please see 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 June 8, 2021  
Finance and Personnel Committee Meeting of June 9, 2021

**NEW COSTS FOR 2020**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Health	Program Assistant II	5FN	Health Accounting Assistant	5GN	N/A	N/A	N/A	Included in 2021 Budget	
1	Health	Accounting Assistant II	6HN	Health Accounting Assistant	5GN	N/A	N/A	N/A	Included in 2021 Budget	
2								\$0	\$0	\$0

Assume effective date is Pay Period 1, 2020 (December 29, 2019).

**NEW COSTS FOR 2021**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council/City Clerk	New Position	N/A	Workforce Grant Specialist*	2FX	N/A	N/A	N/A	Included in 2021 Budget	
204	DPW & Port	Eng Techs, PW Inspectors, etc	N/A	Eng Techs, PW Inspectors, etc**	N/A	N/A	N/A	N/A	See Fiscal Note from DOA-Budget	
3	Health	Health Project Assistant	5FN	Fatherhood Involvement Specialist 3**	2FN	N/A	N/A	N/A	Grant Funded Positions	
1	Health	Program Assistant II	5FN	Health Accounting Assistant***	5GN	N/A	N/A	N/A	Included in 2021 Budget	
1	Health	Accounting Assistant II	6HN	Health Accounting Assistant***	5GN	N/A	N/A	N/A	Included in 2021 Budget	
210								\$0	\$0	\$0

\*Assume effective date is Pay Period 1, 2021 (December 27, 2020)

\*\*Assume effective date is Pay Period 14, 2021 (June 27, 2021)

\*\*\*Assume effective date is Pay Period 1, 2020 (December 29, 2019) as noted in above chart for 2020.

**NEW COSTS FOR FULL YEAR**

No. Pos.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Common Council/City Clerk	New Position	N/A	Workforce Grant Specialist*	2FX	N/A	N/A	N/A	Included in 2021 Budget	
204	DPW & Port	Eng Techs, PW Inspectors, etc	N/A	Eng Techs, PW Inspectors, etc**	N/A	N/A	N/A	N/A	See Fiscal Note from DOA-Budget	
3	Health	Health Project Assistant	5FN	Fatherhood Involvement Specialist 3**	2FN	N/A	N/A	N/A	Grant Funded Positions	
1	Health	Program Assistant II	5FN	Health Accounting Assistant***	5GN	N/A	N/A	N/A	Included in 2021 Budget	
1	Health	Accounting Assistant II	6HN	Health Accounting Assistant***	5GN	N/A	N/A	N/A	Included in 2021 Budget	
210								\$0	\$0	\$0



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b> <u>6/4/2021</u> <b>File Number</b> <u>210200</u> <input checked="" type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b> <u>Wage Adjustment for Engineering Technicians, Engineering Drafting Technicians</u>

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b> <u>Bill Christianson/Capital &amp; Debt Specialist/Dept. of Administration/x5588</u>
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<b>C</b>	<b>This File</b>	<input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b>
		<input type="checkbox"/> <b>Suspends expenditure authority.</b>
		<input type="checkbox"/> <b>Increases or decreases city services.</b>
		<input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b>
		<input type="checkbox"/> <b>Increases or decreases revenue.</b>
		<input checked="" type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b>
		<input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b>
		<input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b>
		<input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>

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

	Purpose	Specify Type/Use	Expenditure	Revenue	
<b>E</b>	<b>Salaries/Wages</b>	General Fund O&M	\$74,667.00	\$0.00	
		Capital Programs and Enterprise Funds	\$237,544.00	\$0.00	
	<b>Supplies/Materials</b>		\$0.00	\$0.00	
			\$0.00	\$0.00	
	<b>Equipment</b>		\$0.00	\$0.00	
			\$0.00	\$0.00	
	<b>Services</b>		\$0.00	\$0.00	
			\$0.00	\$0.00	
	<b>Other</b>		\$0.00	\$0.00	
				\$0.00	
		<b>TOTALS</b>		<b>\$312,211.00</b>	<b>\$ 0.00</b>

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

This estimate reflects the full-year fiscal impact of the reclassification. See Section I. for further detail on assumptions used.

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**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**

The wage increase will result in a full year fiscal impact of \$74,667 to the O&M budget

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 **1-3 Years**       **3-5 Years**

The wage increase will result in a full year fiscal impact of \$189,618 to the levy-supported Capital budget

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 **1-3 Years**       **3-5 Years**

The wage increase will result in a full year fiscal impact of \$47,926 to the Water Works and Sewer Maintenance Fund

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**H**

**List any costs not included in Sections D and E above.**

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**I**

**Additional information.**

In total, 204 authorized positions are affected by this reclassification. This reclassification will increase the wages of 63 currently filled positions that are below the new minimum rates established by this reclassification. 50 filled positions are already at or above the new minimum rates. In addition, this analysis assumes that 50% of the 49 funded vacant positions will be filled after this reclassification is approved. There are an additional 42 authorized positions that are either auxiliary or seasonal and are not reflected in this fiscal analysis

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**J**

**This Note**       **Was requested by committee chair.**