



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

January 27, 2023

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 221332 – Communication from the Department of Employee Relations relating to classification studies approved at the January 24, 2023 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were approved at the City Service Commission meeting on January 24, 2023.

Library

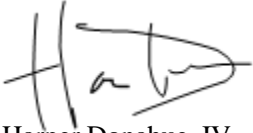
Current	Recommended
Library Business Manager PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position)	Business Finance Manager PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position)
Administrative Specialist – Senior PR 2EX (\$49,643 - \$64,695) (One Position)	Procurement and Compliance Manager PR 1HX (\$72,244 - \$101,137) FN: Recruitment is at \$79,467 (One Position)
Program Assistant II PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 and may be at any rate in the pay range with DER approval. (One Position)	Procurement Specialist PR 1GX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position)
Accounting Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 (One Position)	Management Accountant – Senior PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 (One Position)
Office Assistant IV PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (One Position)	Library Business Analyst PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 (One Position)
Personnel Payroll Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 (Two Positions)	Human Resources Assistant PR 5IN (\$47,274 - \$55,763) FN: Recruitment is at \$49,396 and may be at any rate in the pay range with DER approval. (Two Positions)

Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (One Position)	Accounting Program Assistant III PR 5GN (\$42,442 - \$50,945) FN: Recruitment is at \$49,396 (One Position)
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Note: Residents receive a rate that is 3% higher.

**This chart and report reflect 2022 rates, prior to the 2% ATB implemented during PP 2, 2023.

Respectfully Submitted,



Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Department of Employee Relations

Cavalier Johnson
Mayor

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Director

Renee Joos
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REVISED 1/24/2023

Job Evaluation Report

City Service Commission Meeting: January 24, 2023

Library

Current	Recommended
Library Business Manager PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position)	Business Finance Manager PR 1IX (\$76,988 - \$107,782) FN: Recruitment is at \$94,456 (One Position)
Administrative Specialist – Senior PR 2EX (\$49,643 - \$64,695) (One Position)	Procurement and Compliance Manager PR 1HX (\$72,244 - \$101,137) FN: Recruitment is at \$79,467 (One Position)
Program Assistant II PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 and may be at any rate in the pay range with DER approval. (One Position)	Procurement Specialist PR 1GX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position)
Accounting Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 (One Position)	Management Accountant – Senior PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 (One Position)
Office Assistant IV PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (One Position)	Library Business Analyst PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943 (One Position)
Personnel Payroll Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144 (Two Positions)	Human Resources Assistant PR 5IN (\$47,274 - \$55,763) FN: Recruitment is at \$49,396 and may be at any rate in the pay range with DER approval. (Two Positions)
Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888 (One Position)	Accounting Program Assistant III PR 5GN (\$42,442 - \$50,945) FN: Recruitment is at \$49,396 (One Position)

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

**This chart and report reflect 2022 rates, prior to the 2% ATB implemented during PP 2, 2023.

The Department of Employee Relations has conducted a citywide pay study to evaluate rates of pay for various positions that perform duties related to human resources and business and financial operations. Discussions were held with department personnel, and job descriptions were provided and analyzed. The analysis and recommendation process included a review of the position's duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum

education and experience requirements. This process also compared a classification’s rate of pay to the cost of labor in Southeastern Wisconsin. Market data was sourced from ERI, a salary survey to which Employee Relations subscribes, the Bureau of Labor Statistics, as well as salary survey information provided through MRA.

This report covers positions submitted for reclassification that were missed in the initial reports submitted and approved at the Civil Service Commission (September 13, 2022) and the Finance and Personnel Committee (September 14, 2022). The positions covered in this report are within the Milwaukee Public Library. These positions have evolved, taken on additional duties through the years, and/or have titles that no longer fully cover the scope of the position.

This report recommends that this is effective Pay Period 20, 2022 as to eliminate transactions that are either duplicative in nature or would create unnecessary inequity with the peers of affected incumbents.

Current	Library Business Manager	PR 11X (\$76,988 - \$107,782) FN: Recruitment is at \$94,456	One Position
Recommended	Business Finance Manager	PR 11X (\$76,988 - \$107,782) FN: Recruitment is at \$94,456	One Position

This position is responsible for the oversight and management of the Milwaukee Public Library’s finance and business operations. This includes a full range of budgeting, accounting, financial administration, complex investment and trust account oversight, capital budget and real estate monitoring, and grant management and reporting. Duties and responsibilities include:

- 50% Plan, develop, and perform necessary analysis of information and processes to respond to financial planning and budget analysis from management, the MPL Board, and staff. Make appropriate recommendations and prepare reports for management, sub-committees, and the MPL Board regarding financial status of the Library operations and various funding sources.
- 20% Provide audit compliance oversight with the Milwaukee Public Library Board rules and regulations, and Milwaukee Public Library system law – WI Statute, Chapter 43; work closely with external auditors and state regulating agencies to ensure integrity and compliance of financial systems; regulate control of accounting systems for the MPL Investment Accounts and Trust and Gift Funds; ensure that financial and service delivery systems can effectively support Milwaukee Public Library services and operations at 13 unique facilities; and plan and develop materials for the annual City of Milwaukee budget process.
- 15% Interview, onboard, train, evaluate, organize, schedule, and oversee work assignments of staff and management unit workflow; management of unit staff includes: modeling a high level of customer service, performance management, counseling and disciplinary action, participation in staff recruitment and selection, and conduct performance appraisals and evaluations.
- 10% Establish priorities for Library management review of financial policy and budgeting systems projects and monitors progress towards completion of projects; communicate areas of operational concern, and recommends appropriate action as a result of such reviews, including policy changes and funding proposals.
- 5% Perform other duties as assigned including maintaining data and records for Milwaukee Public Library in accordance with prescribed City and MPL Board legal and compliance requirements.

Minimum qualifications include a bachelor’s degree in accounting, finance, business, information systems or a closely related field from an accredited college or university; three years of

professional experience in financial systems, accounting, or related research and analysis; and one year in a supervisory role.

The department is requesting a title change so as to more accurately reflect the position’s duties and responsibilities in both finance and business operations. DER supports this request based off the duties of the position and recommends retitling one position of Library Business Manager in Pay Range IIX (\$76,988 - \$107,782 – recruitment rate of \$94,456) as a Business Finance Manager in Pay Range IIX (\$76,988 - \$107,782 – recruitment rate of \$94,456).

Current	Administrative Specialist - Senior	PR 2EX (\$49,643 - \$64,695)	One Position
Recommended	Procurement and Compliance Manager	PR 1HX (\$72,244 - \$101,137) FN: Recruitment is at \$79,467	One Position

This position is responsible for managing MPL’s full range of procurement, inventory, contracting, and compliance activities. They direct the day-to-day activities of the MPL administrative and operations staff, reservation system and executive, business, and human resources reception area prioritizing; direct work, coordinate system and location wide projects, including capital improvements, project compliance reporting, liaising with MPL executive and other managers and City departments as required; and ensures MPL procurement and administrative practices are in line with Milwaukee Board of Trustees and City of Milwaukee protocols and guidelines. By State Statute, MPL has its own procurement and contracting authority, leading to this position having a higher accountability. Duties and responsibilities include:

- 60% Manage and provide direction on process and procedures for purchasing commodities, equipment and services, and the inventory system; research and maintain knowledge of city, state, and cooperative contracts, and policies and procedures governing applicable contracting authority and advise appropriate staff accordingly; review and approve purchase and service requisitions, verifying appropriate funding sources and departmental approvals, consulting managers as needed; monitors procurement against budget – works closely with executive leaders, managers, and vendors to coordinate and resolve issues; reviews and signs purchase orders and service agreements as appropriate; coordinates purchase of budgeted equipment items and other items and monitor procurement activity for compliance in policies; provide oversight and support to the Procurement Specialist on complex procurement and contracting, including monitoring all procurement for multi-million-dollar capital and facilities projects; provide oversight and support to the Procurement Specialist on complex inventory maintenance and reporting; and serve as departmental liaison to other City departments in all matters related to inventory and inventory purchasing.
- 20% Manage and supervise all components of the MPL system-wide administrative service processes, policies, software, and systems; manages the system-wide meeting space reservation system and executive, business, and human resources reception area; serve as official record retention coordinator and ADA accessibility coordinator to the City on behalf of MPL; provide regular reporting to management and periodically review policy, recommending changes as appropriate; coordinate database and system changes and upgrades as required; identify and develop processes and procedures to streamline operations; trains staff on new systems and processes; work with MPL leadership and managers to identify tools and efficiencies in administrative processes and lead the implementation of new systems; and develops, modifies, improves, and implements a variety of procedures that impact Library operations.
- 15% Interview, onboard, train, evaluate, organize, schedule, and oversee work assignments of staff and management unit workflow; management of unit staff includes: modeling a high level of

customer service, performance management, counseling and disciplinary action, participation in staff recruitment and selection, and conduct performance appraisals and evaluations.

5% Perform other duties as assigned.

Minimum qualifications include a bachelor’s degree in business administration, communications, social sciences, or a closely related field from an accredited college or university; and/ or a combination of four to six years of related experience with one year in a supervisory role. These requirements have not yet been assessed by the Staffing Division.

This position has greatly evolved over the years and the technology has changed immensely since this position was last studied. The incumbent has taken on an increased number of grants and grant monitoring reports, along with managing the full procurement cycle for a large volume of diverse goods and services and ensures it complies with MPL and City specifications, government laws, policies, and procedures. The knowledge requirements have also increase as the incumbent now uses a multitude of office software including FMIS, Adobe, Microsoft Office (Word, Excel, Access, and Publisher) and technical databases for contract inventory and vendor information. Furthermore, this position now requires competitive procurement and legal knowledge and experience, along with analytical accounting skills.

This position is performing similar duties to those of the classified Procurement and Compliance Manager in DCD. The position in DCD is responsible for managing procurement activities and contract compliance reporting for the Department of City Development (DCD), Neighborhood Improvement Development Corporation (NIDC) and Redevelopment Authority of the City of Milwaukee (RACM). Such duties include: review and approve requests for periodic and final contract payments, determine compliance with terms and conditions and close-out of completed contracts; research and maintain knowledge of state statues, federal regulations, ordinance, policies, and procedures governing applicable contracting authority and review new legislation, regulations, etc. and advise appropriate staff accordingly; and manage the department’s Administrative Central File, maintain original contracts, agreements, loan documents in a central location.

This report recommends one position of Administrative Specialist – Senior in Pay Range 2EX (\$49,643 - \$64,695) be reclassified as a Procurement and Compliance Manager in Pay Range 1HX (\$72,244 - \$101,137) with a recruitment rate of \$79,467.

Current	Program Assistant II	PR 5FN (\$41,326 - \$49,213) FN: Recruitment is at \$43,390 and may be at any rate in the pay range with DER approval.	One Position
Recommended	Procurement Specialist	PR 1GX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539	One Position

This position is independently responsible for managing the full procurement cycle for a large volume of a diverse group of goods and services, ensuring that all procurements comply with MPL and City of Milwaukee specifications, City government laws, policies, and procedures, and accepted ethical business practices. The incumbent analyzes proposals, BIDS and costs; negotiates effectively with vendors; and follows all City of Milwaukee racial equity and inclusion guidelines for procurement. Duties and responsibilities include:

90% In accordance with City and Library policy, and exercising MPL’s independent purchasing authority, performs the complete purchasing cycle for commodities and equipment; assists in the

increasing responsibility of planning, implementation, and administration of the procurement functions; reviews and edit requisitions, making substitutions for cost savings factors as appropriate and selects sources of suppliers; solicits formal and informal quotes, BIDs, Requests for Proposal, and Requests for Information, manages the entire procurement process, and negotiates final awards in consultation with division managers; conducts product research and stays up-to-date on commodity, equipment, and general goods and services expertise, prices and trends, and acts as a specialist and resource person for Library-specific items; in cooperation with user departments, develops and revises quote specifications including product/technical requirements, bidder requirements, and evaluation method; reviews and evaluates quotations, bids, and proposals to determine the lowest/best value respondent and to determine compliance with specifications, etc.; awards bids/proposals in a manner consistent with MPL Board policy; utilizes purchasing and inventory database to create, edit, and issue purchase orders and place online orders; expedites and performs order follow-up and problem resolution; maintains constant communication with departments on status of orders, pricing, new products, new sources of suppliers and purchasing procedures; determines when new Vendor Contracts may be required and awards and manages Vendor Contracts; processes emergency orders as needed; provides procurement services for Milwaukee Public Library and for other organizations as directed, including the Milwaukee Public Library Foundation; assists the Deputy Library Director, Administrative Specialist – Senior (reclass requested in report as Procurement and Compliance Manager), and Library Business Manager (title change request in report as Business Finance Manager) in planning, implementing and administering procurement functions; and continually and on a regular basis, assesses processes for improvements, initiates projects as appropriate, and recommends/implements changes as needed.

- 10% Manage MPL's supply warehouse, utilizes the inventory database to perform duties and create reports to monitor usage for determining stock levels; consults with user departments and managers on product needs and specifications; manages disposition of scrap and surplus equipment in accordance with Library Board of Trustees Policy and City of Milwaukee rules; prioritize and organize workload to ensure that deadlines are met and work closely with personnel at all levels to provide the best customer service possible; and perform other related duties as assigned.

Minimum qualifications include a bachelor's degree in business administration, public administration, legal studies, accounting or a closely related field from an accredited college or university; and two years of related experience.

The department has expressed that this position has taken on a higher level of responsibility, accountability, and procurement responsibilities, and although currently classified a clerical support, has been completing technical and professional procurement specialist job duties. Comparisons were made to the Procurement Specialist in DOA – Purchasing, and similar duties are performed: develops and reviews bid specifications/ Requests for Proposals in compliance with City procedure to maximize competition and cost savings; manages and facilitates the RFP purchasing process, negotiates best price for City with vendors on exception to bid acquisitions; conducts industry and market research on best practices related to contract negotiations, cooperative purchasing, vendor sourcing; and analyzes data to identify the most often used services and goods to standardize.

We therefore recommend one position of Program Assistant II in Pay Range 5FN (\$41,326 - \$49,213 with a recruitment rate of \$43,390) be reclassified as a Procurement Specialist in Pay Range PR 1GX (\$67,763 - \$94,870) with a recruitment rate of \$74,539.

Current	Accounting Assistant III	PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144	One Position
Recommended	Management Accountant - Senior	PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943	One Position

Under the direction of the Library Business Manager, this position plans, implements, and supervises accounting activities for the Milwaukee Public Library. This position also assists in monitoring the budgetary and financial administration of operations and maintenance (O&M), grant, and capital funds. Duties and responsibilities include:

- 80% Perform accounting, reporting and billing for operating, reimbursable, capital, and grant projects; coordinate with program managers for timely submission of financial documentation and expenditure reporting; maintain records and documentation for contracts, billing, receivables, and payables to ensure compliance; develop and distribute internal reports for departmental management on grant and project spending, revenue, and other key fiscal topics; and work in partnership with other City departments, auditors, grantors, and MPL staff to resolve conflicts and problems.
- 15% Assist in the preparation of the annual budget, including analyzing and summarizing operating expenditures and salary data; and monitor budget accounts, maintain expenses and revenue records and prepare reports.
- 5% Other accounting and administrative duties which contribute to the team effort to accomplish goals and meet deadlines.

Minimum qualifications include a bachelor’s degree in accounting, finance, business, information systems, or a closely related field from an accredited college or university; and three years or professional experience in financial systems and/or accounting.

The Milwaukee Public Library stated that his position has not been evaluated in over 20 years. During that time accounting standards for government financials and City fiscal challenges have increase the need for more complex, detailed, and scrutinized financial transactions. The duties of this position have constantly evolved to keep up with the responsibility, accountability, and financial oversight needed.

DER Compensation staff made a comparison to internal City position sand determined that the following positions perform work of similar level and complexity to the position in question:

Classification	Function
<p>Title: Management Accountant - Senior Pay Range: PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943. Department: Health Department</p>	<p>This position performs accounting, reporting, and billing for operating, reimbursable, and grant projects and contracts, and fixed assets; coordinates with program managers for timely submission of financial documentation and expenditure reporting; and ensure the proper charging of salary, fringe, and indirect charges to grant programs, contracts, reimbursables funds, and various work orders.</p>
<p>Title: Management Accountant - Senior Pay Range: PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943. Department: Employees’ Retirement System</p>	<p>This position calculates estimated or final benefits for members of the Pension Trust; assist with adjusting previously calculated benefits resulting from changes in salary history; review salary and service history of members and makes corrections and adjustments as necessary to ensure proper calculation of benefits; and</p>

	review results for accuracy and compliance with the Pension Law.
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The Milwaukee Public Library has an increasingly diverse toolkit of revenues outside of City funding, including 70% increases in grant, trust, and contributions since this position was last reviewed. Comparisons can be drawn with the Milwaukee Health Department, who also has diversified funding sources outside of City funding and performs the same level of duties and responsibilities. Due to the evolution of the position and alignment with other departments within the City, we recommend reclassifying one position of Accountant Assistant III in Pay Range 5EN (\$41,311 - \$47,658 – recruitment rate of \$43,144) to Pay Range 2JX (\$63,585 - \$89,016) with a recruitment rate of \$69,943.

Current	Office Assistant IV	PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587	One Position
Recommended	Library Business Analyst	PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943	One Position

This position is responsible for the coordination, implementation, and management of highly detailed, legal, and time-sensitive Milwaukee Public Library contract administration and system operations and administrative processes. This position coordinates, drafts, reports on, and maintains MPL partnership leases, loans, capital improvements, and grant agreements and contracts. The incumbent researches new technologies and systems to improve and enhance MPL administrative operations. This position performs systems support to the Deputy Library Director and the Operations and Administrative teams reporting to that position, including Budget and Financial services, Facilities and Fleet operations, and Security. By State Statute, MPL has its own procurement and contracting authority, leading to this position having higher accountability. Duties and responsibilities include:

- 50% Maintain and improve MPL operations and administrative systems, including analyzing system effectiveness, researching best practices, and directing the development, establishment of requirements, and implementation of new business processes and products; integrating, streamlining, and supporting ongoing internal systems, processes and projects for MPL Procurement, Contracting, Grants, and Facilities; gathers information and prepares various documents and reports for MPL improvement projects; develops manuals and procedures, trains staff on current and new technologies; organizes a variety of files and records pertaining to these projects; communicates necessary information to administrators and staff on new system-wide projects; gathers information for reports on projects, and responsible for accuracy of contents and timeliness of project implementation; and performs similar process for various library managers who are issuing performance or other contracts/assignments.
- 20% Draft contracts and legal agreements, ensuring compliance with City standards for Milwaukee Public Library Board action, including formal and informal contracts, memorandums, reports, and grant applications; prepares grants and resolutions for Common Council submittal and action; routes and tracks progress of agreements between library and other government or external agencies; maintains electronic and manual files according to record retention policies; distributes material, organizes, and works on various large system-wide projects maintaining files through both paper and electronic means; and works closely with administrators at all levels to provide MPL systems and operations support to public services.
- 20% Functions as a lead to other members of the administrative team in distributing work, instructing on procedures, overseeing work flow, checking completed work, coordinating coverage of work during absences, and coordinating large team projects; coaches staff performance as needed; serves as the resource person for operations systems, processes, and procedures; independently prioritizes and organizes workloads to ensure that deadlines are met; works closely with personnel at all levels

to provide the best customer service possible; provide full range of confidential and non-confidential administrative support to various areas of the Library system including the Deputy Library Directors and other administrators; coordinates large scale projects related to MPL assets, collecting and organizing historical data related to gifts, collections, and other assets; and coordinates distribution of this information to appropriate collection managers for processing and collection assessment purposes.

10% Works collaboratively with the Administration and Business Offices, providing coordination, support, and documentation for special projects. Serves as back-up to various programming, contracting, budgeting, and procurement lines of work as needed.

Minimum qualifications include a bachelor’s degree in business administration, communications, social sciences, or a closely related field from an accredited college or university and two years of related experience.

This position requires a complex operational understanding of systems and database structures, and how to relate those to aged internal processes for improvements and efficiencies. This position maintains both historic paper files and new operational databases. The incumbent will also coordinate system-wide trainings and monitors new systems for integrity and consistency. Furthermore, this position liaisons with the Purchasing Department and the City Attorney’s Office to ensure MPL procurement and contracting work remains in sync with peer City department practices and policies regarding the complex and challenging purchasing activities. The small procurement unit is responsible for \$3 -\$5M in MPL contracting and over \$2M in general purchasing.

DER Compensation staff made comparisons to internal City positions and determined that the following positions perform work of similar level and complexity to the position in question:

Classification	Function
<p>Title: Business Analyst - Senior Pay Range: PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943. Department: DOA – OEI</p>	<p>This position provides dedicated support to the Office of Equity and Inclusion. The incumbent is responsible for implementing practices and procedures to ensure maximum opportunities exist for small businesses to fully participate in City of Milwaukee procurements and construction contracts in accordance with the Small Business Enterprise (SBE) Program as outlined in Chapter 370 of the Milwaukee Code of Ordinances.</p>
<p>Title: DPW Operations Business Analyst Pay Range: PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943. Department: DPW</p>	<p>This position oversees the planning, implementation, monitoring, product evaluation, and overall management of production technologies.</p>
<p>Title: Purchasing Agent – Sr. Pay Range: PR 2JX (\$63,585 - \$89,016) FN: Recruitment is at \$69,943. Department: DCD</p>	<p>This position is responsible for the purchasing and contracting of materials, supplies, equipment, services, and construction related projects needed in the operation of the Redevelopment Authority (RACM) and the Department of City Development (DCD) in accordance with established purchasing policies and procedures.</p>

This position reflects the same competencies of the comparable positions. The incumbent must possess the knowledge and integral innerworkings of procurement, contracting, grants and MPL facilities and then apply that knowledge to update internal aged processes and to improve efficiencies. This position oversees contract drafting, review, and research; review and implementation of complex technology

improvements and upgrades to MPL business operations systems; and analyzes administrative databases and leads implementations of approved projects, as evident in the above comparable titles.

This report therefore recommends one position of Office Assistant IV in Pay Range 6HN (\$37,821 - \$42,701 – recruitment rate of \$38,587) be reclassified as a Library Business Analyst in Pay Range 2JX (\$63,585 - \$89,016) with a recruitment rate of \$69,943.

Current	Personnel Payroll Assistant III	PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144	Two Positions
Recommended	Human Resources Assistant	PR 5IN (\$47,274 - \$55,763) FN: Recruitment is at \$49,396 and may be at any rate in the pay range with DER approval.	Two Positions

These positions perform human resources and payroll functions for the Milwaukee Public Library in compliance with the City’s Salary Ordinance, Positions Ordinance, and other payroll and HR rules and regulations. The incumbents of these positions are primarily responsible for the accurate and time sensitive preparation and maintenance of confidential human resources related data and records for the 300+ staff of the Milwaukee Public Library System. Duties and responsibilities include:

- 40% Reviews and approves all timecard entries for all MPL employees; processes payroll forms, including sick leave forms, applications for funeral leave, jury duty applications, etc.; maintains employee personnel records, absence analysis calendars, and leave balances; processes and enters TOA, dollars, and hours adjustments and calculates pay rates per the City’s Salary Ordinance; enters all personnel actions into HCM and audits entries to ensure the data entered is accurate, reliable, and in compliance with the City Service Rules, Salary Ordinance, and payroll procedures; computes annual vacation eligibility and seniority lists based on service credit; process paperwork for employee injury claims, maintain OSHA log, and compile quarterly and yearly reports; assists Library Human Resources Administrator and Human Resources Representative by compiling special data and reports; monitors Positions Ordinance, Salary Ordinance, and other city records; assists with onboarding new employees including creating orientation folders, personnel files, conducting onboarding and payroll training; and manages administrative tasks related to separations including resignation forms, separation checklists, etc.
- 25% Maintains supporting documentation and files including personnel and payroll files; maintain history cards and location cards; manages biweekly Action Sheet report of all personnel changes, including separations, hires, promotions, address changes, etc.; manages roster of probationary reviews and follows up with managers as needed; monitors unpaid leaves and updates years of service date; and maintains payroll manuals for employees and managers.
- 15% Monitors all messages sent to Library Payroll group and responds to messages within 24 hours, including inquiries on policies, procedures, benefits, payroll topics, and other items; determine payroll related benefits for employees considering retirement, resignation, or other employment separations and prepare required documentation; and refers more complex and sensitive questions and matters to the Library Human Resources Administrator or Human Resources Representative.
- 15% Responds to questions and requests for information from the Department of Employee Relations, City Comptroller’s Office, and other City departments; responds to requests for Unemployment; responds to telephone and written requests for employment and income verification; and function

as liaison with the City's Pension Office in regards to employee's enrollment in system and provide information to calculate final average salary.

- 5% Provide training to staff and managers on payroll practices on the request of the Library Human Resources Administrator and Human Resources Representative. Participate in various HR projects, including assisting in HR programs and events.

Minimum qualifications include an associate's degree in human resources management, business management, or a related field from an accredited college or university; and two years of experience providing programmatic support to a human resources function or comparable business function such as payroll, employee relations, benefits, or leave administration.

The responsibilities of these positions now align with the classification of Human Resources Assistant. This recommendation is to reclassify two positions of Personnel Payroll Assistant III in Pay Range 5EN (\$41,311 - \$47,658 – recruitment rate of \$43,144) as Human Resources Assistants in Pay Range (\$47,274 - \$55,763) with a recruitment rate of \$49,396 and recruitment flexibility at any rate in the range with DER approval.

Current	Accounting Assistant II	PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,888	One Position
Recommended	Accounting Program Assistant III	PR 5GN (\$42,442 - \$50,945) FN: Recruitment is at \$49,396	One Position

This position provides lead technical support for revenue reporting and deposit processing. This position also provides accounting and administrative support for the Finance and Accounting unit. Duties and responsibilities include:

- 60% Audit daily revenue reports prepared by staff at Central Library and the 12 branch libraries; reconcile reports with data from Sierra system; work closely with supervisors and managers at all locations to ensure compliance with cash handling, revenue reporting, and internal control procedures; and provide support to Management Accountant – Senior (in this report) and Library Business Manager (in this report) by analyzing account queries, retrieving documents, preparing spreadsheets, performing data entry, performing reconciliation upon request, and assisting in accounting system testing and research.
- 25% Prepare deposits for transmittal to the City Treasurer's Office; prepare deposits for the library's gift fund; and balance the business office cash drawer, order change, and make change for internal departments.
- 15% Other accounting and administrative duties which contribute to the team effort to accomplish goals and meet deadlines.

Minimum qualifications include at least four years of accounting support experience, including one year of experience as an Accounting Program Assistant II, Accounting Assistant III, or equivalent.

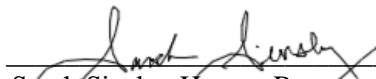
Since this position was last studied, auditing and cash handling guidelines, updated financial systems, legal compliance changes, and the complexity of financial and accounting standards and systems have evolved significantly. This position's primary responsibilities are auditing and cash handling, which occur at 13 locations and are coordinated by this position for review, processing, tracking, and banking deposit reconciliation. As this position's duties have evolved, the level of work and expertise required by the actual duties have made it difficult for MPL to hire and retain candidates with the appropriate skills and competencies. This means MPL has been extremely challenged in processing and completing financial transactions and reporting accordingly to City and Comptroller requirements and timelines.

In comparing the base functions of this position to internal City of Milwaukee positions, this position performs the same level of responsibilities as the positions located in the Comptroller's Office: audit subrecipients cost reports to ensure accuracy, completeness, consistence with approved budget/cost allocation plan; monitor inconsistencies or discrepancies in cost reports; verify proof of liability insurance coverage prior to payment approval; verify invoices and budgetary line information and changes; and schedule payments, budget check, assemble attachments and related supporting documents for the voucher.

Based off of the similar scope and responsibility, this report recommends that this position of Accounting Assistant II in Pay Range 6HN (\$37,821 - \$42,701 – recruitment rate of \$41,888) be reclassified as an Accounting Program Assistant III in Pay Range 5GN (\$42,442 - \$50,945) with a recruitment rate of \$49,396.

Action Required – Effective Pay Period 20, 2022 (September 18, 2022)

*** Please see submitted addendum to CCFN:**

Prepared by: 
Sarah Sinsky, Human Resources Representative

Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director

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 January 24, 2023
Finance and Personnel Committee Meeting of February 1, 2023

NEW COSTS FOR 2022											
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal	
1	Library	Library Business Manager	1IX	Business Finance Manager	1IX	N/A	N/A	N/A Title Change Only			
1	Library	Administrative Specialist - Senior	2EX	Procurement and Compliance Manager	1HX	\$54,666	\$81,851	\$7,319	\$1,025	\$8,344	
1	Library	Program Assistant II	5FN	Procurement Specialist	1GX	\$46,046	\$74,539	\$7,671	\$1,074	\$8,745	
1	Library	Accounting Assistant III	5EN	Management Accountant - Senior	2JX	\$43,144	\$69,943	\$7,215	\$1,010	\$8,225	
1	Library	Office Assistant IV	6HN	Library Business Analyst	2JX	\$38,587	\$69,943	\$8,442	\$1,182	\$9,624	
2	Library	Personnel Payroll Assistant III	5EN	Human Resources Assistant	5IN	\$44,438	\$50,878	\$3,468	\$709	\$4,177	
1	Library	Accounting Assistant II	6HN	Accounting Program Assistant III	5GN	N/A	N/A	N/A Incumbent Underfilling Position			
8								\$34,115	\$5,000	\$39,115	

Assume effective date is Pay Period 20, 2022 (September 18, 2022).

NEW COSTS FOR FULL YEAR (2023)											
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal	
1	Library	Library Business Manager	1IX	Business Finance Manager	1IX	N/A	N/A	N/A Title Change Only			
1	Library	Administrative Specialist - Senior	2EX	Procurement and Compliance Manager	1HX	\$54,666	\$81,851	\$27,185	\$3,806	\$30,991	
1	Library	Program Assistant II	5FN	Procurement Specialist	1GX	\$46,046	\$74,539	\$28,493	\$3,989	\$32,482	
1	Library	Accounting Assistant III	5EN	Management Accountant - Senior	2JX	\$43,144	\$69,943	\$26,799	\$3,752	\$30,551	
1	Library	Office Assistant IV	6HN	Library Business Analyst	2JX	\$38,587	\$69,943	\$31,356	\$4,390	\$35,746	
2	Library	Personnel Payroll Assistant III	5EN	Human Resources Assistant	5IN	\$44,438	\$50,878	\$12,880	\$2,634	\$15,514	
1	Library	Accounting Assistant II	6HN	Accounting Program Assistant III	5GN	N/A	N/A	N/A Incumbent Underfilling Position			
8								\$126,713	\$18,571	\$145,284	

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