



Department of Employee Relations

Cavalier Johnson
Mayor
Harper Donahue, IV
Director
Molly King
Employee Benefits Director
Veronica Rudychev
Labor Negotiator

September 6, 2024

To: The City Service Commission
From: Andrea Knickerbocker, Human Resources Manager
Subject: Probationary Period Recommendations for Studied Positions

The following positions are being recommended for study at the September 10, 2024 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Common Council – City Clerk/Comptroller

**Central Administration Division – City Clerk
Comptroller’s Office – One Position**

Current	Recommended
Intergovernmental Policy Manager-Senior PR 2MX (\$80,098 - \$112,137) FN: Recruit any rate/range with DER and Finance Chair approval (One Position)	Government Relations Manager-Senior PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$116,493 (One Position)
Intergovernmental Policy Manager PR 2KX (\$70,501 - \$98,704) (One Position)	Government Relations Manager PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$92,478 (One Position)
Legislative Assistant PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$54,466 (15 Positions + 5 Auxiliary Positions)	Legislative Assistant PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$54,466 (15 Positions + 5 Auxiliary Positions)
Executive Administrative Assistant I PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$51,440 (Six Positions) (0.5 FTE)	Executive Administrative Assistant PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$51,440 (Six Positions) (0.5 FTE)
Executive Administrative Assistant II PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$55,041 (One Position-CCCC) (One Position-Comptroller)	Executive Administrative Specialist PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$55,041 (One Position-CCCC) (One Position-Comptroller)
Council Administration Manager PR 1FX (\$66,154 - \$92,612) (One Position)	Council Administration Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Position)
No new probationary period is recommended as this was a market study and some are exempt from Civil Service.	

Council Records Section

Current	Recommended
Staff Assistant PR 2GX (\$54,619 - \$76,474) (Four Positions)	Staff Assistant PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (Four Positions)
No new probationary period is recommended as this was a market study.	

City Records Center

Current	Recommended
Document Services Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$75,719 FN: An employee possessing an ICRM certification to be paid an additional 3% (One Position)	Document Services Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$87,973 FN: An employee possessing an ICRM certification to be paid an additional 3% (One Position)
Document Services Supervisor PR 2DN (\$45,101 - \$63,140) FN: Recruitment is at \$55,041 FN: An employee possessing an ICRM certification to be paid an additional 3% (Two Positions)	Document Services Supervisor PR 2GN (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 FN: An employee possessing an ICRM certification to be paid an additional 3% (Two Positions)
Document Technician III PR 3GN (\$42,996 - \$51,201) (Five Positions)	Document Technician III PR 3LN (\$45,143 - \$62,712) FN: Recruitment is at \$51,987 (Five Positions)
Document Technician II PR 3FN (\$40,865 - \$50,058) (Underfill title)	Document Technician II PR 3GN (\$42,996 - \$51,201) FN: Recruitment is at \$43,726 (Underfill title)
Document Technician I PR 3EN (\$39,399 - \$48,169) (Underfill title)	Document Technician I PR 3FN (\$40,865 - \$50,058) (Underfill title)
No new probationary period is recommended as this was a market study.	

License Division

Current	Recommended
License Division Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$84,357 FN: Recruit any rate/range with DER and Finance Chair approval (One Position)	License Division Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment is at \$116,493 (One Position)
License Division Assistant Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$76,688 (One Position)	License Division Assistant Manager PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Position)
License Coordinator PR 1DX (\$58,223 - \$81,507) FN: Recruitment is at \$69,717 (One Position)	License Division Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$79,976 (One Position)
No new probationary period is recommended as this was a market study.	

Legislative Reference Bureau

Current	Recommended
Legislative Reference Bureau Manager PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Position)	Legislative Reference Bureau Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment is at \$116,493 (One Position)
Legislative Research Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Position)	Legislative Research Supervisor PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Position)
Fiscal Planning Specialist PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 Two Positions)	Legislative and Fiscal Services Specialist - Lead PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (Two Positions)
Legislative Fiscal Analyst-Lead PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (Six Positions)	Legislative and Fiscal Services Specialist PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (Six Positions)
No new probationary period is recommended as this was a market study.	

Department of Administration

Department of Administration

Office of the Director

Current	Recommended
Community Analytics Analyst PR 2HX (\$58,223 - \$81,507) (One Position)	Community Analytics Analyst PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)
No new probationary period is recommended as this was a market study.	

Office of Equity and Inclusion

Current	Recommended
Equal Rights Specialist PR 2EX (\$51,649 - \$67,309) (One Position)	Equal Rights Specialist PR 2GX (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 (One Position)
ADA Coordinator PR 2IX (\$62,041 - \$86,854) (One Position)	ADA Coordinator PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Position)
No new probationary period is recommended as this was a market study.	

Environmental Collaboration Office

Current	Recommended
Environmental Sustainability Program Manager PR 2LX (\$75,162 - \$105,223) FN: Recruit any rate/range with DER and Finance Chair approval. (Three Positions)	Environmental Sustainability Program Manager PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$92,478 (Three Positions)
Environmental Sustainability Program Coordinator PR 2IX (\$62,041 - \$86,854)	Environmental Sustainability Program Coordinator PR 2JX (\$66,154 - \$92,612)

(Four Positions)	FN: Recruitment is at \$80,774 (Four Positions)
No new probationary period is recommended as this was a market study and some are exempt from Civil Service.	

Community Development Grants Administration Division

Current	Recommended
Continuum of Care Specialist PR 2EX (\$51,649 - \$67,309) (One Position)	Continuum of Care Specialist PR 2GX (\$54,619 - \$76,474) FN: Recruitment is at \$66,992 (One Position)
Early Childhood Program Director PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$77,550 (One Position)	Early Childhood Program Director PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$97,066 (One Position)
No new probationary period is recommended as this was a market study and some are exempt from Civil Service.	

Intergovernmental Relations Division

Current	Recommended
Legislative Fiscal Manager – Senior PR 2MX (\$80,098 - \$112,137) FN: Recruit any rate/range with DER and Finance Chair approval (One Position)	Government Relations Manager-Senior PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$116,493 (One Position)
Legislative Fiscal Manager PR 2LX (\$75,162 - \$105,223) FN: Recruit any rate/range with DER and Finance Chair approval (One Position)	Government Relations Manager PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$92,478 (One Position)
No new probationary period is recommended as this was a market study and some are exempt from Civil Service.	

Mayor's Office

Market Recommendations

Current	Recommended
Policy and Administration Director PR 2NX (\$85,366 - \$119,521) FN: Recruitment is at \$101,391 (One Position)	Senior Policy Director - Mayor PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$116,493 (One Position)
Policy and Administration Manager PR 2LX (\$75,162 - \$105,223) FN: Recruit any rate/range with DER and Finance Chair approval (One Position)	Policy and Administration Manager PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$92,478 (One Position)
Policy and Administration Coordinator PR 2JX (\$66,154 - \$92,612) FN: Recruitment is at \$72,768 (One Position)	Policy and Administration Coordinator PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Position)
Special Assistant to Mayor PR 2KX (\$70,501 - \$98,704) (One Position)	Special Assistant to Mayor PR 2MX (\$80,098 - \$112,137) FN: Recruitment is at \$99,291 (One Position)

Mayor's Liaison Officer PR 2JX (\$66,154 - \$92,612) (One Position)	Mayor's Liaison Officer PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$90,291 (One Position)
Staff Assistant Manager PR 2JX (\$66,154 - \$92,612) (One Position)	Director of Community Relations and Partnerships PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$90,291 (One Position)
Staff Assistant to the Mayor PR 2GX (\$54,619 - \$76,474) (One Position)	Staff Assistant to the Mayor PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)
No new probationary period is recommended as this was a market study and some are exempt from Civil Service State Statute.	

Reclassification Recommendations

Current	Recommended
Administrative Support Specialist PR 2EN (\$48,079 - \$67,309) FN: Minimum Rate: \$58,416 (One Position)	Administrative Specialist-Senior PR 2GX (\$54,619 - \$76,474) FN: Minimum Rate: \$66,992 (One Position)
Office Assistant III PR 6GN (\$44,909 - \$53,891) (One Position)	Program Assistant I PR 5GN (\$53,351 - \$66,689) (One Position)
Community Outreach Liaison PR 2EX (\$51,649 - \$67,309) (One Position)	Staff Assistant to the Mayor PR 2KX (\$70,501 - \$98,704) FN: Minimum Rate: \$77,551 (One Position)
No new probationary period is recommended as the incumbents of these positions have been performing the duties for some time.	

DER – Compensation Positions

Current Title	Recommended Title
Pay Services Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment rate of \$82,677 (One Vacant Position)	Human Resources Representative PR 2KX (\$70,501 - \$98,704) FN: Recruitment rate of \$77,551 (One Vacant Position)
Human Resources Representative PR 2KX (\$70,501 - \$98,704) FN: Recruitment rate of \$77,551 (One Position)	Compensation Supervisor PR 1HX (\$75,162 - \$105,223) FN: Recruitment rate of \$82,677 (One Position)
Not applicable for the repurpose of the Pay Services Supervisor to Human Resources Representative as this position is currently vacant. No new probationary period is recommended for the Human Resources Representative to Compensation Supervisor as this incumbent has been performing these duties for some time.	

ERS – Records Technician Series

Employes' Retirement System

Current	Recommended
Records Technician II PR 3FN (\$40,865 - \$50,058) (Two Positions)	Records Technician II PR 3GN (\$42,996 - \$51,201) FN: Recruitment is at \$43,726 (Two Positions)
Records Technician I PR 3EN (\$39,399 - \$48,169) (Underfill title)	Records Technician I PR 3FN (\$40,865 - \$50,058) (Underfill title)
No new probationary period is recommended as this was a market study	

MHD – Community Health Positions

Health Department – Women, Infants, and Children

Current	Recommended
Community Health Dietitian 3 PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$67,680 (Five Positions)	Community Health Dietitian 2 PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$78,021
Community Health Dietitian 2 PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$63,252 (Underfill Position)	(Five Positions)
Community Health Dietitian 1 PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$59,114 (Underfill Position)	Community Health Dietitian 1 PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$72,917 (Underfill Position)
Community Health Nutritionist 3 PR 3NN (\$47,700 - \$65,048) FN: Recruitment is at \$55,269 (Eight Positions)	Community Health Nutritionist 2 PR 3QN (\$53,659 - \$83,403) FN: Recruitment is at \$62,948
Community Health Nutritionist 2 PR 3MN (\$51,121 - \$64,758) FN: Recruitment is at \$52,636 (Underfill Position)	(Eight Positions)
Community Health Nutritionist 1 PR 3LN (\$45,143 - \$62,712) FN: Recruitment is at \$50,130 (Underfill Position)	Community Health Nutritionist 1 PR 3PN (\$50,621 - \$77,225) FN: Recruitment is at \$59,952 (Underfill Position)
No new probationary period is recommended as this was mainly a market study. If once employees are placed into the new two tiered structure at a higher level, employees will serve a new probationary period due to new duties and responsibilities.	

MWW/ MHD – Water Quality Positions and Lab Director Positions

Department of Public Works – Water Works

Current	Recommended
Water Quality Manager PR 1KX (\$91,006 - \$127,413) FN: Recruitment at \$101,495 (One Position)	Water Quality Manager PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$121,579 (One Position)

Water Quality Operations Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment at \$84,767 (One Position)	Water Quality Operations Manager PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (One Position)
One New Position	Water Quality Supervisor PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$84,767 (One New Position)
No new probationary period is recommended as this was a market study.	

Milwaukee Health Department

Current	Recommended
Public Health Laboratories Director PR 1LX (\$96,998 - \$135,794) FN: Recruitment is at \$115,272 (One Position)	Public Health Laboratories Director PR 1MX (\$103,384 - \$144,744) FN: Recruitment is at \$121,579 (One Position)
Public Health Assistant Laboratories Director PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$96,250/any point with DER/F&P Chair approval. (Two Positions)	Public Health Assistant Laboratories Director PR 1JX (\$85,366 - \$119,521) FN: Recruitment is at \$104,997 (Two Positions)
No new probationary period is recommended as this was a market study.	