

231616 – CSC ADDENDUM REV 2/22/2024
(Includes changes made and approved by Fire and Police Commission reports in CCFN 231615)

In the 2024 Salary Ordinance:
Effective PP 6, 2024 (March 3rd, 2024)

Under Part I, Section 1 Officials and Administrators

Under Pay Range **1AX**

- Delete the title of ‘Forensic Processor Supervisor’
- Delete the title of Permit Desk Supervisor’
- Delete the title of Police Records Supervisor’
- Delete footnote (3)

Under Pay Range **1BX**

- Delete the title of ‘Administrative Services Supervisor’
- Add the title of ‘Forensic Processor Supervisor’
- Create footnote (2) and apply to the title ‘Forensic Processor Supervisor’:

(2) Recruitment is at:

Biweekly	2,421.50
Annual	62,959.00

Under Pay Range **1CX**

- Delete the title of ‘License Coordinator’
- Add the title of ‘Police Records Supervisor’
- Create footnote (4) and apply to the title ‘Police Records Supervisor’:

(4) Recruitment is at:

Biweekly	2,567.62
Annual	66,758.12

Under Pay Range **1DX**

- Delete the title of ‘Police Records Manager’
- Delete the title of ‘Document Services Manager’
- Delete footnotes (2) (3) and (5) and reorder

- Add the title of ‘Administrative Services Supervisor’
- Add the title of ‘License Coordinator’
- Add the title of ‘Permit Desk Supervisor’

- Create footnote (4) and apply to the title ‘License Coordinator’:

(4) Recruitment is at:

Biweekly	2,681.42
Annual	69,716.92

- Create footnote (5) and apply to the title ‘Administrative Services Supervisor’:

(5) Recruitment is at:

Biweekly	2,718.85
Annual	70,690.10

- Apply footnote (5) to the title 'Permit Desk Supervisor'

Under Pay Range 1EX

- Add the title of 'Police Records Manager' POLICE RECORDS MANAGER (2)
- Create footnote (12) and apply to the title 'Police Records Manager':

(12) Recruitment is at:

Biweekly	2,878.38
Annual	74,837.88

Under Pay Range 1FX

- Create the following footnotes

(11) Recruitment is at:

Biweekly	2,912.27
Annual	75,719.02

(12) An employee possessing an ICRM certification to be paid an additional 3%.

(13) Recruitment is at:

Biweekly	2,949.54
Annual	76,688.04

- Add the title of 'Document Services Manager' and apply footnotes (11) and (12)
- Apply footnote (13) to the title of 'License Division Assistant Manager'

Under Pay Range 1GX

- Add the title of 'MKE Parks Manager' and apply (11)

Under Pay Range 1HX

- Create footnote (18) and apply to the title 'License Division Manager':

(18) Recruitment is at:

Biweekly	3,244.50
Annual	84,357.00

Under Pay Range 1IX

- Delete the title of 'Violence Reduction and Prevention Program Director'
- Add the title of 'Community Wellness and Safety Director' and apply footnotes (1) and (2)
- Add the title of 'Director of African American Affairs'

Under Part I, Section 2 Professionals

Under Pay Range **2BN**

- Delete the title of 'Executive Administrative Assistant I'
- Delete footnote (1) from the title 'Public Health Educator I'
- Create footnote (4) and apply to the title 'Public Health Educator I':

(4) Recruitment is at:

Biweekly	1,870.81
Annual	48,641.06

Under Pay Range **2CN**

- Delete the title of 'Administrative Specialist'
- Delete the title of 'Document Services Supervisor'
- Delete the title of 'Executive Administrative Assistant II'
- Delete the title of 'Office Supervisor II'
- Delete the title of 'Public Health Educator II'
- Delete the title of 'Records Services Supervisor'
- Delete footnotes (2) and (7) and reorder accordingly

Add the title of 'Executive Administrative Assistant I'

- Create footnote (6) and apply to the title 'Executive Administrative Assistant I':

(6) Recruitment is at:

Biweekly	1,978.46
Annual	51,439.96

Under Pay Range **2DN**

- Delete the title of 'Accounting Coordinator I'
- Delete the title of 'Accounting Coordinator II'
- Delete the title of 'Business Services Specialist'
- Delete the title of 'Administrative Support Specialist'
- Delete the title of 'Emergency Communications Administrative Support Specialist'
- Delete the title of 'Election Services Coordinator'
- Delete footnotes (3), (6), (7), and (8) and reorder accordingly

- Create the following footnotes

(5) Recruitment is at:

Biweekly	2,073.62
Annual	53,914.12

(6) Recruitment is at:

Biweekly	2,116.96
Annual	55,040.96

(7) An employee possessing an ICRM certification to be paid an additional 3%.

- Add the title of 'Administrative Specialist' and apply footnote (6)
- Add the title of 'Document Services Supervisor' and apply footnotes (6) and (7)

- Add the title of 'Executive Administrative Assistant II' and apply footnote (6)
- Add the title of 'Office Supervisor II' and apply footnote (6)
- Add the title of 'Public Health Educator II' and apply footnote (5)
- Add the title of 'Records Services Supervisor' and apply footnote (6)

Under Pay Range **2EN**

- Delete the title of 'Absentee Services Coordinator'
- Delete the title of 'Election Administrative Services Coordinator'
- Delete the title of 'Election Services Field Coordinator'
- Delete footnote (8) from title 'Library Security Investigator'

- Create the following footnotes

(9) Recruitment is at:

Biweekly	2,247.62
Annual	58,438.12

(10) Recruitment is at:

Biweekly	2,246.77
Annual	58,416.02

(11) Recruitment is at:

Biweekly	2,345.12
Annual	60,973.12

(12) Recruitment is at:

Biweekly	2,125.65
Annual	55,266.90

- Add the title of 'Accounting Coordinator I' and apply footnote (9)
- Add the title of 'Administrative Support Specialist' and apply footnote (10)
- Add the title of 'Election Services Coordinator' and apply footnote (11)
- Apply footnote (12) to title 'Library Security Investigator'

Under Pay Range **2EX**

- Delete the title of 'Administrative Specialist-Senior'

Under Pay Range **2FN**

- Delete the title of 'Healthcare Access Program Coordinator'
- Delete footnote (5) and reorder accordingly

- Create the following footnotes

(9) Recruitment is at:

Biweekly	2,404.96
Annual	62,528.96

(10) Recruitment is at:

Biweekly	2,456.15
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Annual	63,859.90
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- Add the title of 'Accounting Coordinator II' and apply footnote (9)
- Add the title of 'Business Services Specialist' and apply footnote (10)

Under Pay Range **2FX**

- Delete the title of 'Legal Administrative Specialist-Senior'
- Delete footnote (3)

Under Pay Range **2GN**

- Create the following footnotes

(11) Recruitment is at:

Biweekly	2,471.69
Annual	64,263.94

(12) Recruitment is at:

Biweekly	2,504.31
Annual	65,112.06

- Add the title of 'Absentee Services Coordinator' and apply footnote (11)
- Add the title of 'Election Administrative Services Coordinator' and apply footnote (11)
- Add the title of 'Election Services Field Coordinator' and apply footnote (11)
- Add the title of 'Healthcare Access Program Coordinator' and apply footnote (12)
- Add the title of 'Parking Administrative Services Coordinator' and apply footnote (11)
- Add the title of 'Revenue Collection Specialist' and apply footnote (11)

Under Pay Range **2GX**

- Delete the title of 'Municipal Court Clerk-Lead'
- Update footnote (3) to the following rates:

(3) Recruitment is at:

Biweekly	2,576.62
Annual	66,992.12

- Add the title of 'Administrative Specialist-Senior' and apply footnote (3)
- Add the title of 'Legal Administrative Specialist-Senior' and apply footnote (3)

Under Pay Range **2HX**

- Add the title of 'MKE Parks Program Coordinator'
- Add the title of 'Racial Equity and Inclusion Coordinator' and apply footnote (1)

Under Pay Range **2IX**

- Add the title of 'Municipal Court Clerk-Lead'
- Create footnote (7) and apply to the title 'Municipal Court Clerk-Lead':

(7) Recruitment is at:

Biweekly	2,612.19
Annual	67,916.94

Under Pay Range **2LX**

- Add the title of 'Public Health Strategist-Senior' and apply footnote (6)

Under Pay Range **2NX**

- Add the title of 'Policy and Administration Director' and apply footnote (5)

Under Part I, Section 5 Paraprofessionals

Update Pay Range **5AN** with the following rates:

Wage Rate:

Hourly	19.63	24.53
Biweekly	1,570.23	1,962.77
Annual	40,825.98	51,032.02

- Delete the title 'PUBLIC HEALTH AIDE'
- Add the title 'Library Circulation Services Representative'
- Add the title 'Library Technical Services Specialist'

Update Pay Range **5BN** with the following rates:

Wage Rate:

Hourly	20.61	25.76
Biweekly	1,648.73	2,060.92
Annual	42,866.98	53,583.92

- Create the following footnotes

(1) Recruitment is at:

Biweekly	1,657.31
Annual	43,090.06

(2) Recruitment is at:

Biweekly	1,675.42
Annual	43,560.92

(3) Recruitment is at:

Biweekly	1,727.27
Annual	44,909.02

- Apply footnote (1) to the title 'Clinic Assistant'
- Apply footnote (1) to the title 'Community Education Assistant'

- Add the title 'Library Audio Machine Technician' and apply footnote (3)
- Add the title 'Public Health Aide' and apply footnote (2)

Update Pay Range **5CN** with the following rates:

Wage Rate:

Hourly	21.64	27.05
Biweekly	1,731.19	2,164.00
Annual	45,010.94	56,264.00

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,768.35
Annual	45,977.10

(2) Recruitment is at:

Biweekly	1,849.38
Annual	48,083.88

- (3) Appointment may be at any rate in the pay range with the approval of DER.
- (4) Incumbents assigned to intermittent on-the-job peer training to be paid an additional 5% biweekly.

- Apply footnotes (2) and (3) to the title 'Medical Assistant'
- Add the title 'Emergency Communications Officer I' and apply footnotes (1), (3), and (4)
- Add the title 'Unified Call Center Representative 1' and apply footnote (1)

Update Pay Range **5DN** with the following rates:

Wage Rate:

Hourly	22.72	28.40
Biweekly	1,817.73	2,272.15
Annual	47,260.98	59,075.90

- Delete the title 'LIBRARY CIRCULATION SERVICES REPRESENTATIVE (3)'
- Delete the title 'LIBRARY TECHNICAL SERVICES SPECIALIST (3)'
- Delete the title 'LICENSE SPECIALIST I (1)'
- Delete the title 'POLICE RECORDS SPECIALIST II (2)'

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,891.69
Annual	49,183.94

(2) Recruitment is at:

Biweekly	1,968.54
	51,182.04

(3) For DPW positions, incumbents to be paid rates consistent with a promotion to a Parking Enforcement Supervisor in Pay Range 1CX when assigned to perform the work of a Parking Enforcement Supervisor.

- Apply footnote (2) to the title ‘Forensic Identification Processor’
- Add the title ‘Parking Enforcement Officer’ and apply footnotes (1) and (3)

Update Pay Range **5EN** with the following rates:

Wage Rate:

Hourly	23.62	29.53
Biweekly	1,889.96	2,362.46
Annual	49,138.96	61,423.96

- Delete the title ‘ACCOUNTING ASSISTANT III (6)’
- Delete the title ‘COMMUNITY SERVICE OFFICER (4)’
- Delete the title ‘LIBRARY AUDIO MACHINE TECHNICIAN’
- Delete the title ‘LICENSE SPECIALIST II (1)’
- Delete the title ‘OFFICE COORDINATOR’
- Delete the title ‘OFFICE COORDINATOR II (2)’
- Delete the title ‘POLICE SERVICES SPECIALIST – INVESTIGATOR (3) (4)’
- Delete the title ‘POLICE RECORDS SPECIALIST III (1)’
- Delete the title ‘PROGRAM ASSISTANT I (5)’

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,899.96
Annual	49,398.96

(2) Recruitment is at:

Biweekly	1,986.31
Annual	51,644.06

- Add the title ‘Communications Assistant-Senior’ and apply footnote (1)
- Add the title ‘Lead Parking Enforcement Officer’ and apply footnote (2)
- Add the title ‘Tow Lot Assistant III’ and apply footnote (1)
- Add the title ‘Unified Call Center Representative 2’ and apply footnote (2)

Update Pay Range **5FN** with the following rates:

Wage Rate:

Hourly	24.81	31.01
Biweekly	1,984.46	2,480.58
Annual	51,595.96	64,495.08

- Delete the title ‘ADMINISTRATIVE ASSISTANT III (2)’
- Delete the title ‘CLAIMS REPRESENTATIVE’
- Delete the title ‘CLINIC OFFICE COORDINATOR (2)’
- Delete the title ‘CUSTOMER SERVICES REPRESENTATIVE – LEAD (2)’

- Delete the title 'EMERGENCY COMMUNICATIONS ADMINISTRATIVE ASSISTANT III (2) (3)'
- Delete the title 'HEALTH ACCESS ASSISTANT (2)'
- Delete the title 'HEALTH PROJECT ASSISTANT (2)'
- Delete the title 'LEAD PROJECT ASSISTANT (4)'
- Delete the title 'PROGRAM ASSISTANT II (1) (2) (3)'
- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,999.50
Annual	51,987.00

(2) Recruitment is at:

Biweekly	2,014.04
Annual	52,365.04

(3) Recruitment is at:

Biweekly	2,030.15
Annual	52,783.90

- (4) For DPW positions, incumbents to be paid rates consistent with a promotion to a Parking Enforcement Supervisor in Pay Range 1CX when assigned to perform the work of a Parking Enforcement Supervisor.
- (5) Additional 5% when assigned citation review.

- Add the title 'Communications Assistant Lead' and apply footnotes (1), (4), and (5)
- Add the title 'Deferred Compensation Plan Services Assistant' and apply footnote (2)
- Add the title 'Internet Analyst' and apply footnote (3)
- Add the title 'Library Circulation Services Representative-Lead' and apply footnote (1)
- Add the title 'Library Communications Assistant' and apply footnote (1)
- Add the title 'Library Technical Services Specialist-Lead' and apply footnote (1)

Update Pay Range **5GN** with the following rates:

Wage Rate:

Hourly	25.65	32.06
Biweekly	2,051.96	2,564.96
Annual	53,350.96	66,688.96

- Delete the title 'COMMUNICATIONS ASSISTANT – SENIOR (5)'
- Delete the title 'EMERGENCY COMMUNICATIONS OFFICER I (2) (3) (6)'
- Delete the title 'HEALTH ACCOUNTING ASSISTANT (4)'
- Delete the title 'TOW LOT ASSISTANT III (5)'
- Delete the title 'UNIFIED CALL CENTER REPRESENTATIVE 1 (2)'
- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	2,092.35
Annual	54,401.10

(2) Recruitment is at:

Biweekly	2,093.00
Annual	54,418.00

(3) Recruitment is at:

Biweekly	2,101.85
Annual	54,648.10

(4) Recruitment is at:

Biweekly	2,114.96
Annual	54,988.96

(5) Recruitment is at:

Biweekly	2,131.65
Annual	55,422.90

(6) Employees shall receive an additional (\$.65) per hour when they are designated to act as a lead worker. This additional pay shall not be included in base salary for determining fringe benefits.

- Add the title 'Assessment Accounting Assistant'
- Add the title 'ERS Accounting Assistant'
- Add the title 'Accounting Assistant III'
- Add the title 'Accounting Program Assistant III' and apply footnote (1)
- Add the title 'ERS Fiscal Services Assistant' and apply footnote (4)
- Add the title 'Internet Analyst-Senior' and apply footnote (5)
- Add the title 'Office Coordinator'
- Add the title 'Office Coordinator II' and apply footnote (3)
- Add the title 'Payroll Assistant 1' and apply footnote (2)
- Add the title 'Police Services Specialist-Investigator' and apply footnote (6)
- Add the title 'Program Assistant I'
- Add the title 'Tow Lot Assistant Lead'
- Add the title 'Transportation Accounting Assistant'
- Add the title 'WIC Client Services Assistant 1' and apply footnote (2)

Update Pay Range **5HN** with the following rates:

Wage Rate:

Hourly	26.79	33.49
Biweekly	2,143.38	2,679.23
Annual	55,727.88	69,659.98

- Delete the title 'CERTIFICATION SERVICES SPECIALIST
- Delete the title 'LICENSE SPECIALIST III
- Delete the title 'WATER BILLING SPECIALIST (1)

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	2,147.77
Annual	55,842.02

(2) Recruitment is at:

Biweekly	2,186.23
Annual	56,841.98

(3) Recruitment is at:

Biweekly	2,197.65
Annual	57,138.90

(4) Recruitment is at:

Biweekly	2,231.29
Annual	58,013.54

(5) Appointment may be at any rate in the following pay range with the approval of DER.

Biweekly	2,231.29	2,744.21
Annual	58,013.54	71,349.46

(6) Incumbents assigned to intermittent on-the-job peer training to be paid an additional 5% biweekly.

- Add the title '911 Telecommunicator' and apply footnotes (4), (5), and (6)
- Add the title 'Assessment Services Assistant-Senior' and apply footnote (2)
- Add the title 'Community Service Officer' and apply footnote (2)
- Add the title 'Court Accounting Assistant-Senior' and apply footnote (2)
- Add the title 'Court Services Assistant-Lead' and apply footnote (2)
- Add the title 'License Specialist I'
- Add the title 'Payroll Assistant 2' and apply footnote (3)
- Add the title 'Police Records Specialist II'
- Add the title 'Unified Call Center Representative 3' and apply footnote (4)
- Add the title 'WIC Client Services Assistant 2' and apply footnote (3)

Update Pay Range **5IN** with the following rates:

Wage Rate:

Hourly	27.70	34.63
Biweekly	2,216.15	2,770.19
Annual	57,619.90	72,024.94

- Delete the title '911 DISPATCHER (4)'
- Delete the title '911 TELECOMMUNICATOR (3)'
- Delete the title 'ADMINISTRATIVE ASSISTANT IV (1)'
- Delete the title 'ASSESSMENT ACCOUNTING ASSISTANT (8)'
- Delete the title 'BENEFITS SERVICES SPECIALIST (2) (5)'
- Delete the title 'COMMUNICATIONS ASSISTANT LEAD (5) (6) (7)'
- Delete the title 'COURT ACCOUNTING ASSISTANT (8)'
- Delete the title 'EMERGENCY COMMUNICATIONS ADMINISTRATIVE ASSISTANT IV (2) (5)'
- Delete the title 'EMERGENCY COMMUNICATIONS FINANCIAL SERVICES ASSISTANT (2) (5)'
- Delete the title 'EMERGENCY COMMUNICATIONS HUMAN RESOURCES ASSISTANT (2) (5)'
- Delete the title 'ERS ACCOUNTING ASSISTANT (8)'
- Delete the title 'HUMAN RESOURCES ASSISTANT (2) (5)'
- Delete the title 'LIBRARY CIRCULATION SERVICES REPRESENTATIVE – LEAD (1)'

- Delete the title 'LIBRARY COMMUNICATIONS ASSISTANT (1)'
- Delete the title 'LIBRARY TECHNICAL SERVICES SPECIALIST – LEAD (1)'
- Delete the title 'PARKING ENFORCEMENT OFFICER (6)'
- Delete the title 'PROGRAM ASSISTANT III (1)'
- Delete the title 'REVENUE COLLECTION SPECIALIST (5)'

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	2,231.31
Annual	58,014.06

(2) Recruitment is at:

Biweekly	2,241.35
Annual	58,275.10

(3) Recruitment is at:

Biweekly	2,260.81
Annual	58,781.06

(4) Recruitment is at:

Biweekly	2,295.54
Annual	59,684.04

(5) Recruitment is at:

Biweekly	2,307.54
Annual	59,996.04

(6) Incumbents assigned to intermittent on-the-job peer training to be paid an additional 5% biweekly.

(7) Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment.

(8) Terri Grote is authorized at the following rate:

Biweekly	2,677.40
Annual	69,612.40

(9) Recruitment is at:

Biweekly	2,260.46
Annual	58,771.96

- Add the title 'Administrative Assistant III'
- Add the title 'BOZA Administrative Assistant-Lead' and apply footnote (4)
- Add the title 'Clinic Office Coordinator'
- Add the title 'Community Health Administrative Specialist 1'
- Add the title 'Emergency Communications Officer II' and apply footnotes (1) and (6)
- Add the title 'Facilities Program Specialist' and apply footnote (9)
- Add the title 'Health Access Assistant'
- Add the title 'Health Project Assistant'
- Add the title 'IT Support Associate' and apply footnote (4)
- Add the title 'Lead Project Assistant'
- Add the title 'Legal Office Assistant-Senior' and apply footnote (2)
- Add the title 'License Specialist II'
- Add the title 'Municipal Court Clerk 1' and apply footnotes (3) and (7)
- Add the title 'Payroll Assistant 3' and apply footnote (5)

- Add the title 'Police Records Specialist III'
- Add the title 'Program Assistant II' and apply footnote (8)
- Add the title 'WIC Client Services Assistant 3' and apply footnote (5)

Update Pay Range **5JN** with the following rates:

Wage Rate:

Hourly	28.86	36.08
Biweekly	2,309.08	2,886.35
Annual	60,036.08	75,045.10

- Delete the title 'ADMINISTRATIVE SERVICES COORDINATOR (1)'
 - Delete the title 'ASSESSMENT SERVICES ASSISTANT – SENIOR (3)'
 - Delete the title 'COURT ACCOUNTING ASSISTANT – SENIOR (3)'
 - Delete the title 'COURT ADMINISTRATIVE ASSISTANT (3)'
 - Delete the title 'COURT SERVICES ASSISTANT – LEAD (3)'
 - Delete the title 'DEFERRED COMPENSATION PLAN SERVICES ASSISTANT (1)'
 - Delete the title 'ERS FISCAL SERVICES ASSISTANT (4)'
 - Delete the title 'INTERNET ANALYST (6)'
 - Delete the title 'LEAD PARKING ENFORCEMENT OFFICER (2)'
 - Delete the title 'LEGAL OFFICE ASSISTANT – SENIOR (3)'
 - Delete the title 'PAYROLL ASSISTANT 1 (5)'
 - Delete the title 'TOW LOT ASSISTANT LEAD (1)'
 - Delete the title 'TRANSPORTATION ACCOUNTING ASSISTANT (1)'
 - Delete the title 'UNIFIED CALL CENTER REPRESENTATIVE 2 (2)'
 - Delete the title 'WIC CLIENT SERVICES ASSISTANT 1 (5)'
- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	2,345.12
Annual	60,973.12

(2) Recruitment is at:

Biweekly	2,393.42
Annual	62,228.92

(3) Recruitment is at:

Biweekly	2,398.27
Annual	62,355.02

(4) Recruitment is at:

Biweekly	2,446.23
Annual	63,601.98

(5) Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment.

(6) Recruitment is at:

Biweekly	2,326.96
Annual	60,500.96

- Add the title ‘Administrative Assistant IV’ and apply footnote (2)
- Add the title ‘Assessment Services Specialist’ and apply footnote (2)
- Add the title ‘Benefits Services Specialist’ and apply footnote (2)
- Add the title ‘Community Health Administrative Specialist 2’ and apply footnote (6)
- Add the title ‘Docketing Specialist’ and apply footnote (4)
- Add the title ‘DPW Payroll Services Assistant’ and apply footnote (2)
- Add the title ‘ERS Services Specialist’ and apply footnote (2)
- Add the title ‘Fire Business Services Specialist’ and apply footnote (2)
- Add the title ‘Human Resources Assistant’ and apply footnotes (2)
- Add the title ‘Legal Office Assistant-Lead’ and apply footnote (3)
- Add the title ‘License Specialist III’ and apply footnote (1)
- Add the title ‘Municipal Court Clerk 2’ and apply footnotes (3) and (5)
- Add the title ‘Program Assistant III’ and apply footnote (2)
- Add the title ‘Tax Enforcement Specialist’ and apply footnote (3)
- Add the title ‘Water Program Assistant’ and apply footnote (2)

Update Pay Range **5KN** with the following rates:

Wage Rate:

Hourly	30.31	37.88
Biweekly	2,424.54	3,030.69
Annual	63,038.04	78,797.94

- Delete the title ‘ASSESSMENT SERVICES SPECIALIST (2)’
- Delete the title ‘BOZA ADMINISTRATIVE ASSISTANT – LEAD (2)’
- Delete the title ‘DOCKETING SPECIALIST (5)’
- Delete the title ‘EMERGENCY COMMUNICATIONS OFFICER II (1) (4)’
- Delete the title ‘ERS SERVICES SPECIALIST (2)’
- Delete the title ‘FACILITIES PROGRAM ASSISTANT (6)’
- Delete the title ‘INTERNET ANALYST – SENIOR (7)’
- Delete the title ‘IT SUPPORT ASSOCIATE (2)’
- Delete the title ‘LEGAL OFFICE ASSISTANT – LEAD (2)’
- Delete the title ‘UNIFIED CALL CENTER REPRESENTATIVE 3 (3)’

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	2,443.46
Annual	63,529.96

(2) Recruitment is at:

Biweekly	2,471.69
Annual	64,263.94

- Add the title ‘Administrative Services Coordinator’ and apply footnote (2)
- Add the title ‘Community Health Administrative Specialist 3’ and apply footnote (1)
- Add the title ‘Water Billing Specialist’ and apply footnote (1)

Update Pay Range **5LN** with the following rates:

Wage Rate:

Hourly	31.45	39.31
Biweekly	2,515.69	3,144.62
Annual	65,407.94	81,760.12

- Delete the title 'EMERGENCY COMMUNICATIONS OFFICER IV (1) (2) (3)'
- Update rates for footnote (3) to:

Biweekly	2,566.00
Annual	66,716.00

- Create footnote (4): Appointment may be at any rate in the following pay range with the approval of DER.

Biweekly	2,566.00	3,155.81
Annual	66,716.00	82,051.06

- Apply footnote (3) to the title 'Emergency Communications Officer III'
- Add the title '911 Dispatcher' and apply footnotes (1) (2) and (4)

Update Pay Range **5MN** with the following rates:

Wage Rate:

Hourly	33.02	41.27
Biweekly	2,641.46	3,301.81
Annual	68,677.96	85,847.06

- Delete the title 'PAYROLL ASSISTANT 2 (1)'
- Delete the title 'WIC CLIENT SERVICES ASSISTANT 2 (1)'
- Delete all footnote and create ones for new titles below

(1) Recruitment is at:

Biweekly	2,694.31
Annual	70,052.06

(2) Incumbents assigned to intermittent on-the-job peer training to be paid an additional 5% biweekly

- Add the title 'Emergency Communications Officer IV' and apply footnotes (1) and (2)
EMERGENCY COMMUNICATIONS OFFICER IV (1) (2) (3)

Under Pay Range **5NN**:

- Delete this Pay Range, titles, and footnotes

Under Pay Range **5ON**:

- Delete this Pay Range, titles, and footnotes

Under Part I, Section 6 Administrative Support

Update Pay Range **6AN** with the following rates:

Wage Rate:

Hourly	17.51	21.01
Biweekly	1,400.81	1,680.96
Annual	36,421.06	43,704.96

- Delete the title 'POLICE SERVICES SPECIALIST'

- Create the following footnote

(1) Recruitment is at:

Biweekly	1,273.46
Annual	33,109.70

- Add the title 'Fire Cadet' and apply footnote (1)
- Add the title 'Police Aide' and apply footnote (1)

Update Pay Range **6BN** with the following rates:

Wage Rate:

Hourly	17.84	21.41
Biweekly	1,427.46	1,712.96
Annual	37,113.96	44,536.96

- Delete the title 'FIRE CADET'
- Delete the title 'POLICE AIDE'
- Add the title 'Office Assistant I'
- Add the title 'Office Clerk II'

Update Pay Range **6CN** with the following rates:

Wage Rate:

Hourly	18.68	22.41
Biweekly	1,494.19	1,793.00
Annual	38,848.94	46,618.00

- Delete the title 'OFFICE ASSISTANT I'
- Add the title 'Police Services Specialist'

Create Pay Range **6DN** with the following rates:

Wage Rate:

Hourly	19.63	23.55
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Biweekly	1,570.23	1,884.27
Annual	40,825.98	48,991.02

- Add the title 'Assessment Services Clerk'
- Add the title 'Mail Processor'
- Add the title 'Office Assistant II'

Update Pay Range **6EN** with the following rates:

Wage Rate:

Hourly	19.95	23.94
Biweekly	1,595.92	1,915.08
Annual	41,493.92	49,792.08

- Delete the title 'HEALTH SERVICES ASSISTANT I'
- Delete the title 'OFFICE ASSISTANT II'
- Delete the title 'OFFICE CLERK II'
- Add the title 'Communications Assistant I'
- Add the title 'Tow Lot Assistant I'

Update Pay Range **6FN** with the following rates:

Wage Rate:

Hourly	20.75	24.90
Biweekly	1,659.73	1,991.69
Annual	43,152.98	51,783.94

- Delete the title 'COMMUNICATIONS ASSISTANT I (2)'
- Delete the title 'CUSTOMER SERVICE REPRESENTATIVE I (3)'
- Delete the title 'DUPLICATING EQUIPMENT OPERATOR I'
- Delete the title 'HEALTH SERVICES ASSISTANT II (3)'
- Delete the title 'MAIL PROCESSOR'
- Delete the title 'OFFICE ASSISTANT III (3)'
- Delete the title 'POLICE RECORDS SPECIALIST I (4)'
- Delete the title 'TOW LOT ASSISTANT I (2)'
- Delete the title 'TRANSCRIPTIONIST III (1)'

Update Pay Range **6GN** with the following rates:

Wage Rate:

Hourly	21.59	25.91
Biweekly	1,727.27	2,072.73
Annual	44,909.02	53,890.98

- Delete the title 'ACCOUNTING ASSISTANT I (2)'
- Delete the title 'ADMINISTRATIVE ASSISTANT I (1)'

- Delete the title 'ASSESSMENT SERVICES CLERK (3)'
- Delete the title 'CLAIMS PROCESSOR I (1)'
- Delete the title 'COMMUNICATIONS ASSISTANT II (1)'
- Delete the title 'CUSTOMER SERVICE REPRESENTATIVE II (1)'
- Delete the title 'DUPLICATING EQUIPMENT OPERATOR II (1)'
- Delete the title 'PERSONNEL PAYROLL ASSISTANT I (2)'
- Delete the title 'TOW LOT ASSISTANT II (1)'

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,761.81
Annual	45,807.06

- Add the title 'Assessment Services Assistant 1'
- Add the title 'BOZA Administrative Assistant 1'
- Add the title 'Court Services Assistant 1' and apply footnote (1)
- Add the title 'Customer Service Representative I'
- Add the title 'Office Assistant III'
- Add the title 'Police Records Specialist I'

Update Pay Range **6HN** with the following rates:

Wage Rate:

Hourly	22.22	26.67
Biweekly	1,777.92	2,133.50
Annual	46,225.92	55,471.00

- Delete the title 'ACCOUNTING ASSISTANT II (3)'
- Delete the title 'ACCOUNTING PROGRAM ASSISTANT I (3)'
- Delete the title 'ADMINISTRATIVE ASSISTANT II (1)'
- Delete the title 'ARCHIVES TECHNICIAN (1)'
- Delete the title 'COMMUNICATIONS ASSISTANT III (1)'
- Delete the title 'CUSTOMER SERVICE REPRESENTATIVE III (1) (2)'
- Delete the title 'OFFICE ASSISTANT IV (1)'
- Delete the title 'POLICE DISTRICT ADMINISTRATIVE ASSISTANT (1)'
- Delete the title 'TELLER (3)'

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,779.08
Annual	46,256.08

- Add the title 'Accounting Assistant I' and apply footnote (1)
- Add the title 'Administrative Assistant I' and apply footnote (1)
- Add the title 'Communications Assistant II' and apply footnote (1)
- Add the title 'Customer Service Representative II' and apply footnote (1)

- Add the title 'Tow Lot Assistant II' and apply footnote (1)

Update Pay Range **6IN** with the following rates:

Wage Rate:

Hourly	22.67	27.20
Biweekly	1,813.46	2,176.35
Annual	47,149.96	56,585.10

- Delete the title 'BOZA ADMINISTRATIVE ASSISTANT 1 (1)'
- Delete the title 'FIELD HEADQUARTERS COORDINATOR'
- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,849.88
Annual	48,096.88

- Add the title 'Assessment Services Assistant 2'
- Add the title 'Court Services Assistant 2' and apply footnote (1)
- Add the title 'Payroll Clerk 1'

Update Pay Range **6JN** with the following rates:

Wage Rate:

Hourly	23.25	27.90
Biweekly	1,859.88	2,231.88
Annual	48,356.88	58,028.88

- Delete the title 'COMMUNICATIONS ASSISTANT IV (1)'
- Delete footnote and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,862.54
Annual	48,426.04

- Add the title 'Accounting Program Assistant I' and apply footnote (1)

Update Pay Range **6KN** with the following rates:

Wage Rate:

Hourly	23.60	28.32
Biweekly	1,888.27	2,265.92
Annual	49,095.02	58,913.92

- Delete the title 'ACCOUNTING PROGRAM ASSISTANT II (3)'
- Delete the title 'ADMINISTRATIVE SERVICES ASSISTANT (1) (2)'

- Delete the title 'BOZA ADMINISTRATIVE ASSISTANT 2 (4)'
- Delete the title 'CITY PAYROLL ASSISTANT (1)'
- Delete the title 'CLAIMS PROCESSOR II (1)'
- Delete the title 'COMMUNICATIONS ASSISTANT V (1)'

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,889.96
Annual	49,138.96

(2) Recruitment is at:

Biweekly	1,897.08
Annual	49,324.08

(3) Recruitment is at:

Biweekly	1,899.96
Annual	49,398.96

(4) Recruitment is at the following rate and will increase 3% upon completion of probation:

Biweekly	1,926.04
Annual	50,077.04

(5) Recruitment is at:

Biweekly	1,937.96
Annual	50,386.96

(6) An employee in DPW-Water Works who is designated by the Water Works Superintendent to be a lead worker shall receive an additional 5% while performing those functions.

- Add the title 'Accounting Assistant II' and apply footnote (1)
- Add the title 'Administrative Assistant II' and apply footnote (3)
- Add the title 'Assessment Services Assistant 3' and apply footnote (3)
- Add the title 'BOZA Administrative Assistant 2' and apply footnote (3)
- Add the title 'Communications Assistant III' and apply footnote (3)
- Add the title 'Court Accounting Assistant' and apply footnote (2)
- Add the title 'Customer Service Representative III' and apply footnotes (3) and (6)
- Add the title 'ITMD Administrative Assistant' and apply footnote (5)
- Add the title 'Legal Office Assistant 1' and apply footnote (4)
- Add the title 'Office Assistant IV' and apply footnote (3)
- Add the title 'Payroll Clerk 2' and apply footnote (2)
- Add the title 'Police District Administrative Assistant' and apply footnote (3)
- Add the title 'Teller' and apply footnote (3)

Update Pay Range **6LN** with the following rates:

Wage Rate:

Hourly	24.50	29.40
Biweekly	1,960.15	2,352.19
Annual	50,963.90	61,156.94

- Delete the title 'ASSESSMENT SERVICES ASSISTANT 1 (1)'

- Delete the title 'COURT SERVICES ASSISTANT 1 (2)'
- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,989.46
Annual	51,725.96

(2) Recruitment is at:

Biweekly	1,999.35
Annual	51,983.10

- Add the title 'Communications Assistant IV' and apply footnote (1)
- Add the title 'Payroll Clerk 3' and apply footnote (2)

Update Pay Range **6MN** with the following rates:

Wage Rate:

Hourly	25.44	30.53
Biweekly	2,035.27	2,442.31
Annual	52,917.02	63,500.06

- Delete the title 'PAYROLL CLERK 1 (1)'
- Delete footnote and create ones for new titles below

(1) Recruitment is at:

Biweekly	2,082.15
Annual	54,135.90

- Add the title 'Accounting Program Assistant II'
- Add the title 'Administrative Services Assistant'
- Add the title 'Communications Assistant V'
- Add the title 'Legal Office Assistant 2' and apply footnote (1)

Under Pay Range **6NN**:

- Delete this Pay Range, titles, and footnotes

Under Pay Range **6ON**:

- Delete this Pay Range, titles, and footnotes

Under Section 7: Skilled Craft

Under Pay Range **7LN**:

- Add the title of 'Facilities Control Specialist' and apply footnote (1)

Under Section 9: PART-TIME AND INTERMITTENT

Under Pay Range **9EN**:

- Delete the title of ‘TEMPORARY ADMINISTRATIVE ASSISTANT II (2)’
- Delete the title of ‘TEMPORARY PROGRAM ASSISTANT I (1)’
- Delete footnotes (1) and (2) and reorder accordingly
- Create footnote (3): Recruitment is at:

Biweekly	1,657.31
Annual	43,090.06

- Add the title ‘Temporary Community Education Assistant’ and apply footnotes (2) and (5)

Update Pay Range **9FN** with the following rates:

Wage Rate:

Biweekly	1,427.46	1,893.04
Annual	37,113.96	49,219.04

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,570.23
Annual	40,825.98

- (2) Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status.
- (3) Incumbents are limited to the footnoted recruitment rate.

- Apply footnote (2) to title ‘Temporary Office Assistant I’
- Add the title ‘Temporary Office Assistant II’ and apply footnotes (1) and (2)
- Add the title ‘Temporary Library Circulation Services Representative’ and apply footnotes (1) and (3)

Under Pay Range **9HN**:

- Delete the title “TEMPORARY ELECTION SERVICES OFFICE ADMINISTRATOR (1)’
- Update footnote (1) to reflect: Recruitment is at:

Biweekly	2,471.69
Annual	64,263.94

- Add the title ‘Temporary Early Voting Coordinator’ and apply footnotes (1) and (2)

Update Pay Range **9KN** with the following rates:

Wage Rate:

Biweekly	1,654.73	2,068.58
Annual	43,022.98	53,783.08

- Delete the title of ‘TEMPORARY COMMUNITY EDUCATION ASSISTANT (2) (3)’
- Delete the title of ‘TEMPORARY OFFICE ASSISTANT II (1)’
- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,727.27
Annual	44,909.02

(2) Temporary employees in the Office of the Election Commission who were employed in this capacity prior to July 1, 1982, shall retain their salary and benefit status.

- Add the title ‘Temporary Customer Service Representative I’ and apply footnote (1)
- Add the title ‘Temporary Office Assistant III’ and apply footnotes (1) and (2)

Update Pay Range **9ON** with the following rates:

Wage Rate:

Biweekly	1,704.50	2,130.62
Annual	44,317.00	55,396.12

- Delete the title of ‘TEMPORARY CUSTOMER SERVICE REPRESENTATIVE I’
- Delete the title of ‘TEMPORARY OFFICE ASSISTANT III (1)’

- Delete all footnotes and create ones for new titles below

(1) Recruitment is at:

Biweekly	1,779.08
Annual	46,256.08

(2) Recruitment is at:

Biweekly	1,899.96
Annual	49,398.96

(3) Appointment may be at any rate in the pay range with the approval of DER.

- Add the title ‘Temporary Administrative Assistant II’ and apply footnotes (2) and (3)
- Add the title ‘Temporary Customer Service Representative II’ and apply footnotes (1) and (3)

Under Pay Range **9UN**:

- Delete the title of ‘TEMPORARY CUSTOMER SERVICE REPRESENTATIVE II (1)’
- Delete the title of ‘TEMPORARY LIBRARY CIRCULATION SERVICES REPRESENTATIVE (3) (4)’
- Delete footnotes (3) (4)

Under PART II – ADMINISTRATION, SECTION 3: SALARY AT TIME OF APPOINTMENT, C.

Recruitment of Technicians (Section 3) and Skilled Crafts (Section 7):

-Update section to read:

“Recruitment of Technicians (Section 3), Skilled Crafts (Section 7), and Paraprofessionals (5): In the event it becomes necessary to recruit at a rate above the minimum for positions classified as Technicians,

Skilled Craft, or Paraprofessionals (Pay Ranges 5EN-5MN), recruitment may be authorized at any rate in the pay range based on credentials and relevant experience with the approval of the Department of Employee Relations.”

**In the 2024 Positions Ordinance:
Effective PP 6, 2024 (March 3rd, 2024)**

Under DEPARTMENT OF ADMINISTRATION, Office of the Director:

- Delete 1 position of ‘Vision Zero Education & Outreach Coordinator’
- Add 1 position of ‘Community Outreach Specialist’

Under DEPARTMENT OF ADMINISTRATION, Office of Equity and Inclusion:

- Delete 1 position of ‘Administrative Specialist’
- Add 1 position of ‘Administrative Specialist – Senior’

- Delete 1 position of ‘REI Coordinator’
- Add 1 position of ‘Racial Equity and Inclusion Coordinator’

Under DEPARTMENT OF ADMINISTRATION, Office of Community Wellness and Safety:

- Delete 1 position of ‘Violence Reduction and Prevention Program Director’
- Add 1 position of ‘Community Wellness and Safety Director’

Under DEPARTMENT OF CITY DEVELOPMENT, GENERAL MANAGEMENT AND POLICY DEVELOPMENT DECISION UNIT, Real Estate and Development:

- Delete 1 position of ‘Program Assistant I’
- Add 1 position of ‘Administrative Services Supervisor’

- Delete 2 positions of ‘Office Assistant III’
- Add 2 positions of ‘Program Assistant I’

Under CITY TREASURER, Executive Office:

- Delete 1 position of ‘Program Assistant III (Y)’
- Add 1 position of ‘Administrative Specialist – Senior (Y)’

Under CITY TREASURER, Tax Enforcement Division:

- Delete 1 position of ‘Program Assistant II (Y)’
- Add 1 position of ‘Tax Enforcement Specialist (Y)’

Under COMMON COUNCIL-CITY CLERK, CENTRAL ADMINISTRATION DIVISION:

- Delete 6 positions of ‘Legislative Assistant (0.5 FTE) (Y)’
- Add 6 positions of ‘Executive Administrative Assistant I (0.5 FTE) (Y)’

Under DEPARTMENT OF EMERGENCY COMMUNICATIONS:

- Delete 1 position of 'Emergency Communications Financial Services Assistant'
- Add 1 position of 'Management Accountant – Senior'

Under EMPLOYEES' RETIREMENT SYSTEM, Membership Services:

- Delete 1 position of 'Office Assistant III'
- Add 1 position of 'Benefits Services Specialist'

Under HEALTH DEPARTMENT, OFFICE OF THE COMMISSIONER AND HEALTH ADMINISTRATION, Finance and Administration:

- Delete 2 positions of 'Health Accounting Assistant (X)'
- Add 2 positions of 'Accounting Coordinator II (X)'

Under HEALTH DEPARTMENT, OFFICE OF THE COMMISSIONER AND HEALTH ADMINISTRATION, Human Resources:

- Delete 1 position of 'Program Assistant III (RG)'
- Add 1 position of 'Human Resources Assistant (RG)'

Under HEALTH DEPARTMENT, OFFICE OF THE COMMISSIONER AND HEALTH ADMINISTRATION, Vital Records:

- Delete 1 position of 'Office Assistant II'
- Delete 1 position of 'Office Assistant III'
- Delete 1 position of 'Office Assistant IV'
- Add 3 positions of 'Customer Service Representative III'

Under HEALTH DEPARTMENT, POLICY, INNOVATION & ENGAGEMENT DIVISION:

- Delete 1 position of 'Reproductive Health Navigator (X)(PHI)'

Under HEALTH DEPARTMENT, POLICY, INNOVATION & ENGAGEMENT DIVISION, Planning and Research:

- Add 1 position of 'Community Outreach Specialist (X)(PHI)'
- Delete 1 position of 'Public Health Strategist (X)(Y)(CDD)(JOD)'
- Add 1 position of 'Public Health Strategist-Senior (X)(Y)(CDD)(JOD)'

Under HEALTH DEPARTMENT, COMMUNITY HEALTH DIVISION:

- Delete 1 position of 'Administrative Assistant III (X)'
- Delete 1 position of 'Medical Assistant (X)'
- Delete 1 position of 'Office Assistant III'
- Add 3 positions of 'Community Health Administrative Specialist 1 (X)'

Under HEALTH DEPARTMENT, COMMUNITY HEALTH DIVISION, Empowering Families of Milwaukee (EFM):

- Delete 1 position of ‘Office Assistant II (FFHV)’
- Add 1 position of ‘Community Health Administrative Specialist 1 (FFHV)’

Under HEALTH DEPARTMENT, COMMUNITY HEALTH DIVISION, Healthcare Access:

- Add 1 position of ‘Health Access Assistant (X)(CHAP)’

Under HEALTH DEPARTMENT, COMMUNITY HEALTH DIVISION, Prenatal & Reproductive Health:

- Delete 1 position of ‘Community Outreach Specialist (X)’

Under HEALTH DEPARTMENT, CLINICAL SERVICES DIVISION; Well Women Initiatives:

- Delete 1 position of ‘Community Education Assistant (X)(WWP)’
- Add 1 position of ‘Public Health Educator II (X)(WWP)’
- Delete 1 position of ‘Office Assistant IV (WWP)’
- Add 1 position of ‘Program assistant III (WWP)’

Under HEALTH DEPARTMENT, ENVIRONMENTAL HEALTH DIVISION, Home Environmental Health:

- Delete 1 position of ‘Office Assistant II (WLD)’
- Add 1 position of ‘Program Assistant III (WLD)’

Under LIBRARY, ADMINISTRATIVE SERVICES DECISION UNIT, Business Section:

- Delete 1 position of ‘Office Assistant II’
- Add 1 position of ‘Program Assistant II’
- Delete 1 position of ‘Office Assistant III’
- Add 1 position of ‘Program Assistant III’

Under LIBRARY, ADMINISTRATIVE SERVICES DECISION UNIT, Mechanical Unit:

- Delete 1 position of ‘HVAC Maintenance Technician Senior’
- Add 1 position of ‘Facilities Control Specialist’

Under MAYOR:

- Delete 1 position of ‘Fiscal Policy and Administration Director (Y)’
- Add 1 position of ‘Policy and Administration Manager (Y)’

Under MUNICIPAL COURT, Management and Administration:

- Delete 1 position of ‘Court Administrative Assistant’
- Add 1 position of ‘Administrative Specialist – Senior’

DEPARTMENT OF NEIGHBORHOOD SERVICES, Administrative Services Section:

- Delete 1 position of 'Human Resources Assistant'
- Add 1 position of 'Human Resources Analyst'

**DEPARTMENT OF PUBLIC WORKS - INFRASTRUCTURE SERVICES DIVISION,
BRIDGES & BUILDINGS DECISION UNIT, MKE Parks:**

- Delete 1 position of 'Milwaukee Plays Facilities Coordinator'
- Add 1 position of 'MKE Parks Program Coordinator'

**DEPARTMENT OF PUBLIC WORKS - OPERATIONS DIVISION, ADMINISTRATION
SECTION, General Office:**

- Delete 1 position of 'Program Assistant III'
- Add 1 position of 'Administrative Specialist Senior'

**DEPARTMENT OF PUBLIC WORKS - OPERATIONS DIVISION, FLEET SERVICES
SECTION, Fleet Store Rooms:**

- Delete 1 position of 'Office Assistant IV'
- Add 1 position of 'Program Assistant I'