



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**Job Evaluation Report**

Fire and Police Commission Meeting: September 7<sup>th</sup>, 2023

Current	Recommended
Accounting Assistant II PR 6HN (\$38,577-\$43,555) FN: Recruitment is at \$42,726 (One position)	Accounting Coordinator I PR 2DN (\$44,217-\$61,902) FN: Recruitment is at \$50,384 (One position)

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

The Milwaukee Police Department (MPD) requested a reclassification study of one Accounting Assistant II position in the Budget & Finance Division. Job descriptions were provided and discussions were held with Pamela Roberts, Police Human Resources Administrator; April Nwandu, Human Resources Supervisor; Mai Xiong, Human Resources Representative; and Craig Sarnow, Inspector of Police.

The Accounting Assistant II performs various complex administrative and accounting functions in the Budget & Finance Division relative to grant accounting, accounts payable processing, cash receipts and grant inventory.

Changed and additional duties and responsibilities include the following:

- Assist with preparing the department’s annual budget as needed, including assembling back-up documents and work papers.
- Account reconciliation and analysis.
- Assist with grant analysis, billing, and reports.
- Prepare & follow-up on cash receipts related to grants, asset forfeiture, RTC, and other misc. deposits.
- Prepare & Submit Common Council resolutions & related documentation.
- Prepare and enters adjustments for all funds using PeopleSoft Financials
- Assist with accounting functions for contracts and grants.
- Assist in preparation of items required for requisitions by City Purchasing. Inputs purchasing requisitions into the City’s automated purchasing system.
- Assist in providing necessary back up- documentation for City Comptroller including, but not limited to, grant expenses and ProCard receipts.
- Assist with biweekly payroll approval.

Minimum requirements include two years of experience or more at Accounting Program Assistant III level. Some college accounting course work or an associate degree in accounting/business related field is desirable but not required. Equivalent combinations of education and experience may be considered.

**Analysis and Recommendation**

The duties of the Accounting Assistant II in MPD have changed to include a higher level of skill and responsibility. The additional tasks including budget preparation, account and grant analysis, and documentation and

communications to various city departments align this position with the already existing position of Accounting Coordinator I in the Police Budget & Finance Division.

We therefore recommend reclassifying the Accounting Assistant II position to Accounting Coordinator I in Pay Range 2DN (\$44,217-\$61,902) with a recruitment rate of \$50,384.

**Action Required – Effective Pay Period 21, 2023 (October 1<sup>st</sup>, 2023)**

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

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Andrea Knickerbocker, Human Resources Manager

Harper Donahue IV  
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Harper Donahue IV, Employee Relations Director