



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

REVISED 9/12/2022

### Job Evaluation Study

City Service Commission Meeting: September 13, 2022

#### Various General City Departments

Current	Recommended
Office Assistant IV PR 6HN (\$37,821 - \$42,701) Recruit Rate: \$38,587 (One Position – DPW-Water Works)	Administrative Assistant IV PR 5IN (\$47,274 - \$55,763) Recruit Rate: \$48,735 FN: Recruitment flexibility at any point in the range with DER approval (One Position – DPW-Water Works)
Administrative Services Coordinator PR 5JN (\$48,037 - \$58,287) Recruit Rate: \$50,331 (One Position – DER)	Administrative Support Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment flexibility at any point in the range with DER approval (One Position – DER)

#### Administrative Assistant IV – DPW-Water Works

The DPW-Water Works has requested to repurpose a current position of Office Assistant IV to an Administrative Assistant IV. A new job description was provided and discussions were held with Amy Hefter, Water Personnel Officer.

This Administrative Assistant IV will perform various high-level clerical functions for Milwaukee Water Works (MWW) field facilities, including organization of employee personnel files, new employee documents, employee funeral leave applications, injuries reports, biweekly sick and FMLA reports. The position conducts purchasing and processing for blanket orders, office supplies, etc.; and prepares contract documents, payments, change orders and other technical communications for the Engineering Section.

The duties and responsibilities of this position are comparable to other Administrative Assistant IV positions including those in the Health Department - Office of the Commissioner, Library - Administration Bureau, Neighborhood Services – Office of the Commissioner, Police Department – Office of the Chief and Assistant Chiefs, Department of Emergency Communication, and Employee's Retirement System.

This report therefore recommends this position of Office Assistant IV be reclassified as an Administrative Assistant IV in Pay Range 5IN (\$47,274 - \$55,763) with a recruitment rate of \$48,735. This report further recommends providing recruitment flexibility for anywhere in the pay range with the approval of DER.

Administrative Support Specialist – Department of Employee Relations

The Department of Employee Relations has requested to repurpose a current position of Administrative Services Coordinator to an Administrative Support Specialist. A new job description was provided and discussions were held with Kristin Urban, Human Resources Manager.

This Administrative Support Specialist will have responsibility for managing higher-level administrative support functions. The position has responsibility for coordinating all activities of the Milwaukee City Service Commission and functions as the assistant to the Employee Relations Director.

The recommended level of Pay Range 2DN is appropriate as it includes other professional positions with responsibility for managing administrative functions such as the Administrative Support Specialist to the Commissioner of Public Works, the Business Services Specialists in DPW-Administrative Services and DPW-Water Works, and the Administrative Support Specialist in the Fire & Police Commission.

Based upon the review of duties and responsibilities and comparison to other similar city positions, this report recommends repurposing this position of Administrative Services Coordinator as an Administrative Support Specialist in Pay Range 2DN (\$43,350 - \$60,688).

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

**\* See addendum included in CCFN: 220531 for Salary and Position Ordinance changes.**

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV  
Harper Donahue IV, Employee Relations Director