



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

November 11, 2022

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 220782 – Communication from the Department of Employee Relations relating to the classification study scheduled for the November 17, 2022 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Fire and Police Commission meeting on November 17, 2022.

Police Department

Table with 2 columns: Current, Recommended. Rows include Document Technician PR 3CN, Document Technician III PR 3GN, Document Technician II PR 3FN, and Document Technician I PR 3EN.

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

Respectfully submitted,

Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



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Job Evaluation Report

Fire and Police Commission Meeting: November 17, 2022

Police Department

Current	Recommended
Document Technician PR 3CN (\$38,205 - \$43,197) (One Position)	Document Technician III PR 3GN (\$41,326 - \$49,213) (One Position)
	Document Technician II PR 3FN (\$39,278 - \$48,114) (Underfill Title)
	Document Technician I PR 3EN (\$37,869 - \$46,298) (Underfill Title)

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

The City of Milwaukee has a total of six Document Technician positions in Pay Range 3CN (\$38,205 - \$43,197). Five of the positions are in the Common Council – City Clerk’s Office (CC/CC) and one position is in the Milwaukee Police Department (MPD). A report is being submitted to the November 15, 2022 City Service Commission (CSC) meeting recommending that the five positions of Document Technician in the Common Council – City Clerk’s Office be reclassified to a higher level due to labor market data and changes in level and complexity of the duties and responsibilities. This report before you recommends that the position of Document Technician in the Milwaukee Police Department (MPD) also be reclassified.

Position Description and Recommendation

This position performs duties and responsibilities in the Open Records Section related to the digital conversion of records, as well as the intake and disposal of records in various media formats; provides customer service to MPD employees and citizens for record retrievals and document conversions; performs Open Records mailroom functions as required; and assists with tracking data in various records and account management systems.

Minimum requirements include one year of experience working in an office, library, mailroom, or warehouse environment with direct experience processing documents using scanning equipment. An individual must be able to work independently and adapt to ever-changing information technology innovations to software, equipment and machinery used to manage records and information in compliance with local, state, and federal records management laws. Please note that the Staffing Division may not have yet assessed the requirements for this position and equivalent combinations of education and experience may be considered.

The Common Council – City Clerk’s Office indicated that the duties and responsibilities of their five positions have evolved so that they are now working with a more complex indexing of records, and

reference and research questions. The positions are also being cross trained so they can perform all aspects of the job including mail handling and on-demand document imaging. With these changes, and to help with recruitment and retention, the report recommends creating three levels of Document Technician.

Document Technician I would be an entry level underfill title in which incumbents would perform the duties and responsibilities listed above.

Document Technician II would be a journey level underfill title in which incumbents would perform the duties and responsibilities listed above plus other duties including operating the large format scanner for oversized drawings such as building plans; and assisting with the basic arrangement and description of archival records and City mail services including mail metering and incoming mail service.

Document Technician III would be a lead level title in which incumbents would perform the work listed for the I and II level plus serve as a lead for one or more functional area such as document imaging, records center operations, reference services, mail services, and/or records disposition; serve as a resource for other Document Technicians; and advise the Supervisor or Manager on issues or operations of their designated unit.

The report recommends the five positions be authorized at the Document Technician III level. When the recommendations of the report are implemented, incumbents will be promoted into the title of Document Technician I. When the matrix is finalized, current and new employees will be placed prospectively into the appropriate title and pay rate based upon the employee's related experience and credentials with the Department of Employee Relations (DER) approval.

This position in MPD has also been affected by changes in technology and needs to be trained in all areas, have the ability to work independently, and serve as a resource for other MPD employees and citizens.


This report recommends these three levels also be utilized for the position in the MPD and that the incumbent be promoted into the title of Document Technician I in Pay Range 3EN (\$37,869 - \$46,298). After the matrix is finalized, the employee may then be placed into a higher level based upon the employee's related experience and credentials with approval by DER.

Action Required – Effective Pay Period 24, 2022 (November 13, 2022)

***See addendum included in CCFN: 220782 for Salary and Position Ordinance changes.**

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue, IV, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>11/12/2022</u>	File Number	<u>220782</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations regarding classification reports submitted to the November 17, 2022 Fire and Police Commission meeting.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter/ Human Resources Representative / Employee Relations / x2398</u>
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C	This File	<input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.
		<input type="checkbox"/> Suspends expenditure authority.
		<input type="checkbox"/> Increases or decreases city services.
		<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.
		<input type="checkbox"/> Increases or decreases revenue.
		<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.
		<input type="checkbox"/> Authorizes borrowing and related debt service.
		<input type="checkbox"/> Authorizes contingent borrowing (authority only).
		<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.

D	Charge To	<input checked="" type="checkbox"/> Department Account	<input type="checkbox"/> Contingent Fund
		<input type="checkbox"/> Capital Projects Fund	<input type="checkbox"/> Special Purpose Accounts
		<input type="checkbox"/> Debt Service	<input type="checkbox"/> Grant & Aid Accounts
		<input type="checkbox"/> Other (Specify) _____	

Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		\$0.00	\$0.00
		\$0.00	\$0.00
Supplies/Materials		\$0.00	\$0.00
		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
		\$0.00	\$0.00
Services		\$0.00	\$0.00
		\$0.00	\$0.00
Other		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$ 0.00	\$ 0.00

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**

Fire and Police Commission Meeting of November 17, 2022
Finance and Personnel Committee Meeting of November 15, 2022

NEW COSTS FOR 2022										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Police	Document Technician	3CN	Document Technician I	3EN	\$44,493	\$46,718	\$257	\$53	\$309
1								\$257	\$53	\$309

Assume effective date is Pay Period 24, 2022 (November 13, 2022).

NEW COSTS FOR FULL YEAR										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Police	Document Technician	3CN	Document Technician I	3EN	\$44,493	\$46,718	\$2,225	\$455	\$2,680
1								\$2,225	\$455	\$2,680

Note: Total may not be to the exact dollar due to rounding.