



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits
Director

Nicole M. Fleck
Labor Negotiator

January 6, 2023

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 221152– Communication from the Department of Employee Relations relating to classification studies scheduled for the January 10, 2023 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the City Service Commission meeting on January 10, 2023.

Department of Administration

| Current | Recommended |
|--------------|---|
| New Position | Vision Zero Policy Director PR 2MX (\$76,988 - \$107,782) FN: Recruitment at \$93,297 (One Position) |

Note: Residents receive a rate that is 3% higher

Department of Administration – Community Development Grants Administration

| Current | Recommended |
|---|---|
| Grant Compliance Manager PR 2KX (\$67,763 - \$94,870) FN: Recruitment at \$74,539 (One Position) | Assistant Grants Fiscal Manager PR 1HX (\$72,244 - \$101,137) FN: Recruitment at \$79,467 (One Position) |

Note: Residents receive a rate that is 3% higher

City Attorney's Office

| Current | Recommended |
|--|---|
| Paralegal PR 2EN (\$47,136 - \$65,989) FN: Recruitment at \$58,845 (One Position) | Paralegal - Lead PR 2GX (\$53,548 - \$74,974) FN: Recruitment at \$65,004 (One Position) |

Note: Residents receive a rate that is 3% higher

DPW – Administration Division

| Current | Recommended |
|------------------|--|
| One New Position | Leave Administration Coordinator PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position) |

Note: Residents receive a rate that is 3% higher

DPW - Parking Enforcement/Information Desk

| Current | Recommended |
|--|--|
| Lead Parking Enforcement Officer PR 5EN (\$42,137 - \$48,611) (Four Positions) | Lead Parking Enforcement Officer PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$50,631 (Four Positions) |
| Parking Enforcement Officer PR 5CN (\$35,444 - \$42,331) (58 Positions) (Four Aux) | Parking Enforcement Officer PR 5IN (\$48,220 - \$56,878) (58 Positions) (Four Aux) |

Note: Residents receive a rate that is 3% higher

Department of Public Works – Water Works

| Current | Recommended |
|---|---|
| Water Plant Operations Supervisor PR 1FX (\$64,857 - \$90,796) FN: Recruitment at \$74,974 (Three Positions) | Water Plant and Systems Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment at \$91,486 (Three Positions) |

Note: Residents receive a rate that is 3% higher

Respectfully Submitted,



Harper Donahue, IV
Employee Relations Director

Attachments: Job Evaluation Reports
Fiscal Impact Statement



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: January 10, 2023

Department of Administration – Community Development Grants Administration

| Current | Recommended |
|---|---|
| Grant Compliance Manager PR 2KX (\$67,763 - \$94,870) FN: Recruitment at \$74,539 (One Position) | Assistant Grants Fiscal Manager PR 1HX (\$72,244 - \$101,137) FN: Recruitment at \$79,467 (One Position) |

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

The Department of Administration submitted a request to reclassify one position of Grant Compliance Manager in Pay Range 2KX (\$67,763 - \$94,870 with a recruitment rate of \$74,539). A new job description was provided, and discussions were held with Mario Higgins, Associate Director.

This position provides direct assistance to the Director and Associate Director to assure compliance with the City's grant development and reporting under the federal community development grant programs; acquires and maintains knowledge of all funded programs and procedures, grant regulations, and computer related programs necessary to train and supervise the Grant Monitoring staff; develops and manages the operating budget; prepares quarterly and annual financial reports; and complies with federal, state, and city reporting requirements and produces reports. Duties and responsibilities include:

- 75% Supervise the program monitoring staff in managing, monitoring and evaluating various funded programs including providing technical assistance to funded organizations, follow-up and resolution of issues; develop and manage the annual operating budget for the division including the coordination of multiple grant and tax levy funding sources; maintain current records of financial status for auditing and quarterly and annual reconciliations of fund balances; prepare and submit annual and quarterly financial performance reports; oversee funding proposal review process and the development of funding recommendations for annual funding allocations; prepare or assist in preparing various programmatic and financial reports that provide the Director and funding sources a detailed analysis of grant programs and community effectiveness; and perform other duties as assigned.
- 20% Work with the Associate Director to coordinate the management of the day-to-day activities of the office including the proper maintenance and preserving of program records.
- 5% On a regular and continuous basis, measure and evaluate specific operational activities against broad policy positions of the Mayor and Common Council and other policy making bodies.

Minimum requirements include a bachelor's degree in business administration or related field; and two years of experience in related grant activities. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

There are currently four positions of Grant Compliance Manager in Pay Range 2KX (\$67,763 - \$94,870) with a recruitment rate of \$74,539 that provide direct assistance to the Director and Associate Director to assure compliance with grant programs, train and supervise Grant Monitoring staff, and comply with federal, state, and city reporting requirements and produce reports. This position under study has additional duties and responsibilities related to developing and managing the operating budget, preparing financial reports, and maintaining records of financial status for auditing and reconciliation of fund balances. This position also has a greater role in supervision and oversight of staff.

We recommend a higher pay range and that it be in Section 1 (Officials and Administrators), instead of Section 2 (Professionals) of the Salary Ordinance due to the stronger supervisory and oversight responsibilities. We recommend Pay Range 1HX (\$72,244 - \$101,137) with a recruitment rate of \$79,467. This rate of pay is supported by comparisons to positions in other cities as well as other positions within the City of Milwaukee. Other titles in this pay range include Assistant Accounting Manager and Assistant City Payroll Manager. Positions in other cities include the following.

| City/County | Title | Rate of Pay | Adjusted Rate |
|---------------------------|---|----------------------|----------------------|
| Nashville/Davidson County | Compliance Monitor Senior | \$76,236 - \$107,045 | \$77,016 - \$108,141 |
| Madison, Wisconsin | Community Development Grants Supervisor | \$93,387 - \$112,440 | \$88,884 - \$107,019 |
| Phoenix, Arizona | Compliance Supervisor | \$67,538 - \$102,565 | \$63,425 - \$96,319 |

We therefore recommend one position of Grant Compliance Manager in Pay Range 2KX (\$67,763 - \$94,870) with a recruitment rate of \$74,539 be reclassified to Assistant Grant Fiscal Manager in Pay Range 1HX (\$72,244 - \$101,137) with a recruitment rate of \$79,467.

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

*** See addendum included in CCFN: 221152 for Salary and Position Ordinance changes.**

Rates reflected in the addendum will take into account the Pay Period 2, 2023 Across the Board.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

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



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Job Evaluation Report

City Service Commission Meeting: January 10, 2023

The Department of Employee Relations presents this report to classify or repurpose positions within multiple departments due to action taken for the 2023 budget. Job descriptions were provided and conversations were held with directors and human resources staff in effected departments.

DOA and DPW – Admin

| Current | Recommended |
|--------------|--|
| New Position | Vision Zero Policy Director PR 2MX (\$76,988 - \$107,782) FN: Recruitment at \$93,297 (One Position - DOA) |
| New Position | Leave Administration Coordinator PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (One Position – DPW Admin) |

Note: Residents receive a rate that is 3% higher

DOA

| Current | New Position | | One Position |
|-------------|-----------------------------|--|--------------|
| Recommended | Vision Zero Policy Director | PR 2MX (\$76,988 - \$107,782) FN: Recruitment at \$93,297 | One Position |

The Department of Administration submitted a request to classify a new position in the 2023 budget and provided a job description. This position will lead the City's efforts towards achieving the goal of eliminating all fatalities and serious injuries from traffic violence; be the City's leader in coordinating comprehensive, systems level approaches to this goal; and work across City departments and with community members and organizations to advance initiatives related to Vision Zero. This position will:

- Lead the creation of the City's Vision Zero Working Group with internal and external stakeholders and serve as staff liaison.
- Develop, update and coordinate implementation of the City's Vision Zero Action Plan through a collaborative process with residents, community-based organizations, City departments, and other governmental agencies.
- Assist with developing the messaging, graphics, and narratives of websites, brochures, annual reports, and other communication materials.
- Disseminate general information to neighborhood leaders, advocacy groups, and the public through grassroots outreach.

- Maintain working relationships with a diverse range of neighborhood and community-based organizations, advocacy groups, members of the public.
- Collect input from stakeholders on traffic safety issue.
- Facilitate a two-way flow of information between external groups and internal team members.
- Lead internal policy changes and educational campaigns.
- Set performance targets for the Vision Zero program in coordination with Vision Zero Working Group, monitor and track performance of key metrics, analyze and summarize data, and provide reports on a regular basis.
- Identify opportunities where modifications to current state and federal laws, regulations, or policies would help advance the City's Vision Zero goals.
- Assist with identifying and applying for grants and other funding opportunities.

Duties and responsibilities include:

- 25% Develop, update, and coordinate implementation of the Vision Zero Action Plan, set performance target for the Vision Zero program and monitor performance.
- 25% Be responsible for Vision Zero messaging and materials; and develop and conduct presentations, informational sessions, and other educational opportunities related to Vision Zero for internal and external audiences.
- 20% Attend internal and external stakeholder meetings related to Vision Zero and reckless driving.
- 15% Lead and staff Vision Zero Working Group.
- 15% Assist with developing and managing Vision Zero website.

Minimum requirements include a bachelor's degree in urban planning, urban studies, public health, public administration, public policy, engineering, geography, sociology, or related area; and related experience and knowledge of the principles of Vision Zero and system level change, community engagement, coalition-building, local government structure and intergovernmental coordination, and City plans, policies and procedures related to transportation and mobility, climate change, health equity, national and international best practices around innovative transportation planning and design that supports safe streets. Equivalent combinations of education and experience may be considered. The Staffing Division has not yet assessed these requirements.

This position will be a high-profile position that will focus on the goal of eliminating all fatalities and serious injuries from traffic violence. The position will work with other government entities, including state and city governments, the media, universities, community organizations and politicians and will require leadership skills and authority. A comparable position is the Chief Equity Officer in Pay Range 1IX (\$76,988 - \$107,782) with a recruitment rate of \$93,297. This position leads and coordinates efforts to promote equity and inclusion with the goal of institutionalizing equity within city government; directs and leads the Small Business Enterprise Program and the Residential Preference Program; and supervises a staff of four.

The position under study will serve as a leader within the city and in the community but does not directly supervise any staff. We therefore recommend that the position be placed in the comparable pay range of 2MX (\$76,988 - \$107,782) in Section 2 (Professionals) of the Salary Ordinance and have the same recruitment rate of \$93,297. We agree with the requested title of Vision Zero Policy Director as it reflects the focus and level of the position.

DPW - Administration

| Current | New Position | | One Position |
|-------------|----------------------------------|--|--------------|
| Recommended | Leave Administration Coordinator | PR 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 | One Position |

This new position administers FMLA leave and ensure compliance with state and federal laws pertaining to leave under the FMLA for the Department of Public Works. The incumbent serves as the subject matter expert for the Department of Public Works and acts as liaison to the Department of Employee Relations for FMLA related matters. Duties and responsibilities include:

- 50% Serve as DPW's FMLA Leave Administration Coordinator; in conduction with DER's Leave Administration Coordinator, ensure compliance with state and federal laws pertaining to leaves under the Family and Medical Leave Act (FMLA); utilize FMIS queries to determine FMLA eligibility for employees; and work with payroll and HR staff to track and approve staff FMLA usage to ensure staff does not exceed the limits provided under the law.
- 20% Provide information/resources to employees related to FMLA leave; answer questions from managers and employees regarding FMLA laws, policies, and procedures; track and monitor leaves of absence in compliance with the civil service rules and department procedures; and coordinate with HR and safety regarding possible ADA cases.
- 15% Prepare written reports, PowerPoint presentations and make recommendations to the Director and Commissioner and provide training on FMLA processes to DPW management and supervisory staff.
- 10% Monitor communications from DER's Leave Administration Coordinator for changes and updates, and communicate these changes to managers and employees. Work closely with department and division heads to update FMLA policies and procedures.
- 5% Assist in preparation of requested FMLA information for cases related to Federal/State Discrimination, Worker's Compensation, and Unemployment Compensation matters.

Minimum qualifications include a bachelor's degree in human resources management, public administration, organizational development, business administration, or a closely relate field from an accredited college or university; three years of progressively responsible experience performing duties related to the essential functions listed above, such as employee relations, interpreting, applying, and administering federal and state employment laws, local ordinances, and City Service Commission rules, and training diverse employee groups.

This new position will administer FMLA for DPW employees, while ensuring compliance with state and federal laws and city and departmental policies. The incumbent will coordinate with HR and the Safety section regarding interplay between FMLA and ADA requirements and will serve as the subject matter expert on FMLA for DPW employees, management and leadership. This position will be the liaison to DER's Leave Administration Coordinator and will work in tandem with them to ensure compliance and timely submission of FMLA paperwork. Furthermore, this position provides training on FMLA processes to DPW managers and supervisors and works with the department and division heads to update FMLA procedures in alignment with state and federal laws and city and departmental policies.

The incumbent will perform similar duties to those of the classified Leave Administration Coordinator in the Department of Employee Relations. This includes but is not limited to overseeing intake, processing, administration, and compliance of all federal and state FMLA requests; ensure uniform and consistent tracking of utilization and accurate record keeping; and train and educate employees, supervisors, managers, and departmental leave Administrations regarding all aspects of WFML and FMLA.

Departments currently have a human resources professional compile, track and submit FMLA paperwork, however this is only supposed to be a portion of their specified duties. The Department of Public Works is a large department with over 1,750 employees and goes up to almost 2,000 during the summer. This position will be responsible for all sections within DPW: Administration, Operations, Infrastructure, and Water. This will give a main contact person within the department as a whole for the employees, management, and the Leave Administration Coordinator within DER.

We are further requesting that the Leave Administration Coordinator in DER and this requested position be moved from Pay Range 1GX (\$67,763 - \$94,870) with the recruitment rate of \$74,539 to 2KX (\$67,763 - \$94,870) with the recruitment rate of \$74,539. This is due to the fact that both positions have no duties and responsibilities in supervising or managing employees.

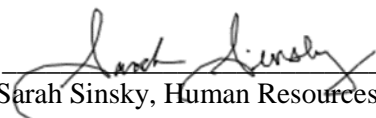
We therefore recommend this new position be classified as a Leave Administration Coordinator in Pay Range 2KX (\$67,763 - \$94,870) with the recruitment rate of \$74,539.

Action Required – Effective Pay Period 1, 2023 (December 25, 2022)


*** Please see submitted addendum to CCFN: 221152 for Salary and Position Ordinance changes.**

Rates reflected in the addendum will take into account the Pay Period 2, 2023 Across the Board.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Representative

Prepared By: 
Sarah Sinsky, Human Resources Representative

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: January 10, 2023

City Attorney's Office

| Current | Recommended |
|--|---|
| Paralegal PR 2EN (\$47,136 - \$65,989) FN: Recruitment at \$58,845 (One Position) | Paralegal - Lead PR 2GX (\$53,548 - \$74,974) FN: Recruitment at \$65,004 (One Position) |

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

The City Attorney's Office submitted a request to reclassify one position of Paralegal in Pay Range 2EN (\$47,136 - \$65,989 with recruitment at \$58,845) to Paralegal - Lead in Pay Range 2GX (\$53,548 - \$74,974 with recruitment at \$65,004). A new job description was provided, and discussions were held with Sharon Crowe, City Attorney Human Resources Administrator.

This position will provide support and oversight to two paralegal positions in preparing legal documents such as briefs, appeals, and contracts, to ensure the work is completed accurately and on time; ensure that legal research is performed efficiently and is applicable to each individual case; assist with case planning, development, and management, interviewing clients, gathering facts, and retrieving information, drafting and analyzing legal documents, and compiling and utilizing technical information to make recommendations to an attorney; and provide training and support regarding statutes, recorded judicial decisions, and legal updates. Duties and responsibilities include:

- 30% Obtain, review, index, and disclose confidential document productions; investigate facts and analyze cases to prepare summaries for supervising attorneys and to formulate discovery requests for pro se plaintiffs and/or opposing counsel.
- 10% Draft, edit, and revise discovery responses, pleadings, affidavits, motions, and correspondence.
- 10% Oversee paralegals and assist with assigning projects, organizing, and prioritizing tasks, caseload, and workflow.
- 10% Assist with depositions and witness preparations.
- 10% Acquire and summarize a variety of confidential and non-confidential records including depositions.
- 10% Prepare cases for and assist in Federal and State court trials.
- 5% Assist in training new paralegals and preparing necessary training aids and/or resource guides; and provide leadership within unit for paralegals with questions or concerns about specific procedures.
- 5% Act as a liaison to the Internal Affairs Department (Civil Litigation Division) of the Milwaukee Police Department.
- 5% Act as a primary contact for defendants and witnesses.
- 5% Utilize various technologies proficiently and accurately including court e-filing programs.

Minimum requirements include a bachelor's degree in legal administration, political science, business administration, or related field; and five years of paralegal experience. Equivalent combinations of education and experience may be considered.

The City Attorney's Office currently has three positions of Paralegal and has requested that one of the positions be reclassified to a Paralegal Lead level. This position will serve as a leadworker and provide support and oversight to the two other Paralegal positions. This work includes overseeing the preparation of legal documents such as briefs, appeals, and contracts, and legal research. This position will also train and support paralegals on statutes, recorded judicial decisions, and other legal updates.

These duties and responsibilities are similar to a current position of Paralegal Lead in the Worker's Compensation Section of the Department of Employee Relations. That position also supports and oversees the work of one Paralegal position plus administrative staff. In addition, both positions perform the higher-level paralegal work for their respective departments.

We therefore recommend reclassifying one position of Paralegal in Pay Range 2EN (\$47,136 - \$65,989 – recruitment at \$58,845) to Paralegal – Lead in Pay Range 2GX (\$53,548 - \$74,974) with a recruitment rate of \$65,004.

Action Required – Effective Pay Period 3, 2023 (January 22, 2023)

*** See addendum included in CCFN: 221152 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
Harper Donahue, IV, Employee Relations Director



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Job Evaluation Report

City Service Commission Meeting: January 10, 2023

DPW – Transportation Fund-Parking Operations and Maintenance

DPW - Parking Enforcement/Information Desk

| Current | Recommended |
|--|--|
| Lead Parking Enforcement Officer PR 5EN (\$42,137 - \$48,611) (Four Positions) | Lead Parking Enforcement Officer PR 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$50,631 (Four Positions) |
| Parking Enforcement Officer PR 5CN (\$35,444 - \$42,331) (58 Positions) (Four Aux) | Parking Enforcement Officer PR 5IN (\$48,220 - \$56,878) (58 Positions) (Four Aux) |

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

Background

The Department of Public Works has requested a market study of the Parking Enforcement Officers and the Lead Parking Enforcement Officers within DPW's Parking Operations Division. Job descriptions were analyzed and discussions were held with Danielle Rodriguez, Operations Division Director and Makisha Porter, Human Resources Representative.

The department has had difficulty recruiting and retaining employees for the Parking Enforcement Officer and Lead Parking Enforcement Officer positions. They currently have a vacancy rate of 29.03% in Parking Enforcement Officers. In 2022, DER began posting the Parking Enforcement Officer recruitments on a continuous basis. Four recruitments have been posted in 2022 resulting in a cumulative total of 47 qualified applicants and a hire rate of 29.78%.

| Recruitment | Qualified Applicants | Hired |
|-------------|----------------------|-------|
| 4/12/2022 | 11 | 6 |
| 07/27/2022 | 21 | 8 |
| 09/26/2022 | 6 | 0 |
| 11/07/2022 | 9 | 5 |

Duties and Responsibilities – Parking Enforcement Officer

The Parking Enforcement Officer enforces all parking and abandoned vehicle regulations, while providing accurate, parking-related information and customer service to the public. This position patrols assigned areas by vehicle or on foot to ensure compliance with existing parking ordinances; create patrol strategies of assigned areas to maximize safety and efficiency using the Global Positioning System or

other locational systems. The Parking Enforcement Officer provides accurate and efficient customer service related to customer and aldermanic parking complaints. This position responds to subpoenas and may be called to testify in court relative to contested traffic violations. Duties and responsibilities include:

- 55% Enforce parking regulations through coaching, citation issuance, relocating/overseeing the towing of vehicles related to citizen/aldermanic complaints identifying illegally parked and abandoned vehicles.
- 15% Accurately enter vehicle and location data. Create associated electronic notes and digital photographs for all citations, warnings, vehicle tows and vehicle relocations.
- 5% Use License Plate Recognition System (LPR) or other assigned means to identify illegally parked and scoff law vehicles.
- 5% Create patrol strategies to maximize safety and efficiency to exceptions areas, assigned routes, and complaint requests using GPS or other assigned locational systems.
- 5% Identifying stolen autos and reporting to MPD either by phone or electronically.
- 5% Meter hooding and hood removal, identify/report defects and make requested repairs to parking meters. Placing parking signage for special events.
- 5% Provide accurate parking information to citizens.
- 1% Respond to subpoenas, schedule time for testimonials and testify in court using assigned electronic calendars.
- 1% Provide assistance with emergencies by requesting medical attention if needed.
- 1% Create electronic and written incident reports.
- 1% Complete and communicate written documentation, report law violations (to non-emergency number).
- 1% Perform other duties from time to time as directed by supervisors, including traffic control at accident or incident scenes only when directed by supervisors.

Minimum qualifications include a six months of full-time work experience performing front-line customer service and/or data entry in a setting that serves the public, a valid driver's license at the time of application, throughout the selection process, and throughout employment; and a good driving record at the time of application, throughout the selection process and throughout employment is required.

Duties and Responsibilities – Lead Parking Enforcement Officer

Under the direction of a Parking Enforcement Supervisor, the Lead Parking Enforcement Officer is responsible to assist in the supervision of the Parking Enforcement Staff and conduct all duties of the Parking Enforcement Officer. Duties and responsibilities include:

- 45% Direct Parking Enforcement Officer and to enforce parking regulations through coaching, citation issuance, relocating/overseeing the towing of vehicles related to citizen/aldermanic complaints, identifying illegally parked and abandoned vehicles.
- 10% Accurately enter vehicle and location data. Create associated electronic notes and digital photographs for all citations, warnings, vehicle tows and vehicle relocations.
- 10% Assist in the training of staff.
- 5% Use License Plate Recognition System (LPR) or other assigned means to identify illegally parked and scoff law vehicles.
- 5% Create patrol strategies to maximize safety and efficiency to exceptions areas, assigned routes, and complaint requests using GPS or other assigned locational systems.
- 5% Identifying stolen autos and reporting to MPD either by phone or electronically.
- 5% Oversee and conduct meter hooding and hood removal, identify/report defects and make requested repairs to parking meters. Placing parking signage for special events.

- 5% Provide accurate parking information to citizens.
- 5% Schedule, make assignments, conduct informational roll calls, and monitor staff.
- 1% Provide assistance with emergencies by requesting medical attention if needed.
- 1% Respond to subpoenas, schedule time for testimonials and testify in court using assigned electronic calendars.
- 1% Complete and communicate written documentation, report law violations (to non-emergency number)
- 1% Create electronic and written incident reports.
- 1% Complete other assignments relating to efficient operations of department.

Analysis and Recommendation

The analysis and recommendation process included a review of the duties of the positions' duties and responsibilities. Market data was sourced from the Bureau of Labor Statistics that compared the cost of labor statewide.

| Parking Enforcement Positions | | | |
|----------------------------------|-----------------------------|-----|---------------------|
| Title | Location | PR | Rates |
| Parking Enforcement Worker | Bureau of Labor Statistics* | | \$46,590 - \$59,280 |
| Parking Enforcement Worker | Chicago, IL | | \$50,160 - \$63,800 |
| Parking Enforcement Worker | Cincinnati, OH | | \$50,620 - \$63,730 |
| Parking Enforcement Officer | DPW - Operations | 5CN | \$35,444 - \$42,331 |
| Lead Parking Enforcement Officer | DPW - Operations | 5EN | \$42,137 - \$48,611 |

*Rates based on the median and 75th percentile from the Bureau of Labor Statistics – Wisconsin – May 2021.

Based on the analysis of the duties, responsibilities, and requirements of the Parking Enforcement Officer position and a comparison to the market rate, we recommend this position be put in Pay Range 5IN (\$48,220 - \$56,878). Subsequently, we recommend that the Lead Parking Enforcement Officer be put in Pay Range 5JN (\$48,998 - \$59,453) with a recruitment rate of \$50,631. This pay range represents a 5% increase over the rates of pay for the Parking Enforcement Officer.

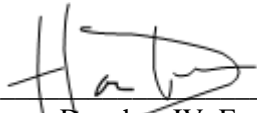
Further reports will address the rates of pay for other titles in the Transportation Fund.

Action Required – Effective Pay Period 03, 2023 (January 22, 2023)

* See addendum included in CCFN: 221152 for Salary and Position Ordinance changes.

Prepared by: Alana Sitek
Alana Sitek, Human Resources Analyst – Senior

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

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Nicole M. Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: January 10, 2023

Department of Public Works – Water Works

| Current | Recommended |
|---|---|
| Water Plant Operations Supervisor PR 1FX (\$64,857 - \$90,796) FN: Recruitment at \$74,974 (Three Positions) | Water Plant and Systems Manager PR 1GX (\$69,119 - \$96,768) FN: Recruitment at \$91,486 (Three Positions) |

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

The Milwaukee Water Works (MWW) has submitted a request to change the title and pay range of three positions of Water Plant Operations Supervisor as part of a market study. A job description was provided, and discussions were held with Jane Islo, Water Works Administration Manager, and Amy Hefter, Water Works Human Resources Administrator.

These positions manage MWW water treatment plant operations staff at one of two water treatment plants, three major pumping stations, seven booster pumping stations, and two elevated and four above-groundwater storage facilities; coordinate schedules for 24/7 coverage; and ensure water treatment plant compliance with federal, state, and local water quality standards.

Minimum requirements include a bachelor's degree in environmental science, engineering, chemistry, or related field; and two years of experience in water treatment operations, water plant design, pumping, distribution, or other related MWW experience. Equivalent combinations of education and experience may be considered.


The department indicated that these three positions have equivalent responsibilities to the Water Maintenance Manager and on a regular basis, supervise maintenance and/or electrical staff in the absence of the Water Plant Maintenance Manager or Electrical Services Managers. The rates of pay for the positions of Electrical Services Manager and Water Plant Maintenance Manager were adjusted as part of recent market studies. As a matter of equity between management positions within the Water Plants Division, the department has requested that these three positions of Water Plant Operations Supervisor also be placed in Pay Range 1GX (\$69,119 - \$96,768) with the same recruitment rate of \$91,486. A review of all the positions supports the requested level. We also agree with the requested title of Water Plant and Systems Manager to better reflect the duties and responsibilities of the positions.

Action Required – Effective Pay Period 3, 2023 (January 22, 2023)

* See addendum included in CCFN: 221152 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>1/7/2022</u> | File Number | <u>221152</u> | <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Substitute |
| | Subject | Communication from the Department of Employee Relations regarding the costs of classification reports scheduled for the City Service Commission on January 10, 2023. | | | | |

| | | |
|----------|---|---|
| B | Submitted By (Name/Title/Dept./Ext.) | <u>Sarah Trotter/ Human Resources Representative / Employee Relations / x2398</u> |
|----------|---|---|

| | | |
|----------|------------------|---|
| 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 checked="" type="checkbox"/> Grant & Aid Accounts |
| | | <input type="checkbox"/> Other (Specify) _____ | |
| | | | |

| E | 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 for Report for Various Departments

City Service Commission Meeting of January 10, 2023
Finance and Personnel Committee Meeting of January 11, 2023

| NEW COSTS FOR 2022 | | | | | | | | | | | |
|--------------------|------------------------|-----------------------------------|-----|--------------------------------------|-----|----------|----------|------------|-----------|-------------|--|
| Pos. | Dept | From | PR | To | PR | Annual | Annual | Bi Wk | Rollup | Rollup+ Sal | |
| 1 | Administration - CDGA | Grant Compliance Manager | 2KX | Assistant Grants Fiscal Manager* | 1HX | \$70,699 | \$79,467 | \$3,056.42 | \$330 | \$2,691 | |
| NEW COSTS FOR 2023 | | | | | | | | | | | |
| Pos. | Dept | From | PR | To | PR | Annual | Annual | Bi Wk | Rollup | Rollup+ Sal | |
| 1 | Administration - CDGA | Grant Compliance Manager | 2KX | Assistant Grants Fiscal Manager | 1HX | \$70,699 | \$79,467 | \$3,056.42 | \$1,228 | \$9,996 | |
| 1 | Administration | New Position | N/A | Vision Zero Policy Director** | 2MX | N/A | N/A | | | | |
| 1 | City Attorney's Office | Paralegal | 2EN | Paralegal - Lead*** | 2GX | \$58,445 | \$65,004 | \$2,500.15 | \$848 | \$6,902 | |
| 1 | DPW-Admin | New Position | N/A | Leave Administration Coordinator** | 2KX | N/A | N/A | | | | |
| 2 | DPW-Transp Fund | Lead Parking Enforcement Officer | 5EN | Lead Parking Enforcement Officer*** | 5JN | \$43,401 | \$52,150 | \$2,005.77 | \$3,303 | \$19,455 | |
| 1 | DPW-Transp Fund | Lead Parking Enforcement Officer | 5EN | Lead Parking Enforcement Officer*** | 5JN | \$47,218 | \$52,150 | \$2,005.77 | \$931 | \$5,484 | |
| 1 | DPW-Transp Fund | Lead Parking Enforcement Officer | 5EN | Lead Parking Enforcement Officer*** | 5JN | \$42,137 | \$50,631 | \$1,947.35 | \$1,603 | \$9,444 | |
| 17 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer*** | 5IN | \$35,444 | \$48,220 | \$1,854.62 | \$40,999 | \$241,484 | |
| 4 | DPW-Transp Fund | Parking Enforcement Officer (AUX) | 5CN | Parking Enforcement Officer (AUX)*** | 5IN | \$35,444 | \$48,220 | \$1,854.62 | \$9,647 | \$56,820 | |
| 31 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer*** | 5IN | \$36,507 | \$49,666 | \$1,910.23 | \$77,004 | \$453,554 | |
| 1 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer*** | 5IN | \$36,745 | \$49,666 | \$1,910.23 | \$2,439 | \$14,366 | |
| 1 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer*** | 5IN | \$41,046 | \$49,666 | \$1,910.23 | \$1,627 | \$9,584 | |
| 1 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer*** | 5IN | \$41,925 | \$49,666 | \$1,910.23 | \$1,461 | \$8,607 | |
| 1 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer*** | 5IN | \$42,331 | \$48,220 | \$1,854.62 | \$1,112 | \$6,548 | |
| 4 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer*** | 5IN | \$43,560 | \$49,666 | \$1,910.23 | \$4,610 | \$27,156 | |
| 2 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer*** | 5IN | \$43,601 | \$49,666 | \$1,910.23 | \$2,290 | \$13,487 | |
| 2 | DPW-Water Works | Water Plant Ops Sup | 1FX | Water Plant and Sys | 1GX | \$82,833 | \$94,230 | \$3,624.23 | \$2,946 | \$23,986 | |
| 1 | DPW-Water Works | Water Plant Ops Sup | 1FX | Water Plant and Systems Mgr*** | 1GX | \$74,974 | \$91,486 | \$3,518.69 | \$2,134 | \$17,376 | |
| 73 | | | | | | | | | \$152,955 | \$914,252 | |

*Assume effective date is Pay Period 20, 2022 (September 18, 2022).

**Assume effective date is Pay Period 1, 2023 (December 25, 2022).

***Assume effective date is Pay Period 3, 2023 (January 22, 2023).

| NEW COSTS FOR FULL YEAR | | | | | | | | | | | |
|-------------------------|------------------------|-----------------------------------|-----|-----------------------------------|-----|----------|----------|------------|----------|-------------|--|
| Pos. | Dept | From | PR | To | PR | Annual | Annual | Bi Wk | Rollup | Rollup+ Sal | |
| 1 | Administration - CDGA | Grant Compliance Manager | 2KX | Assistant Grants Fiscal Manager | 1HX | \$70,699 | \$79,467 | \$3,056.42 | \$1,228 | \$9,996 | |
| 1 | Administration | New Position | N/A | Vision Zero Policy Director | 2MX | N/A | N/A | | | | |
| 1 | City Attorney's Office | Paralegal | 2EN | Paralegal - Lead | 2GX | \$58,445 | \$65,004 | \$2,500.15 | \$918 | \$7,477 | |
| 1 | DPW-Admin | New Position | N/A | Leave Administration Coordinator | 2KX | N/A | N/A | | | | |
| 2 | DPW-Transp Fund | Lead Parking Enforcement Officer | 5EN | Lead Parking Enforcement Officer | 5JN | \$43,401 | \$52,150 | \$2,005.77 | \$3,578 | \$21,076 | |
| 1 | DPW-Transp Fund | Lead Parking Enforcement Officer | 5EN | Lead Parking Enforcement Officer | 5JN | \$47,218 | \$52,150 | \$2,005.77 | \$1,009 | \$5,941 | |
| 1 | DPW-Transp Fund | Lead Parking Enforcement Officer | 5EN | Lead Parking Enforcement Officer | 5JN | \$42,137 | \$50,631 | \$1,947.35 | \$1,737 | \$10,231 | |
| 17 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer | 5IN | \$35,444 | \$48,220 | \$1,854.62 | \$44,416 | \$261,608 | |
| 4 | DPW-Transp Fund | Parking Enforcement Officer (AUX) | 5CN | Parking Enforcement Officer (AUX) | 5IN | \$35,444 | \$48,220 | \$1,854.62 | \$10,451 | \$61,555 | |
| 31 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer | 5IN | \$36,507 | \$49,666 | \$1,910.23 | \$83,421 | \$491,350 | |
| 1 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer | 5IN | \$36,745 | \$49,666 | \$1,910.23 | \$2,642 | \$15,563 | |
| 1 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer | 5IN | \$41,046 | \$49,666 | \$1,910.23 | \$1,763 | \$10,383 | |
| 1 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer | 5IN | \$41,925 | \$49,666 | \$1,910.23 | \$1,583 | \$9,324 | |

| | | | | | | | | | | |
|----|-----------------|-----------------------------|-----|-----------------------------|-----|----------|----------|------------|-----------|-----------|
| 1 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer | 5IN | \$42,331 | \$48,220 | \$1,854.62 | \$1,204 | \$7,093 |
| 4 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer | 5IN | \$43,560 | \$49,666 | \$1,910.23 | \$4,995 | \$29,419 |
| 2 | DPW-Transp Fund | Parking Enforcement Officer | 5CN | Parking Enforcement Officer | 5IN | \$43,601 | \$49,666 | \$1,910.23 | \$2,481 | \$14,611 |
| 2 | DPW-Water Works | Water Plant Ops Sup | 1FX | Water Plant and Systems Mgr | 1GX | \$82,833 | \$94,230 | \$3,624.23 | \$3,191 | \$25,985 |
| 1 | DPW-Water Works | Water Plant Ops Sup | 1FX | Water Plant and Systems Mgr | 1GX | \$74,974 | \$91,486 | \$3,518.69 | \$2,312 | \$18,824 |
| 73 | | | | | | | | | \$165,701 | \$990,440 |

Totals may not be to the exact dollar due to rounding.