



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

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July 3, 2023

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 230220 – Communication from the Department of Employee Relations relating to classification studies approved at the June 27, 2023 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on June 27, 2023.

**Assessor’s Office – Property Appraiser Series**

Current			
Title	Pay Range	Footnote	Positions
Senior Property Appraiser 4	2HN (\$57,081-\$79,909)	FN: Actual range of \$78,965- \$83,799 FN: Additional 5% for ‘Project Lead’ Assignments FN: Additional increments for ‘Lead Property Appraiser’ assignment: \$82,913 - \$87,059	22
Senior Property Appraiser 3	2HN (\$57,081-\$79,909)	FN: Actual range of \$ 74,303 - \$78,316 FN: Additional 5% for ‘Project Lead’ Assignments FN: Additional increments for ‘Lead Property Appraiser’ assignment: \$82,913 - \$87,059	Underfill
Senior Property Appraiser 2	2HN (\$57,081-\$79,909)	FN: Actual range of \$69,915- \$78,316 FN: Additional 5% for ‘Project Lead’ Assignments FN: Additional increments for ‘Lead Property Appraiser’ assignment: \$82,913 - \$87,059	Underfill
Senior Property Appraiser 1	2HN (\$57,081-\$79,909)	FN: Actual range of \$65,786 - \$69,813 FN: Additional 5% for ‘Project Lead’ Assignments FN: Additional increments for ‘Lead Property Appraiser’ assignment: \$82,913 - \$87,059	Underfill
Property Appraiser 4	2DN (\$44,217-\$61,902)	FN: Actual range of \$61,902 - \$65,691 FN: Additional 5% for ‘Project Lead’ Assignments	Underfill
Property Appraiser 3	2DN (\$44,217-\$61,902)	FN: Actual range of \$58,247 - \$61,812 FN: Additional 5% for ‘Project Lead’ Assignments	Underfill

Property Appraiser 2	2DN (\$44,217-\$61,902)	FN: Actual range of \$54,807 - \$58,161 FN: Additional 5% for 'Project Lead' Assignments	Underfill
Property Appraiser 1	2DN (\$44,217-\$61,902)	FN: Actual range of \$51,570 - \$54,727 FN: Additional 5% for 'Project Lead' Assignments	Underfill

Recommended – Commercial Series			
Title	Pay Range	Footnote	Positions
Commercial Property Appraiser 3	2MX (\$78,528-\$109,938)	FN: Recruitment is at \$85,348	10
Commercial Property Appraiser 2	2LN (\$73,688-\$103,160)	FN: Recruitment is at \$79,764	Underfill
Commercial Property Appraiser 1	2KN (\$69,119-\$96,768)	FN: Recruitment is at \$74,546	Underfill

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

Recommended – Residential Series			
Title	Pay Range	Footnote	Positions
Residential Property Appraiser 3	2JN (\$64,857-\$90,796)	FN: Recruitment is at \$69,669	13
Residential Property Appraiser 2	2IN (\$60,824-\$85,151)	FN: Recruitment is at \$65,112	Underfill
Residential Property Appraiser 1	2HN (\$57,081-\$79,909)	FN: Recruitment is at \$60,852	Underfill

**Assessor's Office – Property Assessment Technician Series**

Current	Recommended
<i>New title</i>	Property Assessment Technician 3 PR: 3RN (\$55,763-\$72,430) FN: Recruitment is at \$56,871 (5 positions)
Property Assessment Technician 2 PR: 3GN (\$42,153-\$50,197) (5 positions)	Property Assessment Technician 2 PR: 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,163 (Underfill title)
Property Assessment Technician 1 PR: 3FN (\$40,064-\$49,076) (Underfill title)	Property Assessment Technician 1 PR: 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,584 (Underfill title)

**Assessor's Office – Assessment Leadership Team**

Current	Recommended
Assessment Division Manager PR 1GX (\$69,119-\$96,768) FN: Recruitment is at \$89,671 (2 Positions)	Assessment Division Manager PR: 1JX (\$83,692-\$117,177) FN: Recruitment is at \$93,883 (2 Positions)

<p>Assessment Operations Director  PR 1JX (\$83,692-\$117,177)  FN: Recruitment is at \$99,670  FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel.  (1 Position)</p>	<p>Assessment Operations Director  PR: 1KX (\$89,222-\$124,914)  FN: Recruitment is at \$103,271  (1 Position)</p>
<p>Assessment Appeals Director  PR 1JX (\$83,692-\$117,177)  FN: Recruitment is at \$99,670  FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel.  (1 Position)</p>	<p>Assessment Appeals Director  PR: 1KX (\$89,222-\$124,914)  FN: Recruitment is at \$103,271  (1 Position)</p>

**Assessor's Office – Systems and Administrative Division**

<b>Current</b>	<b>Recommended</b>
<p>Office Assistant II  PR 6EN (\$32,460-\$37,374)  (1 Position)</p>	<p>Assessment Services Clerk  PR 6GN (\$35,349-\$41,556)  FN: Recruitment is at \$37,716  (1 Position)</p>
<p>Office Assistant III  PR 6FN (\$32,460-\$39,958)  FN: Recruitment is at \$36,119  (5 Positions)</p>	<p>Assessment Services Assistant 3  PR 6ON (\$51,337-\$58,617)  FN: Recruitment is at \$47,466  (5 Positions)</p>
	<p>Assessment Services Assistant 2  PR 6NN (\$40,189-\$53,629)  FN: Recruitment is at \$45,205  (Underfill title)</p>
	<p>Assessment Services Assistant 1  PR 6LN (\$42,137-\$48,611)  FN: Recruitment is at \$43,053  (Underfill title)</p>
<p>Office Assistant IV  PR 6HN (\$38,578-\$43,555)  FN: Recruitment is at \$39,359  (1 Position)</p>	<p>Assessment Services Assistant – Senior  PR: 5JN (\$48,997-\$59,453)  FN: Recruitment is at \$55,728  (1 Position)</p>
<p>Program Assistant III  PR 5IN (\$48,220-\$56,878)  FN: Recruitment is at \$49,710  (1 Position)</p>	<p>Assessment Services Specialist  PR 5KN (\$56,876-\$69,950)  FN: Recruitment is at \$58,514  (1 Position)</p>
<p>Accounting Assistant II  PR 6HN (\$38,577-\$43,555)  FN: Recruitment is at \$42,726  (1 position)</p>	<p>Assessment Accounting Assistant  PR 5IN (\$48,220-\$56,878)  FN: Recruitment is at \$48,892  (1 position)</p>
<p>Property Listing Technician  PR: 3IN (\$45,047-\$53,824)  (1 Position)</p>	<p>Property Listing Technician 3  PR: 3RN (\$55,763-\$72,430)  FN: Recruitment is at \$58,577  (1 Position)</p>
	<p>Property Listing Technician 2  PR: 3MN (\$50,119-\$63,489)  FN: Recruitment is at \$55,788  (Underfill title)</p>

Property Listing Technician PR: 3IN (\$45,047-\$53,824) (1 Position)	Property Listing Technician 1 PR: 3LN (\$44,257-\$61,482) FN: Recruitment is at \$53,131 (Underfill title)
Business Systems Administrator PR 2JX (\$64,857-\$90,796) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of The Committee on Finance and Personnel. (1 Position)	Business Systems Administrator PR 1HX (\$73,688-\$103,160) FN: Recruitment is at \$81,056.30 (1 Position)
Business Systems Manager PR 1HX (\$73,688-\$103,160) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. FN: Recruitment is at \$89,671 (1 Position)	Business Systems Manager PR 1JX (\$83,691-\$117,177) FN: Recruitment is at \$96,345 (1 Position)

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

#### Deferred Compensation Plan

Current	Recommended
Administrative Assistant II PR 6HN (\$38,578 - \$43,555) (1 Position)	Deferred Compensation Plan Services Assistant PR: 5JN (\$48,998 - \$59,452) FN: Recruitment is at \$51,337 (1 Position)
Executive Director – Deferred Compensation Board PR: 1LX (\$95,097 - \$133,131) FN: Recruitment is at \$122,537 FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	Executive Director – Deferred Compensation Board PR: 1PX (\$122,746 - \$171,838) FN: Recruitment is at \$139,573 (1 Position)

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

#### Health Department – Consumer Environmental Health

Current	Recommended
Consumer Environmental Health Inspector 4 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$62,890 (17 Positions)	Consumer Environmental Health Inspector 4 PR 3SN (\$64,567-\$83,101) FN: Recruitment is at \$68,040 (17 Positions)
Consumer Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,776 (Underfill Title)	Consumer Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$64,800 (Underfill Title)
Consumer Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,931 (Underfill Title)	Consumer Environmental Health Inspector 2 PR 3QN (\$52,606-\$68,330) FN: Recruitment is at \$61,714 (Underfill Title)

Consumer Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,338 (Underfill Title)	Consumer Environmental Health Inspector 1 PR 3PN (\$49,629-\$64,463) FN: Recruitment is at \$58,776 (Underfill Title)
Consumer Environmental Health Coordinator PR 2HN (\$57,081 -\$79,909) FN: Recruitment is at \$66,035 (5 Positions)	Consumer Environmental Health Coordinator PR 2IN (\$60,824-\$85,151) FN: Recruitment is at \$71,442 (5 Positions)

### Health Department – Home Environmental Health

Current	Recommended
Environmental & Disease Control Specialist PR 2DN (\$44,217-\$ 61,902) FN: Recruitment is at \$51,338 (1 Position)	Environmental & Disease Control Specialist PR 2IN (\$60,824-\$85,151) FN: Recruitment is at \$68,789 (1 Position)
Home Environmental Health Inspector 4 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$62,890 (29 Positions)	Home Environmental Health Inspector 4 PR 3QN (\$52,606-\$68,330) FN: Recruitment is at \$61,714 (Underfill Title)
Home Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,776 (Underfill Title)	Home Environmental Health Inspector 3 PR 3PN (\$49,629-\$64,463) FN: Recruitment is at \$58,776 (Underfill Title)
Home Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,931 (Underfill Title)	Home Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$55,977 (Underfill Title)
Home Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,338 (Underfill Title)	Home Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$53,311 (Underfill Title)

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

### Various

Current Title	Current Pay Range	New Title	Recommended Pay Range
<b>Building Services Supervisor II</b> Two Positions – Library One Position – DPW Infrastructure	1AX: \$50,636 - \$65,989	<b>Building Operations Supervisor</b>	1BX: \$50,636 - \$70,347 Recruit Rate: \$60,337
<b>Locator Technician Supervisor</b> One Position – DPW Infrastructure	1AX: \$50,636 - \$65,989	N/A	1BX: \$50,636 - \$70,347 Recruit Rate: \$60,337
<b>Inventory Manager</b> One Position – DPW Infrastructure	1AX: \$50,636 - \$65,989	<b>Inventory Supervisor</b>	1BX: \$50,636 - \$70,347 Recruit Rate: \$60,337
<b>Inventory Services Manager</b> One Position – DPW Infrastructure One Aux Position – DPW Infrastructure	1CX: \$53,548 - \$74,974	<b>Inventory Manager</b>	1CX: \$53,548 - \$74,974 Recruit Rate: \$61,069
<b>Field Operations Inspection Specialist</b> One Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	<b>Field Operations Inspection Supervisor</b>	1DX: \$57,081 - \$79,909 Recruit Rate: \$60,337
<b>Equipment Inventory Manager</b> One Position – DPW Operations	1CX: \$53,548 - \$74,974	<b>Fleet Inventory Manager</b>	1EX: \$60,824 - \$85,151 Recruit Rate: \$75,000

<b>Plant and Equipment Repair Supervisor</b> One Position – DPW Infrastructure	1DX: \$57,081 - \$79,909	<b>Mechanical Maintenance Supervisor</b>	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Mechanical Maintenance Supervisor</b> One Position – DPW Operations One Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Fleet Operations Supervisor</b> Two Positions – DPW Operations One Aux Position – DPW Operations	1AX: \$50,636 - \$65,989 Recruit Rate: \$59,039	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Sanitation Supervisor</b> 22 Positions – DPW Operations Two Aux Positions – DPW Operations	1AX: \$50,636 - \$65,989 Recruit Rate: \$59,039	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Self-Help Yard Supervisor</b> Two Positions – DPW Operations	1AX: \$50,636 - \$65,989 Recruit Rate: \$59,039	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Public Works Inventory and Purchasing Manager</b> One Position – DPW Administration	1EX: \$60,824 - \$85,151	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$65,343
<b>Street Repair Supervisor</b> Three Positions – DPW Infrastructure	1AX: \$50,636 - \$65,989	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$63,354
<b>Bridge Operator Supervisor</b> One Position – DPW Infrastructure One Aux Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$63,354
<b>Street Operations Supervisor</b> Three Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$71,341
<b>Sewer Operations Supervisor</b> Two Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$71,341
<b>Fleet Operations and Training Supervisor</b> One Position – DPW Operations	1CX: \$53,548 - \$74,974	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$75,000
<b>Sewer Maintenance Program Manager</b> One Position – DPW Infrastructure	1BX: \$50,636 - \$70,347 Recruit Rate: \$64,141	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$71,341
<b>Water Field Supervisor</b> 16 Positions – DPW Water Three 0.50 FTE Aux Positions – DPW Water	1BX: \$50,636 - \$70,347 Recruit Rate: \$64,141	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$71,341
<b>Water Distribution Construction Manager</b> Three Positions – DPW Water	1EX: \$60,824 - \$85,151	N/A	1GX: \$69,119 - \$96,768 Recruit Rate: \$83,418
<b>Fleet Operations and Training Manager</b> One Position – DPW Operations	1EX: \$60,824 - \$85,151	N/A	1GX: \$69,119 - \$96,768 Recruit Rate: \$83,418
<b>Sanitation District Manager</b> Six Positions – DPW Operations One Aux Position – DPW Operations	1DX: \$57,081 - \$79,909	N/A	1GX: \$69,119 - \$96,768 Recruit Rate: \$75,000
<b>Operations Services Manager</b> One Position – DPW Operations	1FX: \$64,857 - \$90,796	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$94,051
<b>Fleet Operations Manager</b> One Position – DPW Operations	1HX: \$73,688 - \$103,160	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$94,051
<b>Sanitation Area Manager</b> Three Positions – DPW Operations One Aux Position – DPW Operations	1HX: \$73,688 - \$103,160	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$94,051
<b>Sewer Services District Manager</b> Two Positions – DPW Infrastructure	1FX: \$64,857 - \$90,796 Recruit Rate: \$85,052	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$86,854
<b>Water Distribution Scheduling Manager</b> One Position – DPW Water	1FX: \$64,857 - \$90,796	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$86,854

<b>Street Repair District Manager</b> Two Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	1FX: \$64,857 - \$90,796 Recruit Rate: \$85,052	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$86,854
<b>Water Meter Services Manager</b> One Position – DPW Water	1EX: \$60,824 - \$85,151	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$86,854
<b>Water Distribution Operations Manager</b> One Position – DPW Water One 0.33 FTE Aux Position – DPW Water	1GX: \$69,119 - \$96,768	N/A	1IX: \$78,528 - \$109,938 Recruit Rate: \$96,345
<b>Sewer Services Manager</b> One Position – DPW Infrastructure	1IX: \$78,528 - \$109,938 Recruit Rate: \$94,051	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>Water Distribution Manager</b> One Position – DPW Water	1IX: \$78,528 - \$109,938	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>Sanitation Services Manager</b> One Position – DPW Operations	1JX: \$83,692 - \$117,177	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>Street Services Manager</b> One Position – DPW Infrastructure	1JX: \$83,692 - \$117,177 Recruit Rate: \$94,051	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>Bridge Maintenance Manager</b> One Position – DPW Infrastructure	1IX: \$78,528 - \$109,938 Recruit Rate: \$94,051	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>City Laborer</b> 49 Positions – DPW Infrastructure 5 Positions – DPW Operations 9 Aux Positions – DPW Infrastructure Two 0.67 FTE Positions – DPW Infrastructure			
	8DN: \$35,225 - \$42,084 Recruit Rate: \$38,331	N/A	8AN: \$43,982 - \$52,550 FN: Employees who attain and maintain a CDL to be paid an additional 3% biweekly.
<b>Custodial Worker II – City Laborer</b> 25 Positions – Library 13 Positions – DPW Infrastructure Two Aux Positions – Library One Aux Position – DPW Infrastructure			
	8DN: \$35,225 - \$42,084 Recruit Rate: \$37,953	<b>Custodial Worker 1</b>	8AN: \$43,982 - \$52,550
<b>Inventory Control Assistant I</b> Underfill Title			
	6GN: \$35,349 - \$41,556	<b>Inventory Control Assistant 1</b>	8BN: \$46,181 - \$56,122 Recruit Rate: \$48,381
<b>Inventory Assistant I</b> Underfill Title			
<b>Inventory Control Assistant II</b> One Position – Health			
	6HN: \$38,278 - \$43,555	<b>Inventory Control Assistant 1</b>	8BN: \$46,181 - \$56,122 Recruit Rate: \$48,381
<b>Inventory Assistant II</b> Eight Positions – DPW Infrastructure One Aux Position – DPW Infrastructure			
<b>Delivery Driver</b> One Position – Health			
	8EN: \$38,578 - \$43,244	<b>Custodial Worker 2</b>	8BN: \$46,181 - \$56,122
<b>Custodial Worker III</b> One Position – Library Four Positions – DPW Infrastructure			
	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018		
<b>Tow Lot Attendant</b> 10 Positions – DPW Operations			
	8HN: \$40,735 - \$46,193 Recruit Rate: \$43,179	N/A	8BN: \$46,181 - \$56,122
<b>Parking Meter Technician</b> Three Positions – DPW Operations			
	8LN: \$47,128 - \$53,599 Recruit Rate: \$49,987	N/A	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,987
<b>Water Plant Laborer</b> Six Positions – DPW Water Four 0.50 FTE Aux Positions – DPW Water			
	8FN: \$39,899 - \$45,086	<b>Water Plant Worker</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Sewer Laborer I</b> 19 Positions – DPW Infrastructure Three Aux Position – DPW Infrastructure			
	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018	<b>Sewer Repair Worker 1</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147

<b>Water Distribution Laborer</b> Underfill Title	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018	<b>Water Repair Worker 1</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Bridge Operator</b> 23 Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	8GN: \$40,735 - \$46,193 Recruit Rate: \$41,637	N/A	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Infrastructure Repair Worker</b> 43 Positions – DPW Infrastructure Five Aux Positions – DPW Infrastructure	8FN: \$39,899 - \$45,086	<b>Infrastructure Repair Worker 1</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Laborer (Electrical Services)</b> 29 Positions – DPW Infrastructure 21 0.67 FTE Positions – DPW Infrastructure Six Aux Positions – DPW Infrastructure	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018	<b>Electrical Services Laborer 1</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Urban Forestry Laborer</b> 21 Positions – DPW Operations 12 Aux Positions – DPW Operations	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018	<b>Urban Forestry Worker</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
New Title	N/A	<b>Custodial Worker 3</b>	8CN: \$48,490 - \$57,011
<b>Traffic Sign Worker II</b> Seven Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	8GN: \$40,735 - \$46,193 Recruit Rate: \$41,782	<b>Traffic Sign Worker</b>	8DN: \$50,800 - \$58,928
<b>Sanitation Inspector</b> Eight Positions – DPW Operations	3BN: \$34,439 - \$41,585 Recruit Rate: \$37,717	<b>Sanitation Inspector 1</b>	8DN: \$50,800 - \$58,928
<b>Inventory Assistant III</b> One Position – DPW Water One Aux Position – DPW Infrastructure	6IN: \$38,427 - \$45,086	<b>Inventory Control Assistant 2</b>	8DN: \$50,800 - \$58,928
<b>Equipment Parts Assistant</b> Seven Positions – DPW Operations			
<b>Inventory Assistant IV</b> Eight Positions – DPW Infrastructure One Aux Position – DPW Infrastructure			
<b>Tow Lot Crew Leader</b> One Position – DPW Operations	8JN: \$45,625 - \$51,331 Recruit Rate: \$48,363	N/A	8DN: \$50,800 - \$58,928
<b>Self-Help Yard Attendant</b> Eight Positions – DPW Operations	8FN: \$39,899 - \$45,056	<b>Yard Attendant</b>	8DN: \$50,800 - \$58,928
<b>Infrastructure Repair Worker</b> Three Positions – DPW Infrastructure			
<b>Sanitation Yard Attendant</b> 14 Positions – DPW Operations			
<b>Operations Driver Worker</b> 290 Positions – DPW Operations One Aux Position – DPW Operations	8KN: \$47,890 - \$55,141	<b>Equipment Operator 1</b>	8EN: \$53,340 - \$63,800 Recruit Rate: \$55,000
<b>Special Laborer (Electrical Services)</b> 20 Positions – DPW Infrastructure Four 0.67 FTE Positions – DPW Infrastructure Three Aux Positions – DPW Infrastructure	8GN: \$40,735 - \$46,193 Recruit Rate: \$41,782	<b>Electrical Services Laborer 2</b>	8EN: \$53,340 - \$63,800 Recruit Rate: \$55,000
<b>Utility Worker (Electrical Services)</b> Three Positions – DPW Infrastructure			
<b>Bridge Operator Lead Worker</b> Five Positions – DPW Infrastructure Two Aux Positions – DPW Infrastructure	8IN: \$42,282 - \$48,979 Recruit Rate: \$43,841	<b>Bridge Operator – Lead</b>	8EN: \$53,340 - \$63,800
New Title	N/A	<b>Sanitation Inspector 2</b>	8EN: \$53,340 - \$63,800

<b>Inventory Assistant V</b> One Position – DPW Operations One Position – DPW Infrastructure One Aux Position – DPW Infrastructure	6LN: \$42,137 - \$48,611	<b>Inventory Control Assistant 3</b>	8EN: \$53,340 - \$63,800
<b>Lead Equipment Parts Assistant</b> One Position – DPW Operations	6JN: \$36,257 - \$46,345 Recruit Rate: \$41,165		
<b>Water Distribution Repair Worker I</b> Underfill Title Six 0.50 FTE Aux Positions – DPW Water One Aux Position – DPW Water	8FN: \$39,899 - \$45,086	<b>Water Repair Worker 2</b>	8EN: \$53,340 - \$63,800
<b>Sewer Laborer II</b> 28 Positions – DPW Infrastructure Four Aux Positions – DPW Infrastructure	8FN: \$39,899 - \$45,086 Recruit Rate: \$40,352	<b>Sewer Repair Worker 2</b>	8EN: \$53,340 - \$63,800
<b>Cement Finisher Helper</b> Eight Positions – DPW Infrastructure Two Aux Positions – DPW Infrastructure	8FN: \$39,899 - \$45,086 Recruit Rate: \$40,352	<b>Cement Finisher Helper</b>	8EN: \$53,340 - \$63,800
New Title	8FN: \$39,899 - \$45,086	<b>Infrastructure Repair Worker 2</b>	8EN: \$53,340 - \$63,800
<b>Locator Technician</b> 13 Positions – DPW Infrastructure	8DN: \$35,225 - \$42,084 Recruit Rate: \$38,331	N/A	8EN: \$53,340 - \$63,800
<b>Water Meter Technician</b> 22 Positions – DPW Water 10 Aux Positions – DPW Water	7DN: \$38,822 - \$48,448 Recruit Rate: \$40,805	N/A	8EN: \$53,340 - \$63,800
<b>Parking Meter Technician – Lead</b> One Position – DPW Operations	8PN: \$54,655 - \$62,822 Recruit Rate: \$57,934	N/A	8FN: \$57,073 - \$66,990 Recruit Rate: \$57,934
New Title	N/A	<b>Equipment Operator 2</b>	8FN: \$57,073 - \$66,990 Recruit Rate: \$57,750
<b>Water Repair Worker</b> 67 Positions – DPW Water	8LN: \$47,158 - \$53,599	<b>Water Repair Worker 3</b>	8FN: \$57,073 - \$66,990
<b>Sewer Crew Leader</b> 25 Positions – DPW Infrastructure Four Aux Positions – DPW Infrastructure	8LN: \$47,158 - \$53,599	N/A	8FN: \$57,073 - \$66,990
<b>Infrastructure Repair Crew Leader</b> 19 Positions – DPW Infrastructure Three Aux Positions – DPW Infrastructure	8IN: \$42,288 - \$48,979 Recruit Rate: \$43,384	N/A	8FN: \$57,073 - \$66,990
<b>Water Meter Investigator</b> Seven Positions – DPW Water One 0.50 FTE Aux Position – DPW Water	8IN: \$42,288 - \$48,979 Recruit Rate: \$43,163	N/A	8FN: \$57,073 - \$66,990
<b>Water Meter Specialist</b> Six Positions – DPW Water One 0.50 FTE Aux Position – DPW Water	7EN: \$42,282 - \$48,979 Recruit Rate: \$43,892	<b>Water Meter Technician Lead</b>	8FN: \$57,073 - \$66,990
<b>Water Distribution Utility Investigator</b> 11 Positions – DPW Water One 0.33 FTE Aux Position – DPW Water	8LN: \$47,158 - \$53,599	<b>Water Distribution Investigator</b>	8GN: \$59,927 - \$70,339
<b>Sewer Examiner</b> Three Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	8JN: \$45,625 - \$51,331	N/A	8GN: \$59,927 - \$70,339
<b>Sewer Field Investigator</b> Five Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	8IN: \$42,282 - \$48,979 Recruit Rate: \$43,163	N/A	8GN: \$59,927 - \$70,339
New Title	N/A	<b>Equipment Operator 3</b>	8GN: \$59,927 - \$70,339 Recruit Rate: \$60,637

<b>Directional, Boring Machine Operator/Worker</b> Two Positions – DPW Infrastructure	8ON: \$61,133	N/A	8HN: \$61,133 - \$70,992 Recruit Rate: \$61,200
<b>Special Equipment Operator I</b> Underfill Title	8NN: \$58,944	N/A	8HN: \$61,133 - \$70,992
<b>Special Equipment Operator II</b> 16 Positions – DPW Operations	8ON: \$61,133	N/A	8IN: \$63,699 - \$73,891
<b>Special Equipment Operator III</b> Six Positions – DPW Operations	8PN: \$54,655 - \$62,822	N/A	8JN: \$65,473 - \$77,549 Recruit Rate: \$66,853
<b>Driver Training Instructor</b> Two Positions – DPW Operations	3LN: \$44,257 - \$61,482	N/A	8JN: \$65,473 - \$77,549 Recruit Rate: \$66,853
<b>Sewer Repair Crew Leader</b> Three Positions – DPW Infrastructure Three Aux Positions – DPW Infrastructure	8PN: \$54,655 - \$62,822	N/A	8JN: \$65,473 - \$77,549 Recruit Rate: \$66,853
<b>Water Chief Repair Worker</b> 15 Positions – DPW Water	8PN: \$54,655 - \$62,822	<b>Water Repair Crew Leader</b>	8JN: \$65,473 - \$77,549 Recruit Rate: \$66,853
<b>New Title</b>	N/A	<b>Temporary City Laborer</b>	9MN: \$32,460 - \$33,824 Recruit Rate: \$38,331

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**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

July 3, 2023

Assessor – Assessment Division; Systems and Administrative Division

<b>Title</b>	<b>Number of Vacancies</b>
Assessment Accounting Assistant	1
Assessment Services Clerk	1
Assessment Services Assistant 1	1
Assessment Services Assistant – Senior	1
Residential Property Appraiser 3	1

Deferred Compensation Plan

<b>Title</b>	<b>Number of Vacancies</b>
Deferred Compensation Plan Services Assistant	1

Health Department – Environmental Health

<b>Title</b>	<b>Number of Vacancies</b>
Consumer Environmental Health Coordinator	1
Consumer Environmental Health Inspector 2	2
Home Environmental Health Inspector 2	16 – some positions unfunded

**Infrastructure Services**

Total Number of Positions: 820  
 Total Number of Funded Positions: 698  
 Positions Filled as of 6/29/23: 537  
 Positions Vacant as of 6/29/23: 161  
 Positions Vacant related to study: 37  
 Vacancy Rate: 23.1%

**Sewer Maintenance Fund:**

Total Number of Positions: 165  
 Total Number of Funded Positions: 145  
 Positions Filled as of 6/29/23: 98  
 Positions Vacant as of 6/29/23: 47  
 Positions Vacant related to study: 41  
 Vacancy Rate: 32.4%

**Operations:**

Total Number of Positions: 975  
 Total Number of Funded Positions: 887  
 Positions Filled as of 7/3/23: 743  
 Positions Vacant as of 7/3/23: 144

Positions Vacant related to study: 78

Vacancy Rate: 17%

**Water Works:**

Total Number of Positions: 435 (33 aux)

Total Number of Funded Positions: 435

Positions Filled as of 6/30/23: 311

Positions Vacant as of 6/30/23: 124 (33 aux)

Positions Vacant related to study: 65 (29 aux-10 Meter Tech)

Vacancy Rate: 35% (Aux Included), 27% (Aux not included-except Meter Tech)

Business OT through May: \$6,949

Distribution OT through May: \$269,955



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**JOB EVALUATION REPORT**

City Service Commission Meeting: June 27<sup>th</sup>, 2023

**Assessor's Office – Property Appraiser Series**

Current			
Title	Pay Range	Footnote	Positions
Senior Property Appraiser 4	2HN (\$57,081-\$79,909)	FN: Actual range of \$78,965- \$83,799 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$82,913 - \$87,059	22
Senior Property Appraiser 3	2HN (\$57,081-\$79,909)	FN: Actual range of \$ 74,303 - \$78,316 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$82,913 - \$87,059	Underfill
Senior Property Appraiser 2	2HN (\$57,081-\$79,909)	FN: Actual range of \$69,915- \$78,316 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$82,913 - \$87,059	Underfill
Senior Property Appraiser 1	2HN (\$57,081-\$79,909)	FN: Actual range of \$65,786 - \$69,813 FN: Additional 5% for 'Project Lead' Assignments FN: Additional increments for 'Lead Property Appraiser' assignment: \$82,913 - \$87,059	Underfill
Property Appraiser 4	2DN (\$44,217-\$61,902)	FN: Actual range of \$61,902 - \$65,691 FN: Additional 5% for 'Project Lead' Assignments	Underfill
Property Appraiser 3	2DN (\$44,217-\$61,902)	FN: Actual range of \$58,247 - \$61,812 FN: Additional 5% for 'Project Lead' Assignments	Underfill
Property Appraiser 2	2DN (\$44,217-\$61,902)	FN: Actual range of \$54,807 - \$58,161 FN: Additional 5% for 'Project Lead' Assignments	Underfill
Property Appraiser 1	2DN (\$44,217-\$61,902)	FN: Actual range of \$51,570 - \$54,727 FN: Additional 5% for 'Project Lead' Assignments	Underfill

Recommended – Commercial Series			
Title	Pay Range	Footnote	Positions
Commercial Property Appraiser 3	2MX (\$78,528-\$109,938)	FN: Recruitment is at \$85,348	10
Commercial Property Appraiser 2	2LN (\$73,688-\$103,160)	FN: Recruitment is at \$79,764	Underfill
Commercial Property Appraiser 1	2KN (\$69,119-\$96,768)	FN: Recruitment is at \$74,546	Underfill

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

Recommended – Residential Series			
Title	Pay Range	Footnote	Positions
Residential Property Appraiser 3	2JN (\$64,857-\$90,796)	FN: Recruitment is at \$69,669	13
Residential Property Appraiser 2	2IN (\$60,824-\$85,151)	FN: Recruitment is at \$65,112	Underfill
Residential Property Appraiser 1	2HN (\$57,081-\$79,909)	FN: Recruitment is at \$60,852	Underfill

**Assessor’s Office – Property Assessment Technician Series**

Current	Recommended
<i>New title</i>	Property Assessment Technician 3 PR: 3RN (\$55,763-\$72,430) FN: Recruitment is at \$56,871 (5 positions)
Property Assessment Technician 2 PR: 3GN (\$42,153-\$50,197) (5 positions)	Property Assessment Technician 2 PR: 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,163 (Underfill title)
Property Assessment Technician 1 PR: 3FN (\$40,064-\$49,076) (Underfill title)	Property Assessment Technician 1 PR: 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,584 (Underfill title)

**Assessor’s Office – Assessment Leadership Team**

Current	Recommended
Assessment Division Manager PR 1GX (\$69,119-\$96,768) FN: Recruitment is at \$89,671 (2 Positions)	Assessment Division Manager PR: 1JX (\$83,692-\$117,177) FN: Recruitment is at \$93,883 (2 Positions)
Assessment Operations Director PR 1JX (\$83,692-\$117,177) FN: Recruitment is at \$99,670 FN: Appointment may be at any rate in the pay range with the approval of DER and the	Assessment Operations Director PR: 1KX (\$89,222-\$124,914) FN: Recruitment is at \$103,271 (1 Position)

Chair of the Committee on Finance and Personnel. (1 Position)	
Assessment Appeals Director PR 1JX (\$83,692-\$117,177) FN: Recruitment is at \$99,670 FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (1 Position)	Assessment Appeals Director PR: 1KX (\$89,222-\$124,914) FN: Recruitment is at \$103,271 (1 Position)

**Background**

Nicole Larson, Commissioner of Assessments, has requested a study of the Property Appraiser and Senior Property Appraiser titles in the Assessor’s Office. In studying these positions, job descriptions were analyzed and discussions were held with Nicole Larsen, Commissioner of Assessments, Bill Bowers, Chief Assessor, Steven Schwoerer, Assessment Operations Director, Kate Nelson, Assessment Division Manager, and Emme Tomtschik, Administrative Services Manager. The study was later expanded to include additional technical titles included in the career progression and also any supervisory or managerial titles related to the appraisers to be evaluated for compression.

The department currently ‘grows their own’ employees into highly skilled appraisers in all types of properties, but in times of a ‘young’ workforce, the department needs the capability to recruit experienced Commercial appraisers. A recent recruitment for Senior Property Appraiser yielded no viable candidates, and one internal candidate was evaluated for internal promotion. Additionally, there is an increasing need in the Assessor’s Office for more experienced property appraisers due their increasingly complex business needs and quickly shrinking candidate pool.

A note on Credentials for Property Appraisers and Technicians:

- Certification
  - Certification is achieved by passing the DOR prescribed exam. Exam passage is obtained by correctly answering 70% or more of the questions. Exams vary by level of certification and include 50 to 100 questions. Assessor Certification Study Material is available and can be downloaded from the Wisconsin Department of Revenue (DOR) website.
  - Wisconsin Department of Revenue (DOR) study guide is a 48 page document comprised mostly of practice tests for all levels of certification. DOR also recommends topics from the Wisconsin Property Appraiser Manual in Statistics, Building construction terms, Construction and grading, Law, Legal Descriptions, and Appraisal. Further, DOR recommends additional source material for review, including the entire WPAM (volumes 1 and 2), various texts from the International Association of Assessing Officers (IAAO) and the American Institute of Real Estate Appraisers, the Encyclopedia for Real Estate Appraisal (E.J. Friedman), and basic math texts that include fractions, decimals, percentages, areas and ratios.
- Recertification
  - Certifications expire **five years** after the date of issuance.
  - To recertify, one must attend four of the five most recent Annual Assessor Meetings (Sec. 73.06(1), Wis. Stats.) and complete the continuing education requirements (CEUs) as established by DOR for the level of recertification sought. Both the Assessor Annual Meeting

requirement and the CEUs must be completed during the current five-year certification period in order to be credited toward future recertification. When all education requirements have been met, the certificate holder may file an application for recertification.

**Continuing Education Requirements by Certification Level (Minimum classroom hours)**

Level of Certification	Appraisal	Property Tax Law or Supervisory/Management	Total Program Hours Required
Assessment Technician	0	0	0
Property Appraiser	20	0	20
Assessor 1	15	15	30
Assessor 2	15	15	30
Assessor 3	3	27	30

**Property Appraiser series**

Property Appraiser titles are responsible for the estimating the market value of locally assessable property in the City of Milwaukee.

**Essential functions**

**Appraisal and Inspection**

- Appraise real and personal property for assessment purposes using the cost, market, and income approaches.
- Inspect property (residences and buildings), new construction, and major improvements to existing structures to establish value. Prepare documentation of completed inspections.

**Analysis, Review, Recommendations, and Records**

- Analyze and list residential and condominium properties within the City of Milwaukee.
- Estimate equitable market values for the production of an annual assessment roll.
- Review estimated market values provided by the Assessor’s Office Valuation Systems and finalize property values.
- Analyze trends in sale prices, construction costs, and rent to assess property values and determine the accuracy of assessments.
- Perform assessment reviews and investigate assessment appeals.
- Make recommendations to the Board of Assessors.
- Present testimony before the Board of Review and Circuit Court.
- Classify property by its use, according to the Assessor’s Office standards.
- Gather information about properties by communicating with buyers and sellers, fielding sales, conducting rental surveys, examining leases, noting building occupancy, and obtaining other economic information necessary to estimate market values of real property.
- Maintain all office forms, reports, and records.

**Customer Focus**

- Provide prompt, courteous, and customer-focused service, information, and assistance to departmental employees, the public, other city departments, and other agencies; handle inquiries from property owners in person, over the phone, and by e-mail.
- Explain assessed values to property owners, leasing agents, managers, and legal representatives.

### Minimum Required Credentials

Certification by the State of Wisconsin at the Property Appraiser level or higher under the State Assessor's Certification Program within 6 months of appointment and throughout employment and possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job at time of appointment and throughout employment. Mileage reimbursement is provided.

### Senior Property Appraiser series

Under the direction of the Assessment Division Manager, Senior Property Appraisers inspect all classes of properties for sale, permit, and valuation review. High level Senior Property Appraisers exercise more independence than Property Appraisers 1-4, only conferring with managers on changes made or seeking advice on unique situations. Senior Property Appraisers also train and mentor new appraisers but do not perform any leadworker duties.

### Essential Functions

#### Appraisal and Inspection

- Analyze and list all properties within the City of Milwaukee.
- Estimate equitable market values for the production of an annual assessment roll.
- Appraise real, personal, and commercial property for assessment purposes using the cost, market, and income approaches.
- Review estimated market values provided by the Assessor's Office Valuation Systems and finalize property values.
- Inspect property (residences and commercial buildings), new construction, and major improvements to existing structures to establish value. Prepare documentation of completed inspections.

#### Analysis, Review, Recommendations, and Recordkeeping

- Analyze trends in sales prices, construction costs, and rents in order to assess property values and determine accuracy of assessments.
- Perform assessment reviews and investigate assessment appeals. Make recommendations to the Board of Assessors. Present testimony before the Board of Review and Circuit Court.
- Classify property by its use according to the Assessor's Office standards.
- Gather information about property by communicating with buyers and sellers, fielding sales, conducting rental surveys, examining leases, noting building occupancy, and obtaining other economic information necessary to estimate market values of real property.
- Maintain all office forms, reports, and records.

#### Customer Focus

- Provide prompt, courteous, and customer-focused service, information, and assistance to departmental employees, the public, other city departments, and other agencies; handle inquiries from property owners in person, over the phone, and by email.
- Explain assessed values to property owners, leasing agents, managers, and legal representatives.

### Minimum Required Credentials

Certification by the State of Wisconsin at the Assessor 2 level or higher under the State Assessor's Certification Program within 6 months of appointment and throughout employment and possession of a valid Wisconsin Motor Vehicle Operator's License and availability of an insured vehicle for use on the job at time of appointment and throughout employment. Mileage reimbursement is provided.

**Market Rates & External Competitors**

In conducting a market cost of labor analysis for this title, rates of pay from the Economic Research Institute (ERI), and peer employers at local, county, and state levels via job postings, pay plans, and pay schedules were considered.

**Residential Appraiser**

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
5	\$60,822	\$66,481	\$73,890	\$81,175	\$88,463
4	\$58,615	\$64,074	\$71,242	\$78,275	\$85,317
3	\$56,379	\$61,632	\$68,550	\$75,328	\$82,120
2	\$54,126	\$59,168	\$65,829	\$72,347	\$78,889
1	\$51,870	\$56,697	\$63,095	\$69,348	\$75,639

Source: ERI, Data as of April 1<sup>st</sup>, 2023

The following table provides wage information from ERI for Residential Appraiser in southeastern Wisconsin communities:

Residential Appraiser: 2 years’ experience

Area Name	10th Percentile	25th Percentile	ERI Survey Mean	75th Percentile	90th Percentile
West Allis, Wisconsin	\$55,954	\$61,171	\$68,088	\$74,908	\$81,815
Madison, Wisconsin	\$54,656	\$59,525	\$65,977	\$72,343	\$78,802
Milwaukee, Wisconsin	\$55,695	\$60,895	\$67,794	\$74,595	\$81,480
Racine, Wisconsin	\$54,872	\$60,124	\$67,081	\$73,905	\$80,769
Waukesha, Wisconsin	\$55,947	\$61,169	\$68,095	\$74,922	\$81,836

Source: ERI, Data as of April 1<sup>st</sup>, 2023

*ERI defines a Residential Appraiser as a position that Assesses improved or unimproved residential property to determine value for purchase, sale, investment, mortgage, or loan purposes. Inspects residential property for construction, condition, and functional design and calculates property measurements. Ascertain final estimation of property value, considering factors such as depreciation, reproduction costs, value comparison of similar property, and income potential. Receives pertinent information by interviewing people familiar with residential property and immediate surroundings, such as contractors, home owners, and other realtors. Considers location and trends or impending changes that could influence future value of residential property. Searches public records for transactions, such as sales, leases, and assessments. Photographs interiors and exteriors of residential property, to assist in estimating property value, to substantiate findings, and to complete appraisal report. Prepares written report, utilizing data collected and submits report to corroborate value established.*

**Commercial Appraiser**

Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
5	\$64,130	\$69,644	\$76,906	\$83,944	\$91,042
4	\$61,750	\$67,069	\$74,091	\$80,880	\$87,731
3	\$59,331	\$64,448	\$71,225	\$77,759	\$84,361
2	\$56,888	\$61,798	\$68,321	\$74,598	\$80,949
1	\$54,437	\$59,135	\$65,397	\$71,415	\$77,514

Source: ERI, Data as of April 1<sup>st</sup>, 2023

The following table provides wage information from ERI for Commercial Appraiser in southeastern Wisconsin communities:

Commercial Appraiser: 2 years’ experience

Area Name	10th Percentile	25th Percentile	ERI Survey Mean	75th Percentile	90th Percentile
West Allis, Wisconsin	\$58,811	\$63,897	\$70,688	\$77,279	\$83,998
Madison, Wisconsin	\$57,324	\$62,069	\$68,403	\$74,559	\$80,848
Milwaukee, Wisconsin	\$58,542	\$63,614	\$70,387	\$76,958	\$83,656
Racine, Wisconsin	\$57,747	\$62,868	\$69,687	\$76,266	\$82,930
Waukesha, Wisconsin	\$58,806	\$63,899	\$70,697	\$77,295	\$84,021

Source: ERI, Data as of April 1<sup>st</sup>, 2023

*ERI defines a Commercial Appraiser as a position that Assesses improved or unimproved commercial property to determine value for purchase, sale, investment, mortgage, or loan purposes. Inspects property for construction, condition, and functional design and calculates property measurements. Receives pertinent information by interviewing people familiar with commercial property and immediate surroundings, such as contractors, commercial property owners, and other realtors. Figures depreciation and reproduction costs. Considers location and trends or impending changes that could influence future value of property. Searches public records of sales, leases, assessments, and other transactions. Compiles data and estimates value of property. Submits report to corroborate value established.*

**Comparisons to other jurisdictions in Wisconsin**

Peer employers and the City of Milwaukee, sorted by recruitment rate of pay:

City/ County	Title	Recruitment Rate	Property Type
West Bend	Property Appraiser	\$45,000-\$63,600	All classes of property
<b>Milwaukee - Current</b>	Property Appraiser 1-4	\$51,570-\$65,690	Includes Commercial
West Allis	Appraiser	\$56,930-\$78,083	Includes Commercial
Fitchburg	Property Appraiser I	\$57,720-\$65,956	Residential
Appleton	Property Appraiser II-III	\$57,826-\$85,238	Includes Commercial
City of Green Bay	Appraiser I-III	\$58,573-\$93,323	Includes Commercial
City of Kenosha	Appraiser	\$59,124-\$76,020	Residential
Wauwatosa	Appraiser	\$60,030-\$82,311	Includes Commercial
<b>Milwaukee - Recommended</b>	Residential Property Appraiser 1-3	\$60,852-\$79,908	Residential
Madison	Property Appraiser 1-3	\$61,197-\$84,099	Residential
Pleasant Prairie	Appraiser I	\$61,456-\$73,748	Real and Personal Prop
City of Kenosha	Appraiser (Commercial)	\$61,697-\$79,679	Commercial
Fitchburg	Residential Property Appraiser	\$62,275-\$71,178	All classes of property
<b>Milwaukee - Current</b>	Senior Property Appraiser 1-4	\$65,786-\$83,798	All classes of property
Madison	Property Appraiser 4	\$74,525-\$87,604	Commercial
<b>Milwaukee - Recommended</b>	Commercial Property Appraiser 1-3	\$74,549-\$96,768	Commercial

**Analysis and Recommendation**

To assist the department with recruitment efforts for Commercial property appraisers, as well as ensuring that property appraisers have incentive to take on higher level responsibilities and related knowledge, we recommend a split in the current 8 level structure into separate Residential and

Commercial paths. A promotional pathway based on education/credentials, experience, and knowledge, skills and abilities, is the current system in the department and would be continued. This report ultimately recommends fewer titles with a higher pay incentive between promotions. Placement within the proposed titles will require review and assessment by the DER Staffing Division as well as the Assessor’s Office leadership team.

This redesign will provide incentive for appraisers to obtain additional competency, education and credentials with the expectation that this will qualify them for a competitive promotional opportunity. Furthermore, this proposed plan has been developed to increase retention and ensure that the department has sufficient and qualified staff to perform higher level duties such as providing testimony as to market value before the Board of Review and Circuit Court, and providing training and mentorship to entry-level staff.

**Assessor’s Office – Property Assessment Technician Series**

Current	Recommended
<i>New title</i>	Property Assessment Technician 3 PR: 3RN (\$55,763-\$72,430) FN: Recruitment is at \$56,871 (5 positions)
Property Assessment Technician 2 PR: 3GN (\$42,153-\$50,197) (5 positions)	Property Assessment Technician 2 PR: 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,163 (Underfill title)
Property Assessment Technician 1 PR: 3FN (\$40,064-\$49,076) (Underfill title)	Property Assessment Technician 1 PR: 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,584 (Underfill title)

**Analysis and Recommendation**

The Assessor’s Office already has two established Technician titles and we recommend an additional third title in the Technician series to help bridge the gap in skills, minimum requirements, and compensation between the Property Assessment Technician 2 (two years of field and/or office support experience) and the Residential Property Appraiser 1 (Four years of full-time experience in property assessment, property appraisal or real estate sales). These three levels to help support the department’s ‘grow their own’ structure to develop their workforce into highly skilled appraisers.

**Assessment Division Leadership**

The Assessment Division Leadership team is included in this report for labor market comparisons and to prevent pay compression.

Current	Recommended
Assessment Division Manager PR 1GX (\$69,119-\$96,768) FN: Recruitment is at \$89,671 (2 Positions)	Assessment Division Manager PR: 1JX (\$83,692-\$117,177) FN: Recruitment is at \$93,883 (2 Positions)

**Duties and Responsibilities**

The Assessment Division Manager supervises the discovery, listing and uniform valuation of the property of the City of Milwaukee and leads a team of Property Appraisers and Property Assessment Technicians in supporting and accomplishing the goals and objectives of the Assessor's Office.

Leadership

- Supervise the discovery, listing, and uniform valuation of all property in the City of Milwaukee.
- Maintain and motivate effective work teams by training, coaching, planning, and supervising staff to achieve department goals and objectives.
- Supervise and contribute to the production of an annual assessment roll.
- Provide service and information to residents, other City departments, and public agencies.
- Review and decide on recommendations of appraisers for large group and sub-neighborhood value adjustments.
- Assist with public relations efforts of the Assessor’s Office, including community outreach.
- Plan review and manage allocation of staff resources based on departmental needs and staff skillsets.
- Review propose and determine neighborhood boundary changes and valuation factors to support accurate citywide assessment.

Staff Development and Training

- Conduct training and mentor appraisers on the discovery, listing and valuation of assessable property.
- Facilitate hands on instruction for appraisers regarding how to identify review and approve/reject fielded sales data.
- Instruct staff how to obtain, review and process construction or rehabilitation related permits that have a valuation impact.
- Advise and oversee the work of appraisers regarding their role in valuation disputes.

Appeals and Litigation

- Plan, implement and monitor progress for timely completion of all appeals.
- Provide guidance to staff regarding assessment objections and appeals, including the procedures, data sources, and work flow for presentations at the Board of Review.
- Process assessment appeals and participate in and prepare appraisal reports for the Board of Review and court hearings.
- Prepare expert appraisal reports, testify in court regarding assessment cases, lead appraisers through assessment appeal court proceedings.

Minimum Qualifications include a bachelor’s Degree with a major in accounting, business administration, real estate appraisal, engineering, architecture, or a related field from an accredited college or university and five years of experience assessing property in a governmental assessment office or performing mass appraisals in an appraisal firm. Wisconsin Assessor Certification at the Assessor 2 level required at time of appointment and throughout employment.

*(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Current	Recommended
Assessment Operations Director PR 1JX (\$83,692-\$117,177) FN: Recruitment is at \$99,670	Assessment Operations Director PR: 1KX (\$89,222-\$124,914) FN: Recruitment is at \$103,271 (1 Position)

<p>FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (1 Position)</p>	
<p>Assessment Appeals Director PR 1JX (\$83,692-\$117,177) FN: Recruitment is at \$99,670 FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. (1 Position)</p>	<p>Assessment Appeals Director PR: 1KX (\$89,222-\$124,914) FN: Recruitment is at \$103,271 (1 Position)</p>

**Duties and Responsibilities**

Assessment Operations Director

The Assessment Operations Director assists the Assessment Commissioner and the Chief Assessor with all duties necessary for the Assessment Division, has direct responsibility for the operations of the Assessment Division, and to collaborates with the Administrative Division on property assessment systems and computer applications.

- Supervise the process for determining assessments of all real and personal property and the status of exempt property.
- Resolve the more complex issues in meetings with attorneys, tax representatives, private appraisers and taxpayers.
- Assist the Commissioner of Assessments and the Chief Assessor in formulating the Department’s strategic plan.
- Manage staff in the Assessment Division; monitor and evaluate progress toward Division goals

Minimum Qualifications include a bachelor’s degree in business administration, engineering, economics, real estate or related area; five years of experience in high level assessing and appraising; supervisory experience in a large assessment office; experience with the methods and requirements for setting up a mass appraisal program; certification at the Assessor II level by the Wisconsin Department of Revenue; and a Broker’s License.

*(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Assessment Appeals Director

The Assessment Appeals Director manages all property tax assessment appeals and related lawsuits, working closely with senior managers and the Office of the City Attorney to effectuate successful processing of cases. The Assessment Appeals Director provides supervision, training, and expertise for managers and appraisers.

- Draft appraisal reports for high exposure cases such as those involving complex commercial properties and high dollar claims, and testify at depositions and court hearings.
- Develop and maintain a sound, defensible, and consistent policy and approach for appraisal litigation in the City of Milwaukee Assessor's Office.
- Ensure appraisal reports for circuit court are properly prepared prior to presentation to the Office of the City Attorney. Coordinate expert witnesses for hearings and trials.

Minimum Qualifications include a bachelor’s degree in real estate, architecture, economics, finance, business administration, or a closely-related field from an accredited college or university. Five years of

commercial valuation experience, including significant experience defending property values, writing commercial narrative appraisals, and managing projects. State of Wisconsin Department of Revenue Assessor 2 Certification within three months of appointment.

*(Minimum requirements have not yet been assessed by the DER Staffing Division)*

**Action Required – Effective Pay Period 15, 2023 (July 9<sup>th</sup>, 2023)**

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

Prepared by: Sarah Wangerin  
Sarah Wangerin, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

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



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: June 27<sup>th</sup>, 2023

**Assessor's Office – Systems and Administrative Division**

<b>Current</b>	<b>Recommended</b>
Office Assistant II PR 6EN (\$32,460-\$37,374) (1 Position)	Assessment Services Clerk PR 6GN (\$35,349-\$41,556) FN: Recruitment is at \$37,716 (1 Position)
Office Assistant III PR 6FN (\$32,460-\$39,958) FN: Recruitment is at \$36,119 (5 Positions)	Assessment Services Assistant 3 PR 6ON (\$51,337-\$58,617) FN: Recruitment is at \$47,466 (5 Positions)
	Assessment Services Assistant 2 PR 6NN (\$40,189-\$53,629) FN: Recruitment is at \$45,205 (Underfill title)
	Assessment Services Assistant 1 PR 6LN (\$42,137-\$48,611) FN: Recruitment is at \$43,053 (Underfill title)
Office Assistant IV PR 6HN (\$38,578-\$43,555) FN: Recruitment is at \$39,359 (1 Position)	Assessment Services Assistant – Senior PR: 5JN (\$48,997-\$59,453) FN: Recruitment is at \$55,728 (1 Position)
Program Assistant III PR 5IN (\$48,220-\$56,878) FN: Recruitment is at \$49,710 (1 Position)	Assessment Services Specialist PR 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)
Accounting Assistant II PR 6HN (\$38,577-\$43,555) FN: Recruitment is at \$42,726 (1 position)	Assessment Accounting Assistant PR 5IN (\$48,220-\$56,878) FN: Recruitment is at \$48,892 (1 position)
Property Listing Technician PR: 3IN (\$45,047-\$53,824) (1 Position)	Property Listing Technician 3 PR: 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,577 (1 Position)
	Property Listing Technician 2 PR: 3MN (\$50,119-\$63,489) FN: Recruitment is at \$55,788 (Underfill title)

Property Listing Technician PR: 3IN (\$45,047-\$53,824) (1 Position)	Property Listing Technician 1 PR: 3LN (\$44,257-\$61,482) FN: Recruitment is at \$53,131 (Underfill title)
Business Systems Administrator PR 2JX (\$64,857-\$90,796) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of The Committee on Finance and Personnel. (1 Position)	Business Systems Administrator PR 1HX (\$73,688-\$103,160) FN: Recruitment is at \$81,056.30 (1 Position)
Business Systems Manager PR 1HX (\$73,688-\$103,160) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. FN: Recruitment is at \$89,671 (1 Position)	Business Systems Manager PR 1JX (\$83,691-\$117,177) FN: Recruitment is at \$96,345 (1 Position)

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

### **Background**

The Assessor's Office requested a market study of their Property Appraiser titles in 2021. In performing that market study, the Department of Employee Relations (DER) requested all department job descriptions and a current organizational chart of the department. In evaluating all reporting structures, DER found it prudent to study all support staff titles, as all positions help in the assessment cycle of the department, a key factor in the study of the Property Appraiser titles. Further information was provided and discussions were held with Nicole Larsen, Commissioner of Assessments and Emme Tomtschik, Administrative Services Manager.

The Assessor's Office additionally provided request forms for the study of their Business Systems Administrator and Business Systems Manager titles. DER considered and studied these titles against peer positions in the citywide HR and Business Ops study.

A job analysis questionnaire was sent out to current incumbents in the Assessor's Office support staff series to help discern which titles in the series performed which tasks. The task list was based on both current job descriptions and on the tasks performed by the external market data position.

Recommendations for changes are based on a review of position descriptions of duties and responsibilities, KSAs, minimum qualifications, and a job analysis survey completed by incumbents. Recommendations are supported by market data and salary comparisons with other employers.

### **Office Assistant Series**

### Office Assistant II

- Serve as department receptionist and assist walk-in customers
- Answer telephones, direct calls, and take messages
- Provide excellent customer service to internal and external customers when responding to inquiries and explaining departmental policies and procedures
- Maintain paper files
- Sort and distribute mail to ensure it reaches the proper recipients.
- Train all support staff on front desk duties and responsibilities

Minimum qualifications include availability to work full-time during standard business hours (daytime, Monday-Friday).

### Office Assistant III

- Process ownership changes by reviewing legal descriptions through property deeds and transfer returns.
- Special projects:
  - Backup to Office Assistant IV on processing remission of taxes
  - Provide administrative assistance to the Assessment Division on Personal Property accounts. Perform filing, data entry, and close Personal Property accounts.
  - Serve as back up to the Accounting Assistant II in payroll administration
  - Perform status changes when properties change exemption status; assist in processing City sales in "in-rem" foreclosures
- Record address changes as required by taxpayers or as requested by the Assessment Division
- Cross train with other admin staff to perform as a backup during vacancies
- Rotate front desk receptionist duties as needed with Office Assistant II or during vacancies

Minimum qualifications include one year of office support experience coordinating and working on a variety of clerical assignments related to the essential functions, such as serving customers, using computers to enter data and prepare documents, and organizing files.

### Office Assistant IV

- Process remission of taxes including but not limited to: corrections, stipulations, resolutions, and chargebacks.
- Process ownership changes by reviewing legal descriptions through property deeds and transfer returns
- Work with the Program Assistant III to conduct hearings and perform any BOR duties as needed.

Minimum qualifications include two years of progressively responsible administrative support experience in an office setting performing duties related to this position.

### **Market Rates**

In conducting a market cost of labor analysis for these titles, rates of pay from the Economic Research Institute (ERI), and neighboring jurisdictions job postings were considered.

**Assistant Clerk**

Years of Experience	25th Percentile	Survey Mean	75th Percentile
7	\$40,753	\$44,136	\$47,024
6	\$39,835	\$43,150	\$45,958
5	\$38,805	\$42,050	\$44,772
4	\$37,664	\$40,839	\$43,474
3	\$36,426	\$39,529	\$42,077
2	\$35,112	\$38,138	\$40,604
1	\$33,755	\$36,698	\$39,082

**General Clerk**

Years of Experience	25th Percentile	Survey Mean	75th Percentile
7	\$42,473	\$46,124	\$49,236
6	\$41,452	\$45,021	\$48,060
5	\$40,359	\$43,837	\$46,794
4	\$39,238	\$42,619	\$45,489
3	\$38,096	\$41,374	\$44,153
2	\$36,940	\$40,111	\$42,793
1	\$35,782	\$38,844	\$41,426

Source: ERI, Data as of April 1<sup>st</sup>, 2023

Note: ERI states that the work of the Assistant Clerk is distinguished from General Clerk as duties are not as complex.

The following table provides wage information from ERI for Assistant Clerk with one year of experience in southeastern Wisconsin communities:

Area Name	10th Percentile	25th Percentile	ERI Survey Mean	75th Percentile	90th Percentile
Madison, Wisconsin	\$33,122	\$35,213	\$38,194	\$40,647	\$43,360
Milwaukee, Wisconsin	\$32,457	\$34,656	\$37,849	\$40,524	\$43,521
Racine, Wisconsin	\$31,878	\$34,038	\$37,143	\$39,690	\$42,489
Waukesha, Wisconsin	\$32,552	\$34,760	\$37,968	\$40,661	\$43,683
West Allis, Wisconsin	\$32,566	\$34,772	\$37,980	\$40,673	\$43,697

Source: ERI, as of January 1, 2023

*ERI defines an Assistant Clerk as a position that:*

- *Sorts and files records, and assists staff or department in performing other clerical tasks requiring limited knowledge of systems or procedures.*
- *Answers telephone, conveys messages, and runs errands.*
- *Stamps, sorts, and distributes mail.*
- *Writes or types bills, statements, receipts, checks, or other documents, copying information from one record to another.*
- *Proofreads records or forms.*
- *Work is distinguished from General Clerk as duties are not as complex.*
- *Counts, weighs, or measures material.*
- *Receives money from customers and deposits money in bank.*
- *Addresses envelopes or packages by hand or with word processor or computer.*
- *Stuffs envelopes by hand or with envelope stuffing machine.*
- *Stamps or numbers forms by hand or machine.*
- *Photocopies documents.*

**Analysis and Recommendation**

A review of the job analysis questionnaire data confirmed the distinct differences in the work performed by incumbents in the different levels of the Office Assistant series.

The Office Assistant II performs tasks most aligned with the Assistant Clerk market data position description and does not perform tasks that are as complex as the other titles in the series. We recommend a pay rate that aligns with this market data.

The Office Assistant III title performs support tasks unique to the Assessor’s Office, save for serving as backup to the Office Assistant II in reception duties, as needed. There is a marked distinction here from the Office Assistant II, as incumbents perform tasks in department specific programs and databases, as well as perform customer service for Assessor’s Office specific items. Previous experience in office settings becomes essential at this level, though previous knowledge of assessment procedures is not necessarily required at entry.

The Office Assistant IV performs most tasks independently, only conferring with the Administrative Services Manager as needed where the incumbent may have less experience. Processes and policy are set outside of this position, but the priority and methodology are set by the employee. In processing the remission of taxes, this position carries a high level of attention to detail and decisional impact when working independently. The Office Assistant IV also serves as backup to the Program Assistant III in any Board related tasks and is trained to support the Board in the absence or vacancy of the Program Assistant III.

In discussions with Emme Tomtschik, Administrative Services Manager, position turnover has been significant in these support staff titles. The majority of separations were due to pay and better opportunities elsewhere, both internally to the City and department, and externally. It was also indicated that recent recruitments in these titles offered few candidates, and candidate pools are shared by multiple departments.

*Turnover by Position (data from 1/1/2019 to present)*

Office Assistant II – 3 incumbents since 1/1/2019, all served less than one year

Office Assistant III – 3 retirements, 11 separations, 12 appointments since 1/1/2019. HRIS data analysis shows most incumbents were with the department less than one year, with separations including regular resignations or promotions to other city departments.

Office Assistant IV – vacant since December of 2022. Previous incumbent was in the position for less than a year.

We recommend creating three levels of the Assessment Services Assistant title to aid in retention and workforce development related to the more complex tasks that the current Office Assistant III staff perform. A focus on incumbent specific projects and serving as a department consultant on that project, as well as cross training with other staff to serve as back up on other projects, should serve as a basis for promotion through the available underfill titles.

Current	Recommended
Program Assistant III PR 5IN (\$48,220-\$56,878) FN: Recruitment is at \$49,710 (1 Position)	Assessment Services Specialist PR 5KN (\$56,876-\$69,950) FN: Recruitment is at \$58,514 (1 Position)

**Duties & Responsibilities**

The Program Assistant III supports the Board of Review that holds hearings for taxpayers who wish to challenge their assessments. The Program Assistant III takes on all responsibilities of the Board Clerk as outlined in the Board of Review’s Rules of Procedure. These duties require sound knowledge and

understanding of the rules of the Board, general knowledge of assessment matters, and the ability to interpret ordinances and regulations and provide information to individuals.

Board Support

- Assist the Board of Review (BOR) by scheduling hearings, posting meeting notices, creating, and mailing all BOR documents to taxpayer/representative; conduct both in person and virtual meetings, record all proceedings, prepare, and distribute BOR determinations; and maintain all BOR records.
- Accept, verify, and log assessment appeals
- Maintain related computer databases on an ongoing basis.
- Prepare for Board of Assessors (BOA) meetings by preparing the ABBA (Action by Board of Assessors) and objection reports, reserving the meeting room, posting meeting notices, and distributing copies of the reports.
- Answer inquiries and requests regarding BOR and BOA hearings, denials, appeals, postponements, and cancellations.
- Assist BOR members with their IPAD devices for the hearings; and serve as a liaison when the Information Technology Management Division of the Department of Administration (DOA-ITMD) needs to service the devices.
- Relay policies and procedures decided by the BOR and their attorney to the Assessor’s Office.

Reporting and Administrative

- Prepare and distribute required annual reports; and prepare special reports.
- Prepare necessary transcripts, affidavits, exhibits, and other documentation for the City Attorney’s Office when writs are served.
- Train the Office Assistant IV to do basic BOR tasks.

Minimum Qualifications include four years of administrative support experience.  
*(Minimum requirements have not yet been assessed by the DER Staffing Division)*

**Comparison to Internal Positions**

Classification	Function
<p><b>Title:</b> Legal Office Assistant - Lead  <b>Pay Range:</b> 5KN (\$56,876-\$69,950)                      FN: Recruitment is at \$58,514  <b>Department:</b> City Attorney</p>	<p>Performs a variety of higher-level support functions by serving as executive support staff to Deputy City Attorneys, Claims Investigators, and may provide support to the City Attorney.</p> <ul style="list-style-type: none"> <li>• Sets work priorities independently based on familiarity with caseload and office functions.</li> <li>• Serves as a leadworker to office support personnel, reviews the work of others and provides general input on employee performance to supervisor.</li> </ul>
<p>Minimum qualifications: Minimum requirements include four years of administrative support experience, including at least two years performing legal support functions in a law office or other legal setting.  <i>(Minimum requirements have not yet been assessed by the DER Staffing Division)</i></p>	

Current	Recommended
Accounting Assistant II PR 6HN (\$38,577-\$43,555) FN: Recruitment is at \$42,726 (1 position)	Assessment Accounting Assistant PR 5IN (\$48,220-\$56,878) FN: Recruitment is at \$48,892 (1 position)

**Duties & Responsibilities**

Under the supervision of the Assessor’s Office Administrative Managers, the Accounting Assistant II is responsible for department payroll administration, and financial system entries relating to voucher payments, travel reimbursements, and purchase orders.

Essential functions:

- Process invoices, including travel reimbursement, and ProCard payments on the City’s FMIS system and process for payment, contacting vendor as necessary, keeping accurate records of all paperwork.
- Perform payroll adjustments in CityTime.
- Check timecards in time entry system and make sure all approvals are in place and provide support to employees regarding timecard processing and employee benefits.
- Perform special projects and tasks as assigned including processing exemption files and printing reports.
- Process ownership changes by reviewing legal descriptions through property deeds and transfer returns

Minimum qualifications include two years of experience performing accounting and/or bookkeeping work OR an associate degree in accounting, finance, business, or a related field from an accredited college.

Current	Recommended
Property Listing Technician PR: 3IN (\$45,047-\$53,824) (1 Position)	Property Listing Technician 3 PR: 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,577 (1 Position)
	Property Listing Technician 2 PR: 3MN (\$50,119-\$63,489) FN: Recruitment is at \$55,788 (Underfill title)
	Property Listing Technician 1 PR: 3LN (\$44,257-\$61,482) FN: Recruitment is at \$53,131 (Underfill title)

**Duties & Responsibilities**

The Property Listing Technician is responsible for maintaining property ownership and legal description records with the Assessor’s CAMA (Computer Assisted Mass Appraisal) system. As this position works primarily with listing and maintaining records of real property, rather than property assessment.

Essential functions:

- Identify documents that trigger changes in property boundaries and/or legal descriptions, and determine when such changes should be recorded in the assessment roll.
- Manage property records in the Assessors CAMA system by updating/dropping/adding new records to the assessment roll to reflect changes in property boundaries and/or legal descriptions; assign new tax keys and write legal descriptions for affected properties; and maintain records of new subdivisions, certified survey maps, and condominiums.

Minimum qualifications include two years of field and/or office support experience performing duties related to the essential functions listed above and certification as an Assessment Technician within 150 days of appointment and throughout employment. The requirements for the underfill Property Listing Technician 1 level are similar but only one year of experience is required.

*(Minimum requirements have not yet been assessed by the DER Staffing Division)*

**Analysis and Recommendation**

In 2021, The Assessor’s Office requested that one position of Property Assessment Technician be retitled to more accurately describe the duties and responsibilities. The Property Listing Technician works primarily with listing and maintaining records of real property, rather than property assessment, and we agreed with the requested title of Property Listing Technician.

In this study’s partner study of the Property Appraiser Series, the title of Property Assessment Technician has been classified into three levels to help support the department’s ‘grow their own’ structure to develop their workforce into highly skilled appraisers. We recommend the same structure for this title in 3 levels with rates slightly higher than the Property Assessment Technicians, as it was recommended in the 2021 study due to the level of independent work performed.

**Assessor’s Office – Systems and Administrative Division Leadership**

Current	Recommended
Business Systems Administrator PR 2JX (\$64,857-\$90,796) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of The Committee on Finance and Personnel. (1 Position)	Business Systems Administrator PR 1HX (\$73,688-\$103,160) FN: Recruitment is at \$81,056.30 (1 Position)
Business Systems Manager PR 1HX (\$73,688-\$103,160) FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of the Committee on Finance and Personnel. FN: Recruitment is at \$89,671 (1 Position)	Business Systems Manager PR 1JX (\$83,691-\$117,177) FN: Recruitment is at \$96,345 (1 Position)

Business Systems Administrator

The Business Systems Administrator assists the Business Systems Manager with the implementation of departmental long and short-range policy plans and management of information flow within the office. This position also supervises of the Property Listing Technician.

### Systems Administration

- Serve as a backup to the Business Systems Manager in sending notices and creating tax bills, business processes, and data accuracy including training and database accuracy.
- Creates and manages the preparation of statutory notices and reports both internally and externally to the Wisconsin Department of Revenue and other governmental agencies
- Supervises and assists with the research of transactions that are related to the creation of real estate combinations and divisions. Prioritize all real property combination and train technician staff who assist with the combination/division process
- Manages subscription data services like Marshall and Swift building cost data, Multiple Listing Service real estate data, and Sales Data Serve commercial sales data. Responsible for acquiring access to these data sets and training appraisal staff on the use of the products. Integrate these services and other data sets to create efficient workflow processes
- Researches, analyzes and recommends new assessment-related technologies including digital sketch creation, street-level imaging, desktop review software, and other applications that facilitate departmental business operations.

### Community Engagement and Collaboration

- Answers questions from property owners, title companies, banks, other city departments, and other institutions about property ownership and legal descriptions of real property
- Communicates with city departments to share information about ownership, legal descriptions of real property, addressing, and tax incremental district values and increments
- Maintains and updates the content of the Assessor's Office website and open data portal
- Plays an integral part on the city-wide Addressing Committee

### Staff Oversight

- Coordinates training and assigns work for the Property Listing Technician
- Task delegation includes property listing changes, desktop review, and additional data cleanup and data maintenance tasks.

Minimum qualifications include a bachelor's degree in Computer Science, Information Systems, or related field and three years of experience in data base management and web management to enhance and increase the accuracy of property evaluation. Certification at the Assessor Technician level by the Wisconsin Department of Revenue is required within six months of hire.

*(Minimum requirements have not yet been assessed by the DER Staffing Division)*

### Business Systems Manager

The Business Systems Manager serves as the chief adviser to the Commissioner of Assessments on strategic administrative and systems planning, recordkeeping, and general business operations. Consults with the Commissioner of Assessments and the Chief Assessor on the formulation of office objectives and program planning to achieve those objectives. Responsible for all records management, information flow, internal reporting to other departments, and external reporting to other government agencies including the Wisconsin Department of Revenue, creation of the assessment roll, the tax rate, and the Statement of Taxes. Manages a team of multi-disciplinary Assessment support staff plus responsibility for full range of human resources tasks including performance management and development, recruitment, leave administration, and disciplinary action.

Minimum qualifications include a bachelor's degree in Information Systems Management, Computer Science, or a closely related field from an accredited college or university; and five years of related experience.

*(Minimum requirements have not yet been assessed by the DER Staffing Division)*

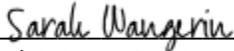
### **Analysis and Recommendation**

As a result of the 2021 Human Resources and Business Operations citywide studies, The Business Systems Manager and the Administrative Services Manager – Assessor share the same pay range. As the Administrative Services Manager – Assessor reports to the Business Systems Manager, we recommend a higher pay range and recruitment rate for this title to alleviate any compression between the titles.

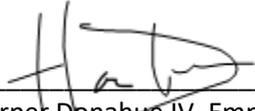
Both recommendations for the Business Systems Manger and Business Systems Administrator are conservative as they will both be studied alongside peer titles in the citywide IT positions study.

### **Action Required – Effective Pay Period 15, 2023 (July 9<sup>th</sup>, 2023)**

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

Prepared by:   
Sarah Wangerin, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

REVISED 6/26/2023

**Job Evaluation Report**

City Service Commission Meeting: June 27<sup>th</sup>, 2023

**Deferred Compensation Plan**

Current	Recommended
Administrative Assistant II PR 6HN (\$38,578 - \$43,555) (1 Position)	Deferred Compensation Plan Services Assistant PR: 5JN (\$48,998 - \$59,452) FN: Recruitment is at \$51,337 (1 Position)
Executive Director – Deferred Compensation Board PR: 1LX (\$95,097 - \$133,131) FN: Recruitment is at \$122,537 FN: Appointment may be at any rate in the pay range with the approval of DER. (1 Position)	Executive Director – Deferred Compensation Board PR: 1PX (\$122,746 - \$171,838) FN: Recruitment is at \$139,573 (1 Position)

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

**Background**

Beth Conradson Cleary, Executive Director of the Deferred Compensation Board, has requested the reclassification of an Administrative Assistant II title. A job description was provided and discussions were held with Beth Conradson Cleary. After discussions, the Department of Employee Relations requested that the job descriptions for the Deferred Compensation Plan Coordinator and the Executive Director to provide context on all job functions in the department and to understand reporting relationships.

**Deferred Compensation Plan and the Deferred Compensation Board**

The City of Milwaukee’s Deferred Compensation Plan is a Section 457(b) defined contribution retirement plan with some 10,736 participants employed and formerly employed (and their subsequent beneficiaries) by four organizations: the City of Milwaukee, Milwaukee Housing Authority, Milwaukee Redevelopment Authority, and Wisconsin District Center. Assets of the plan total approximately \$1 Billion. The Plan is overseen by a Board consisting of eleven members and staffed by an Executive Director, a Plan Coordinator, and an Administrative Assistant II.

Current	Recommended
Administrative Assistant II PR 6HN (\$38,578-\$43,555) (1 Position)	Deferred Compensation Plan Services Assistant PR: 5JN (\$48,998-\$59,452) FN: Recruitment is at \$51,337 (1 Position)

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

**Duties & Responsibilities**

Working under the general direction of the Plan Coordinator, this position has the following duties and responsibilities:

### Administrative

Manage and conduct high level and confidential administrative activities.

- Provide administrative assistance to the Executive Director and Plan Coordinator.
- Maintain calendars; make travel arrangements; submit expenses related to travel and education.
- Receive and screen visitors.
- Respond to telephone calls, correspondence and email.
- Compose routine correspondence.
- Assist with circulating Requests for Proposals and the circulation and final execution of service provider contracts.
- Administer supplies, equipment, and materials.
- Assist with planning and scheduling participant educational sessions.

### Board Support

Coordinate and perform all administrative and clerical work for all regular and special meetings of the Deferred Compensation Plan Board, Executive Finance Committee, and other committees.

- Schedule and arrange meetings.
- Prepare, publish, and post agendas and meeting notices.
- Compile and distribute all related materials.
- Attend meetings.
- Prepare meeting minutes.
- Follow up on related Board projects.

### Records Management

- Managing departmental and Plan records such as contracts, Plan documentation, participant files from the third-party administrator, and all correspondence.
- Develop, implement, and maintain filing, record retention, and other systems.

Minimum qualifications include three years of experience providing administrative support, including at least one year providing customer service in a front-facing office environment.

### **Changes in Duties, Responsibilities, and Level of Work**

When the Deferred Compensation office relocated from City Hall (4th floor) and into Room 104 of the 809 Building (summer of 2022) the job of the current Administrative Assistant II changed significantly. The new office location provides walk-in services for plan participants, features a receptionist area/waiting room in the office, and offers in-person consultations for Plan participants with Voya educators 2-3 times a week.

The Administrative Assistant II is now an outward facing ambassador for the office, as well as for visitors who come to the Commercial Corridor office of the Department of City Development. In customer interaction, this position must now be skilled in identifying information needed to clarify a situation, seeking the information from appropriate sources, and using careful questioning to draw out the information when others are reluctant to disclose it. In these interactions, the Administrative Assistant II handles highly confidential financial and personal information and paperwork.

As both participant numbers and plan size have increased since this position was last studied in 2017, a particular emphasis on assignment organization and time management skills for this position has also grown.

The ability to work independently and communicate effectively has become critical in a small department where other team members face a similar increase in work demands.

**Internal Comparison**

Classification	Function
<p><b>Title:</b> Administrative Services Coordinator  <b>Pay Range:</b> 5JN (\$48,998-\$59,452)                      FN: Recruitment is at \$51,337  <b>Department:</b> Department of Employee Relations – Administration; DOA – Intergovernmental Relations; DCD; Common Council-City Clerk; Fire; DPW</p>	<p>(DER) The Administrative Services Coordinator in the Department of Employee Relations (DER) is responsible for providing confidential executive level administrative support for various functions and activities of the DER, including staffing and coordinating the work of the Board of City Service Commissioners.</p>
<p>Minimum qualifications: Associate degree in human resources, business management, or a related field from an accredited college or university and two years of experience providing high-level confidential administrative support.</p>	

**Analysis and Recommendation**

This position performs tasks beyond standard office administration and works directly with the Deferred Compensation Board, which enhances its responsibility. With the shift in specialized customer interaction and service skills along with the emphasis on independent time management and organizational abilities we recommend a high-level paraprofessional classification.

Current	Recommended
<p>Executive Director – Deferred Compensation Board                      PR: 1LX (\$95,097 - \$133,131)                      FN: Recruitment is at \$122,537                      FN: Appointment may be at any rate in the pay range with the approval of DER.                      (1 Position)</p>	<p>Executive Director – Deferred Compensation Board                      PR: 1PX (\$122,746 - \$171,838)                      FN: Recruitment is at \$139,573                      (1 Position)</p>

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

**Duties & Responsibilities**

The basic function of the Executive Director is to serve as an administrative officer and board secretary for the Deferred Compensation Board (Board) and is responsible for all administrative functions including Board and Board Committee agendas, minutes, budgets, financial statements, coordination of an annual financial audit, all key Plan operations and vendor relationships.

Plan Administration

- Oversee Plan operations and vendor relationships on a daily basis including record keeper/administrator, custodial bank, plan consultants, investment managers, broker-dealers, and financial auditors
- Function as secretary to the Board and its committees; assure the compilation and distribution of meeting notices, agendas, materials, and minutes; prepare all written communications on behalf of the Board; develop, analyze and make recommendations on Plan administration policy initiatives for Board review; report on important Plan developments and issues; coordinate training and implementation of operational and fiduciary best practices

- Confer with third party administrator, custodial bank and plan consultants as appropriate; develop revised Plan goals, objectives, policy statements, guidelines, administrative rules, and operating procedures for Board review.
- Monitor and analyze proposed or new legislation, IRS (Internal Revenue Service) Rulings, accounting developments, financial market conditions, industry trends, ongoing industry litigation, key regulatory and investment product developments, Plan portfolio mix, Plan participant mix, and related issues to determine possible impacts on the Plan and to make recommendations to the Board to address these issues.
- Oversee and implement Plan investment performance analysis, fee analysis and disclosures to participants, Plan administration policy changes, financial wellness education programming and communication best practices.
- Respond to escalated, unusual or particularly complex participant complaints or inquires.

#### Financial Management

- Prepare the Plan's annual budget for Board review; monitor Plan expenditures to budget and report quarterly to the Board; analyze and initiate fees recovery from Plan participants, and payment of vendor invoices; prepare, maintain, reconcile and summarize Plan accounting and financial records.
- Analyze and review the Plan's year-end financial position prior to inclusion in the City of Milwaukee's Comprehensive Annual Financial Report; oversee, review and approve the Plan's annual financial statement; serve as the Plan liaison for the annual audit; supervise and monitor payroll deduction processing and daily Plan participant account activity in compliance with applicable rules and regulations; and serve as custodian of the Plan's records.

#### Contract Administration

- Identify issues and concerns that may best be served by consulting services; develop RFP (Requests for Proposals) for various services, as required, evaluate responses, and develop written recommendations for Board review; prepare contract and contract amendment drafts, identify appropriate contract terms and conditions, present pro forma contracts and amendments for Board review and approval, and negotiate with contractors as necessary.
- Serve as a liaison to the Plan's service contractors, coordinate all contract activities, and resolve all routine contractual operation issues; and monitor performance and contract compliance of the Plan's service contractors recommending remedial actions to be taken, when appropriate, to the Board for review.

Requirements include a bachelor's degree in finance, business administration, or related field with significant exposure to accounting principles and practices; and five years of management experience with responsibility for fiscal policy or oversight, and/or fiscal analysis. Equivalent combinations of education and experience may also be considered. Experience with oversight of retirement plans and/or a master's degree in business administration are highly desirable.

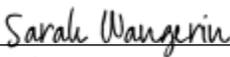
#### **Analysis and Recommendation**

This position was last formally studied in 2015, though it was included in the citywide Human Resources and Business Operations study in the fall of 2022. In 2015, the Board indicated that the position was similar in responsibility level to the classification of Pension Investment Analyst – Senior, then in Pay Range 20X (\$85,757-\$120,064). The Pension Investment Analyst – Senior classification was the highest level of the Pension Investment Analyst job series at the time that had responsibility for monitoring the investments of the Annuity and Pension Board. In 2022, the Pension Investment Analyst – Senior classification was reclassified to ERS Pension Investment Analyst V and was placed in pay range 2TX (\$122,746-\$171,838) with recruitment at any rate upon approval of ERS Director and the Annuity and Pension Board.

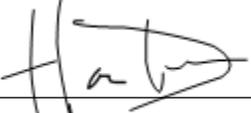
Although the amount of the Deferred Compensation Plan’s total assets is not as large as the Annuity and Pension fund, the Executive Director has to work more independently, reports directly to the Board, and has responsibility for Plan oversight and administration. Both the Executive Director and Pension Investment Analyst – Senior roles have expanded as funds and markets have changed and we recommend this change in pay range and recruitment rate for the Executive Director as change was recommended for Pension Investment Analyst – Senior.

**Action Required – Effective Pay Period 15, 2023 (July 9<sup>th</sup>, 2023)**

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

Prepared by:   
Sarah Wangerin, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: June 27<sup>th</sup>, 2023

**Health Department – Consumer Environmental Health**

<b>Current</b>	<b>Recommended</b>
Consumer Environmental Health Inspector 4 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$62,890 (17 Positions)	Consumer Environmental Health Inspector 4 PR 3SN (\$64,567-\$83,101) FN: Recruitment is at \$68,040 (17 Positions)
Consumer Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,776 (Underfill Title)	Consumer Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$64,800 (Underfill Title)
Consumer Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,931 (Underfill Title)	Consumer Environmental Health Inspector 2 PR 3QN (\$52,606-\$68,330) FN: Recruitment is at \$61,714 (Underfill Title)
Consumer Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,338 (Underfill Title)	Consumer Environmental Health Inspector 1 PR 3PN (\$49,629-\$64,463) FN: Recruitment is at \$58,776 (Underfill Title)
Consumer Environmental Health Coordinator PR 2HN (\$57,081-\$79,909) FN: Recruitment is at \$66,035 (5 Positions)	Consumer Environmental Health Coordinator PR 2IN (\$60,824-\$85,151) FN: Recruitment is at \$71,442 (5 Positions)

**Health Department – Home Environmental Health**

<b>Current</b>	<b>Recommended</b>
Environmental & Disease Control Specialist PR 2DN (\$44,217-\$ 61,902) FN: Recruitment is at \$51,338 (1 Position)	Environmental & Disease Control Specialist PR 2IN (\$60,824-\$85,151) FN: Recruitment is at \$68,789 (1 Position)
Home Environmental Health Inspector 4 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$62,890 (29 Positions)	Home Environmental Health Inspector 4 PR 3QN (\$52,606-\$68,330) FN: Recruitment is at \$61,714 (Underfill Title)

Home Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,776 (Underfill Title)	Home Environmental Health Inspector 3 PR 3PN (\$49,629-\$64,463) FN: Recruitment is at \$58,776 (Underfill Title)
Home Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,931 (Underfill Title)	Home Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$55,977 (Underfill Title)
Home Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,338 (Underfill Title)	Home Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$53,311 (Underfill Title)

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

*(Minimum requirements have not yet been assessed by the DER Staffing Division)*

**Background**

The Milwaukee Health Department (MHD) has requested a reconsideration of recruitment rates of pay for their Consumer Environmental Health Inspector series. A market study report of these positions was submitted and approved in April of 2023. The Health Department also asked for inclusion of their Home Environmental Health Inspector series in the reconsideration as the titles have historically been studied together.

Updated job descriptions with a focus on minimum qualifications were provided and discussions were held with Lindsey O’Connor – Health Human Resources Administrator, Carly Hegarty – Home Environmental Health Director, and Sarah Wallisch – Human Resources Representative.

**Consumer Environmental Health Inspector Series**

The Health Department recently requested a market study and creation of underfill titles for ‘Environmental Health Specialist’ to ‘Consumer Environmental Health Inspector’ (1, 2, 3, and 4) to create career-advancement opportunities for staff. This classification series is designed with the intention of improving retention amongst Environmental Health Specialists and resolve a frozen career ladder.

Registered Sanitarian (RS) Credential

In 2018, the Wisconsin Department of Agriculture, Trade, and Consumer Protection repealed and recreated Wis. Admin. Code Ch. ATCP 74, relating to agent status for local health departments to license, investigate, and inspect retail food, vending, lodging, and recreational establishments and ensure public health. In doing so, it clarified State expectations for persons hired by an agent program to hold, or be eligible to work toward holding, the Registered Sanitarian (RS) certification. As a result of this change, Consumer Environmental Health division staff are required to obtain State of Wisconsin registered sanitarian status within five years of appointment and throughout employment, in accordance with Wisconsin State Statute ATCP 74.08 (3).

Per the Wisconsin State Department of Safety and Professional Services (DSPS), to meet the pre-credential education and experience minimums a candidate must have:

- A baccalaureate or higher degree in environmental health from an accredited college or university with academic credits in physical, biological, chemical, environmental or environmental health areas and one year of full-time equivalent employment in the field of environmental health.

- A baccalaureate or higher degree in physical or biological sciences from an accredited college or university with academic credits in physical, biological, chemical, environmental or environmental health areas and 2 years of full-time equivalent employment in the field of environmental health.
- A baccalaureate or higher degree from an accredited college or university and 4 years of full-time equivalent employment in the field of environmental health.
- An associate degree from an accredited college, community college or technical institute in environmental, physical, biological or chemical sciences, and 5 years of full-time equivalent employment in the field of environmental health.
- An associate degree from an accredited college, community college or technical institute and 8 years of full-time equivalent employment in the field of environmental health

Note: work experience cannot be accepted in lieu of college coursework.

Based on these criteria, if a candidate holds a degree in Environmental Health, they will still require 1 (Bachelor's) to 5 (Associate's) years of experience to meet the pre-credential requirements. For non-Environmental Health degrees, the experience requirement can be as high as 8 years.

Once these criteria are achieved, candidates may submit their application to DSPS along with:

- Payment of applicable fee(s) online via LicenseE.
- Official transcripts of college, university, and post-graduate degree received directly from the school
- Two (2) Applicant References (Form #2768): One form must be from the Employer/Supervisor and the other form must be from another professional (non-relative). Please use only one form per supervisor/employer
- Official Job Description
- Letters from all State Boards where licensed, active and inactive
- Malpractice Suits or Claims (Form #2829) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Convictions and Pending Charges (Form #2252), if applicable

Once the *Registered Sanitarian Advisory Committee* approves the application, a confirmation letter will be returned to the applicant. This letter must be forwarded to the National Environmental Health Association (NEHA) requesting a date and time to take the examination.

The Registered Environmental Health Specialist (REHS)/Registered Sanitarian (RS) exam consists of two parts with a total of 225 multiple choice questions.

- Part 1 asks 113 questions
- Part 2 asks 112 questions
- Candidates have three hours and 40 minutes to complete the entire exam or one hour and 50 minutes for each part with a 10 minute break in between

Nearly half of the exam covers accuracy in performing of food inspections, wastewater inspections, body art inspections, healthy homes inspections, institution inspections, epidemiology investigations, lead investigation, pest investigations and verifying risk abatement.

#### Duties and Responsibilities

Consumer Environmental Health Inspector (CEHI) assigned to the Consumer Environmental Health division of the Health Department (MHD) applies environmental and public health control measures to preserve human health, safety, and welfare and protects consumers from fraudulent practices in all commercial transactions involving determinations of quantity.

20-70% Environmental Health (Food Inspectors)

- Conduct risk assessments and food safety inspections of new and existing facilities.
- Employ code enforcement actions to reduce the risk to public health and safety; evaluate compliance.
- Educate operators on food safety; outline corrective actions to eliminate health and safety risks related to food handling practices.
- Investigate and respond to human health hazard and foodborne and waterborne disease complaints; implement control measures to prevent further morbidity and mortality.
- Inspect tattoo and body piercing establishments, bed and breakfast inns, peddlers, and temporary events to assure compliance with city and state codes.

20-70% Consumer Protection (Weights and Measures)

- Inspect and test commercial weighing and measuring devices to ensure conformance with city, state, and federal tolerances and specifications.
- Conduct investigations, issue notices of violation, and initiate and carry out enforcement procedures.
- Inspect and test packaged commodities to ensure they are labeled properly, that the price is not misrepresented, misleading or deceptive, and that the commodity or packaging is not misleading to consumers.
- Investigate resident complaints involving overcharges, short weight, or inaccurate measures.

10% Administrative and other duties

- Prepare reports and summaries of investigations and studies.
- Maintain records complete and thorough records of work performed.
- Appear as a prosecution witness in court cases and provide testimony during license revocation hearings.

Minimum qualifications include a bachelor's degree in environmental health, public health, chemistry, biology, physical science, or a related field from an accredited college or university, including at least two college-level courses in microbiology, biology, or anatomy and physiology **OR** Associate's degree with least two college-level courses in microbiology, biology, or anatomy and physiology and three years of experience in environmental health, food inspection, food service management, or a role related to the essential functions of this position **AND** State of Wisconsin registered sanitarian within five years of appointment and throughout employment, in accordance with Wisconsin State Statute ATCP 74.08 (3).

**Market Data Comparison**

Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classification of Consumer Environmental Health Inspector.

<b>Health Inspector</b>					
Years of Experience	10th Percentile	25th Percentile	Survey Mean	75th Percentile	90th Percentile
7	\$49,592	\$53,789	\$59,439	\$64,877	\$70,489
6	\$48,044	\$52,101	\$57,569	\$62,815	\$68,233
5	\$46,415	\$50,324	\$55,600	\$60,645	\$65,861
4	\$44,716	\$48,469	\$53,547	\$58,382	\$63,389
3	\$42,959	\$46,556	\$51,427	\$56,047	\$60,840
2	\$41,162	\$44,603	\$49,264	\$53,665	\$58,240
1	\$39,340	\$42,634	\$47,085	\$51,266	\$55,622

Source: ERI, Data as of April 1<sup>st</sup>, 2023

*The Health Inspector inspects establishments such as restaurants, public pools, grocery stores, schools, and other public places for health code violations or potential health hazards. Performs tests on food*

*samples for harmful contaminants, machines to check they are up to safety regulations, and items such as protective equipment to check they are up to code. Enforces state and local health laws and regulations in accordance with respective statutes, regulations, and policies related to food safety, tobacco control and prevention, and mosquito control. Photographs and records inspections results such as violations, infractions, and corrective actions taken by establishment managers. Inspects private water systems, septic systems, and sewage disposal systems. Interviews employees, managers, and business owners to monitor work practices are performed and how they handle accidents or injuries. Investigates complaints and or other health concerns and recommends methods to correct instances that are dangerous to public health. Educational expectations: HS diploma/equiv – direct entry into skilled work.*

**External Comparisons**

In addition to market data comparisons, DER staff made comparisons to comparable positions in other southeastern Wisconsin jurisdictions:

City	Title	Pay Range	RS Credential
City of Milwaukee	HEH Inspector 1-4	\$51,338 - \$72,430	Not Required
<b>City of Milwaukee - Current</b>	CEH Inspector 1-4	\$51,338 - \$72,430	RS in 5 years
City of Racine	Sanitarian I-Sanitarian	\$54,142 - \$77,917	RS in 2 years
Village of Brown Deer	Environmental Health Specialist	\$56,886 - \$83,287	RS in 2 years
Waukesha County	Environmental Health Sanitarian	\$57,720 - \$76,336	RS in 3 years
Rock County	Environmental Health Specialist I-III	\$57,970 - \$78,770	RS in 2 years
Racine County	Environmental Health Sanitarian	\$58,011 - \$84,094	RS in 2 years
City of Madison	Weights and Measures Inspector 1-3	\$58,182 - \$77,469	Not Required
<b>City of Milwaukee - Rec</b>	CEH Inspector 1-4	\$58,776-\$83,101	RS in 5 years
City of Wauwatosa	Environmental Health Specialist	\$60,029 - \$82,306	RS in 6 months
Madison & Dane County	Sanitarian I-III	\$77,230 - \$115,668	RS in 5 years

**Analysis and Recommendation**

Previous to the April 2023 study, the Environmental Health Specialist title was last studied in 2013. As the credentialing process changed in 2018, it would not have been considered in that study, nor previous to 2013. Traditionally, the Consumer Environmental Health Inspectors (Food Inspection) and Home Environmental Health Inspectors (Lead Risk Assessors) were considered close peer positions, sharing rates of pay and also sharing similar minimum qualifications. With the change in Wis. Admin. Code Ch. ATCP 74, the minimum qualifications for the Consumer Environmental Health Inspectors changed greatly, requiring a significant credential that previously was a preferred qualification instead of a required one.

Minimum Qualifications	Section/Title	Credential
Bachelor’s +2 years of experience	Consumer Environmental Health Coordinator	Registered Sanitarian in 1 year
Bachelor’s Degree and 1 year of experience or Associate’s Degree and 3 years of experience	Consumer Environmental Health Inspector 4	Registered Sanitarian at appointment/hire
Bachelor’s Degree and 1 year of experience or Associate’s Degree and 3 years of experience	Consumer Environmental Health Inspector 3	Registered Sanitarian in 5 years, continuing education certifications

Bachelor’s Degree and 1 year of experience or Associate’s Degree and 3 years of experience	Consumer Environmental Health Inspector 2	Registered Sanitarian in 5 years, Certified Food Manager or similar certification
Bachelor’s Degree or Associate’s Degree and 2 years of experience	Consumer Environmental Health Inspector 1	Registered Sanitarian in 5 years
Bachelor’s +1 year of experience	Home Environmental Health Coordinator	Lead Risk Assessor (LRA) in 3 months, Lead Abatement Supervisor in 3 months
5 years of experience or equivalent	Home Environmental Health Inspector 4	Lead Risk Assessor at appointment/hire
4 years of experience or equivalent	Home Environmental Health Inspector 3	Lead Risk Assessor at appointment/hire
3 years of experience or Meets LRA pre-credential*	Home Environmental Health Inspector 2	Lead Risk Assessor in 3 months
2 years of experience or equivalent	Home Environmental Health Inspector 1	Lead Risk Assessor in 1 year
Bachelor’s +1 year of experience	Environmental & Disease Control Specialist	Registered Sanitarian in 6 months

*\* Pursuant to Wis. Stats., Section 163.10(3)(b)3, in order to meet the requirements for application for initial Lead (Pb) Risk Assessor Certification, this position requires the following:  
 Bachelor’s degree from an accredited college or university with a major in environmental health, public health or a closely-related field and one year of experience with lead, asbestos, environmental remediation work, code enforcement and property maintenance, or construction;  
 OR - Associate’s degree from an accredited college or university with a major in environmental health, public health, or a closely-related field and two years of experience with lead, asbestos, environmental remediation work, or construction;  
 OR - High School diploma or equivalent and three years of experience with lead, asbestos, environmental remediation work, or construction;  
 OR - Hold a valid professional certification as an industrial hygienist, professional engineer or registered architect, or in a related professional engineering, health, or environmental field, such as safety, professional, or environmental scientist;  
 OR - Hold a valid registered nurse or registered sanitarian certification;  
 OR - Hold a valid State of Wisconsin Lead (Pb) Risk Assessor certification.*

Per these minimum qualifications, *Home* Environmental Health Inspectors can be hired with as little as two years of experience in a relevant and eligible field, and credentialed within one year. The education requirements are not specific to a certain field of study. *Consumer* Environmental Health Inspectors cannot replace required education with years of work experience, needing an associate’s degree at minimum, which requires more years of experience to reach the pre-credential than a bachelor’s degree. At a minimum, *Consumer* Environmental Health Inspectors would be eligible for their pre-credential with a bachelor’s degree in Environmental Health and one year of relevant experience.

The market data rates of pay are low, even in comparison current City of Milwaukee to pre-study rates. The educational expectations of a High School diploma or equivalent with direct entry into skilled work according to the market data also are low in comparison to Milwaukee, so despite sharing a similar title and job duties, this market data may not serve as a good comparator for the *Consumer* Environmental Health Inspector.

We recommend more competitive rates of pay in relation to the external comparators and that the Health Department use the recently created tiers for the Consumer Environmental Health Inspector to allow flexibility in recruitment and career pathways for incumbents, relative to the Registered Sanitarian credential deadline.

Current	Recommended
Consumer Environmental Health Coordinator PR 2HN (\$57,081 - \$79,909) FN: Recruitment is at \$66,035 (5 Positions)	Consumer Environmental Health Coordinator PR 2IN (\$60,824-\$85,151) FN: Recruitment is at \$71,442 (5 Positions)

**Essential Function**

The Consumer Environmental Health (CEH) Coordinator assigned to the Consumer Environmental Division of the City of Milwaukee Health Department (MHD) has three main focuses 1) management and training, 2) inspection and enforcement and 3) plan review. Specialty focus areas include Temporary Event, Mobile Food Establishment coordination, and Tattoo and Body Art safety.

This position provides leadership, coordination and oversight to the licensing, inspection and code enforcement activities related to all CEH inspections and responsibilities. The CEH Coordinator conducts the most challenging/complex inspections that require advanced technical skills including a thorough understanding of federal, state and local rules and regulations. The CEH Coordinator assists the CEH Supervisor with workforce development within CEH, including coordinating and providing training, field experiences, and standardization of inspectional staff.

Minimum qualifications include a Bachelor’s degree in chemistry, biology, physical science, environmental health or related field that includes at least 2-college level courses biology, microbiology, or anatomy and physiology, and two years of experience as Environmental Health Specialist or equivalent performing duties related to the essential functions of the position. Certification as a Registered Sanitarian or Registered Environmental Health Specialist within twelve months of appointment and throughout employment. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

**Analysis and Recommendation**

As the CEH Coordinator serves as a senior staff member and also performs leadworker duties for the CEH Inspectors, a new recruitment rate is recommended to alleviate any compression between the titles.

Current	Recommended
Environmental & Disease Control Specialist PR 2DN (\$44,217-\$ 61,902) FN: Recruitment is at \$51,338 (1 Position)	Environmental & Disease Control Specialist PR 2IN (\$60,824-\$85,151) FN: Recruitment is at \$68,789 (1 Position)

**Essential Function**

With primary focus on addressing lead in drinking water, the Environmental and Disease Control Specialist performs epidemiological investigations, surveillance and consultation related to adverse environmental health issues that impact the health of the community.

This position conducts investigations, researches, and provides consultation related to complaints or concerns of adverse environmental exposure associated with the areas of occupational health, hazardous materials release, indoor and outdoor air quality, environmental audits and assessments, surface and drinking water quality

assurance and vector-borne, waterborne or enteric illnesses. This position collects data and develops statistical and other analytical summaries. Additionally, this position develops, implements and evaluates lead water testing field protocols.

Minimum qualifications include a Bachelor's degree in chemistry, biology, physical or natural sciences, public health, environmental health or a related field from an accredited college or university.

One year of professional experience in disease control, environmental consultation, spill mitigation, or industrial hygiene performing duties that closely relate to the essential functions listed above.

Certified Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) by the National Environmental Health Association (NEHA) OR certified Registered Sanitarian (RS) by State of Wisconsin within six months of appointment and throughout employment.

*(Minimum requirements have not yet been assessed by the DER Staffing Division)*

**Analysis and Recommendation**

The position requires a highly technical and analytical level of work along with the Registered Sanitarian credential requirement within six months of hire. Based on the evaluation for the Consumer Environmental Health Inspector series and Coordinator (all with a Registered Sanitarian credential requirement) we recommend placing this position in pay range 2IN with a recruitment rate of \$68,789.

**Home Environmental Health Inspector series**

Current	Recommended
Home Environmental Health Inspector 4 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$62,890 (29 Positions)	Home Environmental Health Inspector 4 PR 3QN (\$52,606-\$68,330) FN: Recruitment is at \$61,714 (17 Positions)
Home Environmental Health Inspector 3 PR 3RN (\$55,763-\$72,430) FN: Recruitment is at \$58,776 (Underfill Title)	Home Environmental Health Inspector 3 PR 3PN (\$49,629-\$64,463) FN: Recruitment is at \$58,776 (Underfill Title)
Home Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$54,931 (Underfill Title)	Home Environmental Health Inspector 2 PR 3MN (\$50,119-\$63,489) FN: Recruitment is at \$55,977 (Underfill Title)
Home Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$51,338 (Underfill Title)	Home Environmental Health Inspector 1 PR 3LN (\$44,257-\$61,482) FN: Recruitment is at \$53,311 (Underfill Title)

**Analysis and Recommendation**

No changes in duties and responsibilities, scope of work, or minimum qualifications were reported by the department. Our recommendation is for the Home Environmental Health Inspector 3, which requires 4 years of experience, to match the recruitment rate of the Consumer Environmental Health Inspector 1, which also requires a 4-year minimum equivalency (bachelor's degree or associate's degree and 2 years of experience) for eligibility. Recruitment rates for the HEH Inspector 1, 2, and 4 are placed at 5% increments to follow promotional recommendations for Promotion after Underfill that do not cause compression within the levels.

**Action Required – Effective Pay Period 15, 2023 (July 9<sup>th</sup>, 2023)**

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

Prepared by: Sarah Wangerin  
Sarah Wangerin, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

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



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: June 27, 2023

This first of two city-wide job study reports address the market rates of pay, alignment, and career structures for all skilled craft, service, maintenance and related classifications across city government. The recommendations in this report specifically deal with service, maintenance and related classifications. Next cycle, DER Compensation will submit the second half of this report addressing the skilled craft titles and related classifications. Furthermore, the recommendations have been sent in separate reports to the City Service Commission and the Fire and Police Commission.

The necessity to study these positions are long overdue as there are documented recruitment and retention difficulties, hemorrhaging contractor costs, and the looming impact to services offered to the constituents of the City of Milwaukee. There are high vacancy rates in these positions city wide, but most notably would be in the Milwaukee Water Works, the Department of Public Works – Operations, and the Department of Public Works – Infrastructure. The incumbents of these areas work hard and take pride in their work to provide the services to the constituents of the City of Milwaukee, but the vacancies are making it near impossible to keep up.

Various factors have led to this point – the loss of labor unions who maintained a market rate on a consistent basis, aging equipment that the city is maintaining or replacing, and even residual implications from COVID -19. Due to the City’s precarious position in regards to the lack of staff to fulfill services expected by constituents, these two reports are essential so as to retain our staff and give the departments the ability to recruit before the year end so as to ensure there isn’t a stoppage in services.

The analysis and recommendation process included a review of a position’s duties and responsibilities, impact and accountability, relationship responsibilities, working conditions, as well as minimum education and experience required. This process also compared classifications’ rate of pay to the cost of labor in southeastern Wisconsin. Market data was sourced from ERI, a salary survey for which Employee Relations subscribes, the Bureau of Labor Statistics, MRA, as well as the prevailing wage for Milwaukee County. The City of Milwaukee needs to ensure that we pay the industry standard and this report further recommends that these rates are assessed and maintained yearly so as to avoid falling behind in market rates again.

The Department of Employee Relations Compensation, Staffing, and the various affected Departments will work closely together to establish minimum qualifications, where necessary, for the recommended new positions. This report will recommend that incumbents impacted by a newly created career path are placed at the first step and will then have a matrix implemented at the same time of the report to ensure incumbents are placed appropriately with their years of experience and credentials. This will be the same method for the second half of this report addressing the skilled crafts next cycle. For positions that have been aligned due to the market study, we are going to implement the report and a matrix at the same time to again ensure employees are placed appropriately in the pay range for their years of experience and credentials. A proposed timeline for these implementations is attached to this report’s Common Council File number as an addendum.

The goal of this report and its recommendations is to ensure that the City of Milwaukee becomes the preferred employer in the City of Milwaukee and no longer a training ground for southeastern Wisconsin.

Current Title	Current Pay Range	New Title	Recommended Pay Range
<b>Building Services Supervisor II</b> Two Positions – Library One Position – DPW Infrastructure	1AX: \$50,636 - \$65,989	<b>Building Operations Supervisor</b>	1BX: \$50,636 - \$70,347 Recruit Rate: \$60,337
<b>Locator Technician Supervisor</b> One Position – DPW Infrastructure	1AX: \$50,636 - \$65,989	N/A	1BX: \$50,636 - \$70,347 Recruit Rate: \$60,337
<b>Inventory Manager</b> One Position – DPW Infrastructure	1AX: \$50,636 - \$65,989	<b>Inventory Supervisor</b>	1BX: \$50,636 - \$70,347 Recruit Rate: \$60,337
<b>Inventory Services Manager</b> One Position – DPW Infrastructure One Aux Position – DPW Infrastructure	1CX: \$53,548 - \$74,974	<b>Inventory Manager</b>	1CX: \$53,548 - \$74,974 Recruit Rate: \$61,069
<b>Field Operations Inspection Specialist</b> One Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	<b>Field Operations Inspection Supervisor</b>	1DX: \$57,081 - \$79,909 Recruit Rate: \$60,337
<b>Equipment Inventory Manager</b> One Position – DPW Operations	1CX: \$53,548 - \$74,974	<b>Fleet Inventory Manager</b>	1EX: \$60,824 - \$85,151 Recruit Rate: \$75,000
<b>Plant and Equipment Repair Supervisor</b> One Position – DPW Infrastructure	1DX: \$57,081 - \$79,909	<b>Mechanical Maintenance Supervisor</b>	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Mechanical Maintenance Supervisor</b> One Position – DPW Operations One Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Fleet Operations Supervisor</b> Two Positions – DPW Operations One Aux Position – DPW Operations	1AX: \$50,636 - \$65,989 Recruit Rate: \$59,039	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Sanitation Supervisor</b> 22 Positions – DPW Operations Two Aux Positions – DPW Operations	1AX: \$50,636 - \$65,989 Recruit Rate: \$59,039	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Self-Help Yard Supervisor</b> Two Positions – DPW Operations	1AX: \$50,636 - \$65,989 Recruit Rate: \$59,039	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$71,341
<b>Public Works Inventory and Purchasing Manager</b> One Position – DPW Administration	1EX: \$60,824 - \$85,151	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$65,343
<b>Street Repair Supervisor</b> Three Positions – DPW Infrastructure	1AX: \$50,636 - \$65,989	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$63,354
<b>Bridge Operator Supervisor</b> One Position – DPW Infrastructure One Aux Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	N/A	1EX: \$60,824 - \$85,151 Recruit Rate: \$63,354
<b>Street Operations Supervisor</b> Three Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$71,341
<b>Sewer Operations Supervisor</b> Two Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	1BX: \$50,636 - \$70,347	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$71,341
<b>Fleet Operations and Training Supervisor</b> One Position – DPW Operations	1CX: \$53,548 - \$74,974	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$75,000
<b>Sewer Maintenance Program Manager</b> One Position – DPW Infrastructure	1BX: \$50,636 - \$70,347 Recruit Rate: \$64,141	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$71,341
<b>Water Field Supervisor</b> 16 Positions – DPW Water Three 0.50 FTE Aux Positions – DPW Water	1BX: \$50,636 - \$70,347 Recruit Rate: \$64,141	N/A	1FX: \$64,857 - \$90,796 Recruit Rate: \$71,341
<b>Water Distribution Construction Manager</b> Three Positions – DPW Water	1EX: \$60,824 - \$85,151	N/A	1GX: \$69,119 - \$96,768 Recruit Rate: \$83,418

<b>Fleet Operations and Training Manager</b> One Position – DPW Operations	1EX: \$60,824 - \$85,151	N/A	1GX: \$69,119 - \$96,768 Recruit Rate: \$83,418
<b>Sanitation District Manager</b> Six Positions – DPW Operations One Aux Position – DPW Operations	1DX: \$57,081 - \$79,909	N/A	1GX: \$69,119 - \$96,768 Recruit Rate: \$75,000
<b>Operations Services Manager</b> One Position – DPW Operations	1FX: \$64,857 - \$90,796	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$94,051
<b>Fleet Operations Manager</b> One Position – DPW Operations	1HX: \$73,688 - \$103,160	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$94,051
<b>Sanitation Area Manager</b> Three Positions – DPW Operations One Aux Position – DPW Operations	1HX: \$73,688 - \$103,160	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$94,051
<b>Sewer Services District Manager</b> Two Positions – DPW Infrastructure	1FX: \$64,857 - \$90,796 Recruit Rate: \$85,052	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$86,854
<b>Water Distribution Scheduling Manager</b> One Position – DPW Water	1FX: \$64,857 - \$90,796	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$86,854
<b>Street Repair District Manager</b> Two Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	1FX: \$64,857 - \$90,796 Recruit Rate: \$85,052	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$86,854
<b>Water Meter Services Manager</b> One Position – DPW Water	1EX: \$60,824 - \$85,151	N/A	1HX: \$73,688 - \$103,160 Recruit Rate: \$86,854
<b>Water Distribution Operations Manager</b> One Position – DPW Water One 0.33 FTE Aux Position – DPW Water	1GX: \$69,119 - \$96,768	N/A	1IX: \$78,528 - \$109,938 Recruit Rate: \$96,345
<b>Sewer Services Manager</b> One Position – DPW Infrastructure	1IX: \$78,528 - \$109,938 Recruit Rate: \$94,051	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>Water Distribution Manager</b> One Position – DPW Water	1IX: \$78,528 - \$109,938	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>Sanitation Services Manager</b> One Position – DPW Operations	1JX: \$83,692 - \$117,177	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>Street Services Manager</b> One Position – DPW Infrastructure	1JX: \$83,692 - \$117,177 Recruit Rate: \$94,051	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>Bridge Maintenance Manager</b> One Position – DPW Infrastructure	1IX: \$78,528 - \$109,938 Recruit Rate: \$94,051	N/A	1JX: \$83,692 - \$117,177 Recruit Rate: \$102,938
<b>City Laborer</b> 49 Positions – DPW Infrastructure 5 Positions – DPW Operations 9 Aux Positions – DPW Infrastructure Two 0.67 FTE Positions – DPW Infrastructure	8DN: \$35,225 - \$42,084 Recruit Rate: \$38,331	N/A	8AN: \$43,982 - \$52,550 FN: Employees who attain and maintain a CDL to be paid an additional 3% biweekly.
<b>Custodial Worker II – City Laborer</b> 25 Positions – Library 13 Positions – DPW Infrastructure Two Aux Positions – Library One Aux Position – DPW Infrastructure	8DN: \$35,225 - \$42,084 Recruit Rate: \$37,953	<b>Custodial Worker 1</b>	8AN: \$43,982 - \$52,550
<b>Inventory Control Assistant I</b> Underfill Title	6GN: \$35,349 - \$41,556	<b>Inventory Control Assistant 1</b>	8BN: \$46,181 - \$56,122 Recruit Rate: \$48,381
<b>Inventory Assistant I</b> Underfill Title			
<b>Inventory Control Assistant II</b> One Position – Health			

<b>Inventory Assistant II</b> Eight Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	6HN: \$38,278 - \$43,555	<b>Inventory Control Assistant 1</b>	8BN: \$46,181 - \$56,122 Recruit Rate: \$48,381
<b>Delivery Driver</b> One Position – Health	8EN: \$38,578 - \$43,244		
<b>Custodial Worker III</b> One Position – Library Four Positions – DPW Infrastructure	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018	<b>Custodial Worker 2</b>	8BN: \$46,181 - \$56,122
<b>Tow Lot Attendant</b> 10 Positions – DPW Operations	8HN: \$40,735 - \$46,193 Recruit Rate: \$43,179	N/A	8BN: \$46,181 - \$56,122
<b>Parking Meter Technician</b> Three Positions – DPW Operations	8LN: \$47,128 - \$53,599 Recruit Rate: \$49,987	N/A	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,987
<b>Water Plant Laborer</b> Six Positions – DPW Water Four 0.50 FTE Aux Positions – DPW Water	8FN: \$39,899 - \$45,086	<b>Water Plant Worker</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Sewer Laborer I</b> 19 Positions – DPW Infrastructure Three Aux Position – DPW Infrastructure	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018	<b>Sewer Repair Worker 1</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Water Distribution Laborer</b> Underfill Title	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018	<b>Water Repair Worker 1</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Bridge Operator</b> 23 Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	8GN: \$40,735 - \$46,193 Recruit Rate: \$41,637	N/A	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Infrastructure Repair Worker</b> 43 Positions – DPW Infrastructure Five Aux Positions – DPW Infrastructure	8FN: \$39,899 - \$45,086	<b>Infrastructure Repair Worker 1</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Laborer (Electrical Services)</b> 29 Positions – DPW Infrastructure 21 0.67 FTE Positions – DPW Infrastructure Six Aux Positions – DPW Infrastructure	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018	<b>Electrical Services Laborer 1</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
<b>Urban Forestry Laborer</b> 21 Positions – DPW Operations 12 Aux Positions – DPW Operations	8EN: \$38,578 - \$43,244 Recruit Rate: \$39,018	<b>Urban Forestry Worker</b>	8CN: \$48,490 - \$57,011 Recruit Rate: \$49,147
New Title	N/A	<b>Custodial Worker 3</b>	8CN: \$48,490 - \$57,011
<b>Traffic Sign Worker II</b> Seven Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	8GN: \$40,735 - \$46,193 Recruit Rate: \$41,782	<b>Traffic Sign Worker</b>	8DN: \$50,800 - \$58,928
<b>Sanitation Inspector</b> Eight Positions – DPW Operations	3BN: \$34,439 - \$41,585 Recruit Rate: \$37,717	<b>Sanitation Inspector 1</b>	8DN: \$50,800 - \$58,928
<b>Inventory Assistant III</b> One Position – DPW Water One Aux Position – DPW Infrastructure	6IN: \$38,427 - \$45,086	<b>Inventory Control Assistant 2</b>	8DN: \$50,800 - \$58,928
<b>Equipment Parts Assistant</b> Seven Positions – DPW Operations			
<b>Inventory Assistant IV</b> Eight Positions – DPW Infrastructure One Aux Position – DPW Infrastructure			
<b>Tow Lot Crew Leader</b> One Position – DPW Operations	8JN: \$45,625 - \$51,331 Recruit Rate: \$48,363	N/A	8DN: \$50,800 - \$58,928
<b>Self-Help Yard Attendant</b> Eight Positions – DPW Operations	8FN: \$39,899 - \$45,056	<b>Yard Attendant</b>	8DN: \$50,800 - \$58,928

<b>Infrastructure Repair Worker</b> Three Positions – DPW Infrastructure	8FN: \$39,899 - \$45,056	<b>Yard Attendant</b>	8DN: \$50,800 - \$58,928
<b>Sanitation Yard Attendant</b> 14 Positions – DPW Operations	8DN: \$35,225 - \$42,084 Recruit Rate: \$38,331		
<b>Operations Driver Worker</b> 290 Positions – DPW Operations One Aux Position – DPW Operations	8KN: \$47,890 - \$55,141	<b>Equipment Operator 1</b>	8EN: \$53,340 - \$63,800 Recruit Rate: \$55,000
<b>Special Laborer (Electrical Services)</b> 20 Positions – DPW Infrastructure Four 0.67 FTE Positions – DPW Infrastructure Three Aux Positions – DPW Infrastructure	8GN: \$40,735 - \$46,193 Recruit Rate: \$41,782	<b>Electrical Services Laborer 2</b>	8EN: \$53,340 - \$63,800 Recruit Rate: \$55,000
<b>Utility Worker (Electrical Services)</b> Three Positions – DPW Infrastructure			
<b>Bridge Operator Lead Worker</b> Five Positions – DPW Infrastructure Two Aux Positions – DPW Infrastructure	8IN: \$42,282 - \$48,979 Recruit Rate: \$43,841	<b>Bridge Operator – Lead</b>	8EN: \$53,340 - \$63,800
New Title	N/A	<b>Sanitation Inspector 2</b>	8EN: \$53,340 - \$63,800
<b>Inventory Assistant V</b> One Position – DPW Operations One Position – DPW Infrastructure One Aux Position – DPW Infrastructure	6LN: \$42,137 - \$48,611	<b>Inventory Control Assistant 3</b>	8EN: \$53,340 - \$63,800
<b>Lead Equipment Parts Assistant</b> One Position – DPW Operations			
<b>Water Distribution Repair Worker I</b> Underfill Title Six 0.50 FTE Aux Positions – DPW Water One Aux Position – DPW Water	8FN: \$39,899 - \$45,086	<b>Water Repair Worker 2</b>	8EN: \$53,340 - \$63,800
<b>Sewer Laborer II</b> 28 Positions – DPW Infrastructure Four Aux Positions – DPW Infrastructure	8FN: \$39,899 - \$45,086 Recruit Rate: \$40,352	<b>Sewer Repair Worker 2</b>	8EN: \$53,340 - \$63,800
<b>Cement Finisher Helper</b> Eight Positions – DPW Infrastructure Two Aux Positions – DPW Infrastructure	8FN: \$39,899 - \$45,086 Recruit Rate: \$40,352	<b>Cement Finisher Helper</b>	8EN: \$53,340 - \$63,800
New Title	8FN: \$39,899 - \$45,086	<b>Infrastructure Repair Worker 2</b>	8EN: \$53,340 - \$63,800
<b>Locator Technician</b> 13 Positions – DPW Infrastructure	8DN: \$35,225 - \$42,084 Recruit Rate: \$38,331	N/A	8EN: \$53,340 - \$63,800
<b>Water Meter Technician</b> 22 Positions – DPW Water 10 Aux Positions – DPW Water	7DN: \$38,822 - \$48,448 Recruit Rate: \$40,805	N/A	8EN: \$53,340 - \$63,800
<b>Parking Meter Technician – Lead</b> One Position – DPW Operations	8PN: \$54,655 - \$62,822 Recruit Rate: \$57,934	N/A	8FN: \$57,073 - \$66,990 Recruit Rate: \$57,934
New Title	N/A	<b>Equipment Operator 2</b>	8FN: \$57,073 - \$66,990 Recruit Rate: \$57,750
<b>Water Repair Worker</b> 67 Positions – DPW Water	8LN: \$47,158 - \$53,599	<b>Water Repair Worker 3</b>	8FN: \$57,073 - \$66,990
<b>Sewer Crew Leader</b> 25 Positions – DPW Infrastructure Four Aux Positions – DPW Infrastructure	8LN: \$47,158 - \$53,599	N/A	8FN: \$57,073 - \$66,990
<b>Infrastructure Repair Crew Leader</b> 19 Positions – DPW Infrastructure	8IN: \$42,288 - \$48,979 Recruit Rate: \$43,384	N/A	8FN: \$57,073 - \$66,990

Three Aux Positions – DPW Infrastructure			
<b>Water Meter Investigator</b> Seven Positions – DPW Water One 0.50 FTE Aux Position – DPW Water	8IN: \$42,288 - \$48,979 Recruit Rate: \$43,163	N/A	8FN: \$57,073 - \$66,990
<b>Water Meter Specialist</b> Six Positions – DPW Water One 0.50 FTE Aux Position – DPW Water	7EN: \$42,282 - \$48,979 Recruit Rate: \$43,892	<b>Water Meter Technician Lead</b>	8FN: \$57,073 - \$66,990
<b>Water Distribution Utility Investigator</b> 11 Positions – DPW Water One 0.33 FTE Aux Position – DPW Water	8LN: \$47,158 - \$53,599	<b>Water Distribution Investigator</b>	8GN: \$59,927 - \$70,339
<b>Sewer Examiner</b> Three Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	8JN: \$45,625 - \$51,331	N/A	8GN: \$59,927 - \$70,339
<b>Sewer Field Investigator</b> Five Positions – DPW Infrastructure One Aux Position – DPW Infrastructure	8IN: \$42,282 - \$48,979 Recruit Rate: \$43,163	N/A	8GN: \$59,927 - \$70,339
New Title	N/A	<b>Equipment Operator 3</b>	8GN: \$59,927 - \$70,339 Recruit Rate: \$60,637
<b>Directional, Boring Machine Operator/Worker</b> Two Positions – DPW Infrastructure	8ON: \$61,133	N/A	8HN: \$61,133 - \$70,992 Recruit Rate: \$61,200
<b>Special Equipment Operator I</b> Underfill Title	8NN: \$58,944	N/A	8HN: \$61,133 - \$70,992
<b>Special Equipment Operator II</b> 16 Positions – DPW Operations	8ON: \$61,133	N/A	8IN: \$63,699 - \$73,891
<b>Special Equipment Operator III</b> Six Positions – DPW Operations	8PN: \$54,655 - \$62,822	N/A	8JN: \$65,473 - \$77,549 Recruit Rate: \$66,853
<b>Driver Training Instructor</b> Two Positions – DPW Operations	3LN: \$44,257 - \$61,482	N/A	8JN: \$65,473 - \$77,549 Recruit Rate: \$66,853
<b>Sewer Repair Crew Leader</b> Three Positions – DPW Infrastructure Three Aux Positions – DPW Infrastructure	8PN: \$54,655 - \$62,822	N/A	8JN: \$65,473 - \$77,549 Recruit Rate: \$66,853
<b>Water Chief Repair Worker</b> 15 Positions – DPW Water	8PN: \$54,655 - \$62,822	<b>Water Repair Crew Leader</b>	8JN: \$65,473 - \$77,549 Recruit Rate: \$66,853
New Title	N/A	<b>Temporary City Laborer</b>	9MN: \$32,460 - \$33,824 Recruit Rate: \$38,331

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

This recommendation will completely restructure the pay ranges for Section 8: Service and Maintenance in the salary ordinance. This will be the same for Section 7: Skilled Craft in the next report. Below is a chart reflecting the new ranges for Section 8 so as to eliminate confusion:

	MINIMUM BIWEEKLY	MINIMUM ANNUAL	MAXIMUM BIWEEKLY	MAXIMUM ANNUAL
8AN	\$1,691.62	\$43,982.12	\$2,021.15	\$52,549.90
8BN	\$1,776.20	\$46,181.20	\$2,158.53	\$56,121.78
8CN	\$1,865.01	\$48,490.26	\$2,192.73	\$57,010.98
8DN	\$1,953.84	\$50,799.84	\$2,266.45	\$58,927.70
8EN	\$2,051.53	\$53,339.78	\$2,453.85	\$63,800.10
8FN	\$2,195.12	\$57,073.12	\$2,576.54	\$66,990.04
8GN	\$2,304.87	\$59,926.62	\$2,705.34	\$70,338.84
8HN	\$2,351.27	\$61,133.02	\$2,730.47	\$70,992.22
8IN	\$2,449.96	\$63,698.96	\$2,841.96	\$73,890.96
8JN	\$2,518.21	\$65,473.46	\$2,982.67	\$77,549.42

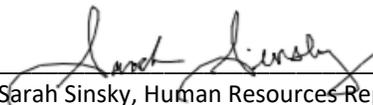
\*Note: Residents receive a rate that is 3% higher.

Footnotes for these titles will remain the same unless footnoted assignment rates were rolled into the title’s new recruitment rates.

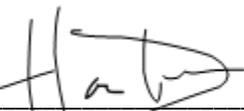
Extensive conversations were held with department heads, HR staff, managers, supervisor, and questionnaires were sent out to various employees in each title covered in this and in the forthcoming second report. DER Compensation would like to take this time to thank the countless employees that took the time and effort to assist in these monumental reports that will get the City back on track to being the preferred employer within the City of Milwaukee.

**Action Required – Effective Pay Period 16, 2023 (July 23, 2023)**

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

Prepared by:   
 Sarah Sinsky, Human Resources Representative

Reviewed by:   
 Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
 Harper Donahue IV, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b> <u>7/7/2023</u> <b>File Number</b> <u>230220</u> <input checked="" type="checkbox"/> <b>Original</b> <input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b> <u>Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on June 27th, 2023.</u>

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

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

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
<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>

**F** Assumptions used in arriving at fiscal estimate. The total cost for 2023 is \$229,243 and the total cost for 2024 is \$496,693. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet. Additional addendum being sent for the Various Labor and Field Staff report.

**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

City Service Commission Meeting of June 27, 2023  
Finance and Personnel Committee Meeting of July 7, 2023

NEW COSTS FOR 2023

Pos.	Dept	From	PR	To	PR	CURRENT Annual	NEW Annual	Costs	Rollup	Rollup+ Sal
1	Assessor	Accounting Assistant II	6HN	Assessment Accounting Assistant	5IN	\$42,726	\$48,892	\$2,846	\$398	\$3,244
1	Assessor	Assessment Appeals Director	1JX	Assessment Appeals Director	1KX	\$103,687	\$107,433	\$1,729	\$242	\$1,971
1	Assessor	Assessment Division Manager	1GX	Assessment Division Manager	1JX	\$93,285	\$97,666	\$2,022	\$283	\$2,305
1	Assessor	Assessment Division Manager	1GX	Assessment Division Manager	1JX	\$93,285	\$97,666	\$2,022	\$283	\$2,305
1	Assessor	Assessment Operations Director	1JX	Assessment Operations Director	N/A	\$106,907	\$104,304	N/A	Above Recruitment Rate	
1	Assessor	Business Systems Administrator	2JX	Business Systems Administrator	1HX	\$94,455	\$107,019	\$5,799	\$812	\$6,610
1	Assessor	Business Systems Manager	1HX	Business Systems Manager	N/A	\$100,644	\$114,030	\$6,178	\$865	\$7,043
1	Assessor	Office Assistant II	6EN	Assessment Services Clerk	6GN	\$32,460	\$37,716	\$2,426	\$340	\$2,765
2	Assessor	Office Assistant III	6FN	Assessment Services Assistant 1	6LN	\$36,119	\$43,053	\$6,400	\$896	\$7,296
3	Assessor	Office Assistant III	6FN	Assessment Services Assistant 1	6LN	\$37,203	\$44,345	\$9,888	\$1,384	\$11,272
1	Assessor	Office Assistant IV	6HN	Assessment Services Assistant – Senior	5JN	\$39,359	\$55,728	\$7,555	\$1,058	\$8,613
1	Assessor	Program Assistant III	5IN	Assessment Services Specialist	5KN	\$51,713	\$60,873	\$4,227	\$592	\$4,819
1	Assessor	Property Appraiser 1	2DN	Residential Property Appraiser 1	2HN	\$53,117	\$62,677	\$4,412	\$618	\$5,030
1	Assessor	Property Appraiser 1	2DN	Residential Property Appraiser 1	2HN	\$53,649	\$63,304	\$4,456	\$624	\$5,080
4	Assessor	Property Appraiser 1	2DN	Residential Property Appraiser 1	2HN	\$51,570	\$60,852	\$17,135	\$2,399	\$19,534
1	Assessor	Property Appraiser 2	2DN	Residential Property Appraiser 1	2HN	\$54,807	\$60,852	\$2,790	\$391	\$3,181
1	Assessor	Property Appraiser 2	2DN	Residential Property Appraiser 1	2HN	\$56,451	\$62,677	\$2,874	\$402	\$3,276
3	Assessor	Property Appraiser 2	2DN	Residential Property Appraiser 1	2HN	\$57,015	\$63,304	\$8,707	\$1,219	\$9,927
1	Assessor	Property Appraiser 3	2DN	Residential Property Appraiser 2	2IN	\$59,994	\$67,065	\$3,264	\$457	\$3,720
1	Assessor	Property Appraiser 3	2DN	Residential Property Appraiser 2	2IN	\$59,994	\$67,065	\$3,264	\$457	\$3,721
1	Assessor	Property Appraiser 4	2DN	Residential Property Appraiser 3	2JN	\$61,902	\$69,669	\$3,585	\$502	\$4,087
1	Assessor	Property Appraiser 4	2DN	Residential Property Appraiser 3	2JN	\$61,902	\$69,669	\$3,585	\$502	\$4,087
1	Assessor	Property Appraiser 4	2DN	Residential Property Appraiser 3	2JN	\$64,396	\$72,477	\$3,730	\$522	\$4,252
2	Assessor	Property Assessment Technician 1	3FN	Property Assessment Technician 1	3LN	\$40,064	\$51,584	\$10,634	\$1,489	\$12,123
2	Assessor	Property Assessment Technician 1	3FN	Property Assessment Technician 1	3LN	\$41,266	\$53,131	\$10,953	\$1,533	\$12,486
1	Assessor	Property Listing Technician	3IN	Property Listing Technician 2	3MN	\$48,844	\$55,273	\$2,967	\$415	\$3,382
1	Assessor	Senior Property Appraiser 2	2HN	Commercial Property Appraiser 1	2KN	\$70,614	\$75,292	\$2,159	\$302	\$2,461
1	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$90,568	\$88,787	N/A	Above Recruitment Rate	
1	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$78,965	\$85,348	\$2,946	\$412	\$3,358
1	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$82,147	\$88,787	\$3,065	\$429	\$3,494
1	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$82,147	\$88,787	\$3,065	\$429	\$3,494
2	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$79,755	\$86,201	\$5,951	\$833	\$6,784
1	Deferred Compensation	Administrative Assistant II	6HN	Deferred Compensation Plan Services Assistant	5JN	\$39,359	\$51,337	\$5,529	\$774	\$6,303
1	Deferred Compensation	Executive Director – Deferred Compensation Board	1LX	Executive Director – Deferred Compensation Board	1PX	\$123,762	\$140,969	\$7,942	\$1,112	\$9,053
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$75,566	\$74,321	N/A	Above Recruitment Rate	
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$75,566	\$74,321	N/A	Above Recruitment Rate	
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$75,566	\$74,321	N/A	Above Recruitment Rate	
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$73,365	\$72,157	N/A	Above Recruitment Rate	
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$66,035	\$71,442	\$2,496	\$349	\$2,845
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$64,100	\$64,202	\$47	\$7	\$53
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$63,960	\$64,202	\$111	\$16	\$127
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$61,029	\$62,332	\$601	\$84	\$686
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$61,105	\$63,566	\$1,136	\$159	\$1,295
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$59,974	\$63,566	\$1,658	\$232	\$1,890
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$60,597	\$64,202	\$1,664	\$233	\$1,897
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$57,776	\$62,332	\$2,103	\$294	\$2,397
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$54,931	\$61,714	\$3,131	\$438	\$3,569
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$55,481	\$62,332	\$3,162	\$443	\$3,605
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$56,579	\$63,566	\$3,225	\$451	\$3,676
2	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$54,931	\$61,714	\$6,261	\$877	\$7,138
5	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$62,859	\$64,202	\$3,097	\$434	\$3,531
1	Health	Environmental & Disease Control Specialist	2DN	Environmental & Disease Control Specialist	2IN	\$52,878	\$70,853	\$8,296	\$1,161	\$9,457
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$62,859	\$58,233	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$61,029	\$56,536	N/A	Above Recruitment Rate	

1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$57,129	\$55,977	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$62,237	\$57,656	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$58,842	\$57,656	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$54,931	\$55,977	N/A	Grant Funded Position	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$57,145	\$58,233	N/A	Grant Funded Position	
2	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$56,579	\$57,656	N/A	Grant Funded Position	
16	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$54,931	\$55,977	N/A	Grant Funded Position	
1	Health	Home Environmental Health Inspector 3	3RN	Home Environmental Health Inspector 3	3PN	\$61,144	\$61,144	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 3	3RN	Home Environmental Health Inspector 3	3PN	\$66,593	\$60,539	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 3	3RN	Home Environmental Health Inspector 3	3PN	\$64,653	\$58,776	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 3	3RN	Home Environmental Health Inspector 3	3PN	\$65,300	\$59,363	N/A	Above Recruitment Rate	
Various Departments			Service and Maintenance titles	N/A	Service and Maintenance titles*	N/A	N/A	N/A	See Fiscal Note from DOA-Budget	
97								\$201,090	\$28,153	\$229,243

Assume effective date is Pay Period 15, 2023 (July 9th, 2023) unless otherwise indicated.  
\*Assume effective date is Pay Period 16, 2023 (July 23rd, 2023) unless otherwise indicated.

NEW COSTS FOR FULL YEAR										
Pos.	Dept	From	PR	To	PR	Annual	Annual	Costs	Rollup	Rollup+ Sal
1	Assessor	Accounting Assistant II	6HN	Assessment Accounting Assistant	5IN	\$42,726	\$48,892	\$6,166	\$863	\$7,029
1	Assessor	Assessment Appeals Director	1JX	Assessment Appeals Director	1KX	\$103,687	\$107,433	\$3,746	\$524	\$4,270
1	Assessor	Assessment Division Manager	1GX	Assessment Division Manager	1JX	\$93,285	\$97,666	\$4,381	\$613	\$4,995
1	Assessor	Assessment Division Manager	1GX	Assessment Division Manager	1JX	\$93,285	\$97,666	\$4,381	\$613	\$4,995
1	Assessor	Assessment Operations Director	1JX	Assessment Operations Director	N/A	\$106,907	\$104,304	N/A	Above Recruitment Rate	
1	Assessor	Business Systems Administrator	2UX	Business Systems Administrator	1HX	\$94,455	\$107,019	\$12,564	\$1,759	\$14,322
1	Assessor	Business Systems Manager	1HX	Business Systems Manager	N/A	\$100,644	\$114,030	\$13,386	\$1,874	\$15,260
1	Assessor	Office Assistant II	6EN	Assessment Services Clerk	6GN	\$32,460	\$37,716	\$5,256	\$736	\$5,991
2	Assessor	Office Assistant III	6FN	Assessment Services Assistant 1	6LN	\$36,119	\$43,053	\$13,867	\$1,941	\$15,808
3	Assessor	Office Assistant III	6FN	Assessment Services Assistant 1	6LN	\$37,203	\$44,345	\$21,424	\$2,999	\$24,424
1	Assessor	Office Assistant IV	6HN	Assessment Services Assistant – Senior	5JN	\$39,359	\$55,728	\$16,369	\$2,292	\$18,661
1	Assessor	Program Assistant III	5IN	Assessment Services Specialist	5KN	\$51,713	\$60,873	\$9,159	\$1,282	\$10,442
1	Assessor	Property Appraiser 1	2DN	Residential Property Appraiser 1	2HN	\$53,117	\$62,677	\$9,560	\$1,338	\$10,898
1	Assessor	Property Appraiser 1	2DN	Residential Property Appraiser 1	2HN	\$53,649	\$63,304	\$9,656	\$1,352	\$11,007
4	Assessor	Property Appraiser 1	2DN	Residential Property Appraiser 1	2HN	\$51,570	\$60,852	\$37,126	\$5,198	\$42,324
1	Assessor	Property Appraiser 2	2DN	Residential Property Appraiser 1	2HN	\$54,807	\$60,852	\$6,045	\$846	\$6,892
1	Assessor	Property Appraiser 2	2DN	Residential Property Appraiser 1	2HN	\$56,451	\$62,677	\$6,226	\$872	\$7,098
3	Assessor	Property Appraiser 2	2DN	Residential Property Appraiser 1	2HN	\$57,015	\$63,304	\$18,866	\$2,641	\$21,508
1	Assessor	Property Appraiser 3	2DN	Residential Property Appraiser 2	2IN	\$59,994	\$67,065	\$7,071	\$990	\$8,061
1	Assessor	Property Appraiser 3	2DN	Residential Property Appraiser 2	2IN	\$59,994	\$67,065	\$7,071	\$990	\$8,061
1	Assessor	Property Appraiser 4	2DN	Residential Property Appraiser 3	2JN	\$61,902	\$69,669	\$7,768	\$1,087	\$8,855
1	Assessor	Property Appraiser 4	2DN	Residential Property Appraiser 3	2JN	\$61,902	\$69,669	\$7,768	\$1,087	\$8,855
1	Assessor	Property Appraiser 4	2DN	Residential Property Appraiser 3	2JN	\$64,396	\$72,477	\$8,081	\$1,131	\$9,212
2	Assessor	Property Assessment Technician 1	3FN	Property Assessment Technician 1	3LN	\$40,064	\$51,584	\$23,041	\$3,226	\$26,266
2	Assessor	Property Assessment Technician 1	3FN	Property Assessment Technician 1	3LN	\$41,266	\$53,131	\$23,731	\$3,322	\$27,054
1	Assessor	Property Listing Technician	3IN	Property Listing Technician 2	3MN	\$48,844	\$55,273	\$6,429	\$900	\$7,329
1	Assessor	Senior Property Appraiser 2	2HN	Commercial Property Appraiser 1	2KN	\$70,614	\$75,292	\$4,678	\$655	\$5,333
1	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$90,568	\$88,787	N/A	Above Recruitment Rate	
1	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$78,965	\$85,348	\$6,383	\$894	\$7,277
1	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$82,147	\$88,787	\$6,640	\$930	\$7,570
1	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$82,147	\$88,787	\$6,640	\$930	\$7,570
2	Assessor	Senior Property Appraiser 4	2HN	Commercial Property Appraiser 3	2MX	\$79,755	\$86,201	\$12,894	\$1,805	\$14,699
1	Deferred Compensation	Administrative Assistant II	6HN	Deferred Compensation Plan Services Assistant	5JN	\$39,359	\$51,337	\$11,978	\$1,677	\$13,655
1	Deferred Compensation	Executive Director – Deferred Compensation Board	1LX	Executive Director – Deferred Compensation Board	1PX	\$123,762	\$140,969	\$17,207	\$2,409	\$19,616
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$75,566	\$74,321	N/A	Above Recruitment Rate	
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$75,566	\$74,321	N/A	Above Recruitment Rate	
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$75,566	\$74,321	N/A	Above Recruitment Rate	
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$73,365	\$72,157	N/A	Above Recruitment Rate	
1	Health	Consumer Environmental Health Coordinator	2HN	Consumer Environmental Health Coordinator	2IN	\$66,035	\$71,442	\$5,407	\$757	\$6,164
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$64,100	\$64,202	\$101	\$14	\$115
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$63,960	\$64,202	\$241	\$34	\$275
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$61,029	\$62,332	\$1,303	\$182	\$1,485
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$61,105	\$63,566	\$2,460	\$344	\$2,805

1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$59,974	\$63,566	\$3,592	\$503	\$4,095
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$60,597	\$64,202	\$3,605	\$505	\$4,109
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$57,776	\$62,332	\$4,556	\$638	\$5,194
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$54,931	\$61,714	\$6,783	\$950	\$7,733
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$55,481	\$62,332	\$6,851	\$959	\$7,810
1	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$56,579	\$63,566	\$6,987	\$978	\$7,965
2	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$54,931	\$61,714	\$13,566	\$1,899	\$15,465
5	Health	Consumer Environmental Health Inspector 2	3MN	Consumer Environmental Health Inspector 2	3QN	\$62,859	\$64,202	\$6,711	\$940	\$7,650
1	Health	Environmental & Disease Control Specialist	2DN	Environmental & Disease Control Specialist	2IN	\$52,878	\$70,853	\$17,975	\$2,516	\$20,491
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$62,859	\$58,233	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$61,029	\$56,536	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$57,129	\$55,977	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$62,237	\$57,656	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$58,842	\$57,656	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$54,931	\$55,977	N/A	Grant Funded Position	
1	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$57,145	\$58,233	N/A	Grant Funded Position	
2	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$56,579	\$57,656	N/A	Grant Funded Position	
16	Health	Home Environmental Health Inspector 2	3MN	Home Environmental Health Inspector 2	3MN	\$54,931	\$55,977	N/A	Grant Funded Position	
1	Health	Home Environmental Health Inspector 3	3RN	Home Environmental Health Inspector 3	3PN	\$61,144	\$61,144	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 3	3RN	Home Environmental Health Inspector 3	3PN	\$66,593	\$60,539	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 3	3RN	Home Environmental Health Inspector 3	3PN	\$64,653	\$58,776	N/A	Above Recruitment Rate	
1	Health	Home Environmental Health Inspector 3	3RN	Home Environmental Health Inspector 3	3PN	\$65,300	\$59,363	N/A	Above Recruitment Rate	
97								\$435,696	\$60,997	\$496,693

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