



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

September 8, 2023

The Honorable
Finance and Personnel Committee
Common Council
City of Milwaukee

Common Council File No. 230519 – Communication from the Department of Employee Relations relating to classification studies scheduled for the September 12, 2023 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the Civil Service Commission meeting on September 12, 2023.

DPW – Infrastructure – Buildings and Bridges

Current	Recommended
Communications Assistant III PR 6HN (\$38,578 - \$43,555) Recruitment Rate: \$39,359 (Five Positions)	City Hall Operator PR 2GN (\$53,548 - \$74,974) Recruitment Rate: \$65,004 (Five Positions)

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

Department of Public Works – Water Works

Current			
Title	Pay Range	Rates	Number of Positions
Senior Water Treatment Plant Operator	2HN	\$57,081 - \$79,909 Recruit Rate: \$70,853	36
Water Treatment Plant Operator	2FN	\$50,245 - \$70,347 Recruit Rate: \$60,205	Underfill
Recommended			
Title	Pay Range	Rates	Number of Positions
Water Treatment Plant Lead Operator	2MN	\$78,528 - \$109,938 Recruit Rate: \$100,261	18
Water Treatment Plant Operator 4	2LN	\$73,688 - \$103,160 Recruit Rate: \$91,146	18
Water Treatment Plant Operator 3	2KN	\$69,119 - \$96,768 Recruit Rate: \$87,796 FN: Employees assigned as 'Operator in Charge to be paid an additional 7%.	Underfill
Water Treatment Plant Operator 2	2JN	\$64,857 - \$90,796 Recruit Rate: \$83,163 FN: Employees assigned as 'Operator in Charge to be paid an additional 7%.	Underfill
Water Treatment Plant Operator 1	2HN	\$57,081 - \$79,909 Recruit Rate: \$70,853	Underfill

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

Department of Public Works – Operations Division-Forestry Services Section

Current	Recommended
<i>New Classification</i>	Youth Arborist Apprentice PR: 9MN (\$32,460-\$33,824) (Underfill title)
<i>New Classification</i>	Urban Forestry Intern PR: 9PN (\$32,460-\$38,866) FN: Recruitment is at \$38,866 (Underfill title)

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

Milwaukee Public Library

Current	Recommended
New Position	Program Assistant III PR 5IN (\$48,220 - \$56,878) FN: Recruitment at \$49,710 (One Position)

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

Municipal Court - Courtroom Proceedings and Court Services

Current	Recommended
Municipal Court Clerk II PR: 6ON (\$51,337 - \$58,617) (One position)	Municipal Court Clerk - Lead PR: 2GX (\$53,548 - \$74,974) FN: Recruitment is at \$64,435 (One position)
Municipal Court Clerk I PR: 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$46,831 (Six positions)	Municipal Court Clerk 2 PR: 5ON (\$58,456 - \$70,929) FN: Recruitment is at \$58,781 FN: Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment. (Six positions)
	Municipal Court Clerk 1 PR: 5NN (\$55,116 - \$66,877) FN: Recruitment is at \$56,149 FN: Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment. (Underfill title)
Court Services Supervisor PR: 1BX (\$50,636 - \$70,347) (One position)	Administrative Services Manager – Court PR: 1HX (\$73,688 - \$103,160) FN: Recruitment is at \$81,056 (One position)
Court Services Assistant IV PR: 6HN (\$38,577 - \$43,555) FN: Recruitment is at \$39,359 (One position)	Court Services Assistant - Lead PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (One position)

Court Services Assistant III PR: 6FN (\$32,460 - \$39,958) FN: Recruitment is at \$36,119 (Five positions)	Court Services Assistant 2 PR 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$47,154 (Five positions)
Court Services Assistant II PR: 6EN (\$32,460 - \$37,374) (Underfill title)	Court Services Assistant 1 PR 6LN (\$42,137 - \$48,611) FN: Recruitment is at \$44,909 (Underfill title)
Court Services Assistant I PR: 6CN (\$32,460 - \$34,240) (Underfill title)	
Administrative Assistant III PR: 5FN (\$42,153 - \$50,197) FN: Recruitment is at \$44,257 (One position)	Court Administrative Assistant PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (One position)
Accounting Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment is at \$44,007 (One position)	Court Accounting Assistant - Senior PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (One position)
Accounting Assistant II PR 6HN (\$38,577 - \$43,555) FN: Recruitment is at \$42,726 (Four positions)	Court Accounting Assistant PR 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$48,357 (Four positions)

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

Various City Departments

Current	Recommended
Business Services Specialist PR 2DN (\$44,217 - \$61,902) FN: Recruitment at \$50,381 (One Position - MWW)	Water Payroll Specialist PR 2IN (\$60,824 - \$85,151) FN: Recruitment at \$63,860 (One Position - MWW)
City Payroll Specialist PR 2DN (\$44,217 - \$61,902) FN: Recruitment is at \$53,911 (Three positions - Comptroller)	City Payroll Specialist PR 2IN (\$60,824 - \$85,151) FN: Recruitment at \$66,906 (Three positions - Comptroller)
Human Resources Assistant PR 5IN (\$48,220 - \$56,878) FN: Recruitment at \$50,384 (One position – DPW-Admin)	DPW Payroll Services Assistant PR 5ON (\$58,455 - \$70,929) FN: Recruitment at \$60,569 (One position – DPW-Admin)
Personnel Payroll Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment at \$44,007/DPW employees paid in the following range: \$44,007 - \$48,641 (Nine Positions – DPW-Admin)	Payroll Assistant 3 PR 5NN (\$55,116 - \$66,877) FN: Recruitment at \$58,819 (Nine Positions – DPW-Admin) (One Position - MWW)
Accounting Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment at \$44,007	Payroll Assistant 2 PR 5MN (\$51,967 - \$63,055) FN: Recruitment at \$56,019 (Underfill title)

(One Position - MWW)	Payroll Assistant 1 PR 5JN (\$48,998 - \$59,453) FN: Recruitment at \$53,351 (Underfill title)
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Note: Residents receive a rate that is 3% higher.

Various City Departments

Current	Recommended
Laboratory Technician 3 PR 3NN (\$46,765 - \$63,772) FN: Recruitment is at \$56,894 (Four Positions - MHD) (Three Positions – MWW)	Medical Laboratory Technician PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,911 (Four Positions – MHD)
Laboratory Technician 2 PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,605 (Underfill Title)	
Laboratory Technician 1 PR 3LN (\$44,257 - \$61,482) FN: Recruitment is at \$49,147 (Underfill Title)	Water Laboratory Technician PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,911 (Three Positions – MWW)
Painter – Senior PR 7JN (\$78,737 - \$102,785) (One Position - DPW Infrastructure)	Painter Supervisor PR 1HX (\$73,688 - \$103,160) FN: Recruitment is at \$86,611 (One Position – DPW Infrastructure)

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

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Director

Renee Joos
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JOB EVALUATION REPORT

City Service Commission Meeting: September 12, 2023

DPW – Infrastructure – Buildings and Bridges

Current	Recommended
Communications Assistant III PR 6HN (\$38,578 - \$43,555) Recruitment Rate: \$39,359 (Five Positions)	City Hall Operator PR 2GN (\$53,548 - \$74,974) Recruitment Rate: \$65,004 (Five Positions)

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

Background

The Department of Public Works has requested a classification and market rate study for the Communications Assistant III's that operated the City Hall Information Desk. Job descriptions were provided and discussions were held with Kevin Muhs, City Engineer. This report comes in wake of the city-wide laboring and trades study as well as the study of the Unified Call Center Representatives.

Like the Unified Call Center Representatives, the City Hall Operators provide exceptional and accurate customer service for the City of Milwaukee. These positions have used a variety of communication channels to handle a wide variety of contacts in a fast-paced environment during business hours and after hours.

The level and complexity of work for these positions have evolved significantly. Today the City Hall Operators must:

- Possess the ability to perform online research by navigating multiple resources both on the UCC's intranet and on the City's website. Must be able to distinguishing rapidly between genuine search engine results and promoted, AI-generated, or false results.
- Have extensive knowledge for emergency situations and protocols that need to be followed to ensure the safety of employees and guests within the City Hall Complex and outlying City buildings.
- Be able to memorize large volumes of City operations information.
- Use online systems to ensure all customer inquiries and service requests are logged and routed properly.
- Adapt quickly to frequent, rapid changes in City information, activities, programs and policies.

The City Hall Operators must take the initiative to review resources and after hour emergency contacts to keep current. In order to ensure this knowledge, they must update information given by the Unified Call Center, save information given by the Facilities Manager, Building Operations Supervisor and DPW Operations, and reach out on a semi regular basis to departments such as the Department of Neighborhood Services and the Milwaukee Public Library to update after hour emergency contact information.

Additionally, caller demeanor has degraded vastly since this position's creation. The City Hall Operators are expected to maintain composure, use detachment, and exercise boundaries far more frequently in handling a large volume of abusive calls and in person interactions.

Duties and Responsibilities

The City Hall Operator is responsible for providing 24 hours a day, 7 days a week coverage in the City Hall Information Center. This includes continuously observing the central monitoring station that receives all emergency communications from the Department of Public Works (DPW) managed facilities and providing customer service to residents, City Hall visitors, and internal customers seeking information about or dispatch of City services in-person, over the phone, and by email. Duties and responsibilities include:

- Staff the City Hall Information Center desk; take internal service calls along with external citizen requests for service or information.
- Monitor and document building access, security, fire/life safety system alarms, and security camera systems for the City Hall Complex and other DPW managed facilities.
- Write and route work orders and dispatch calls for building services.
- Document citizen complaints or service requests, and relay to appropriate departments for service response.
- Provide first line response to City emergencies (i.e. receive calls about board-ups, floods, snow, severe weather), coordinating the City’s initial response and dispatching crews for service.
- Serve as point of contact for contracted security officers in the City Hall Complex and for other DPW managed facilities. Coordinate security activity to ensure the City Hall Complex is properly secure.

Minimum qualifications include four years of office support experience, including two years of communications or customer service experience providing information to customers or responding to customer complaints or requests.

Labor Market Rate Comparisons

For positions in this report comparisons were made to the labor market using the Economic Research Institute (ERI), a salary survey to which DER subscribes. Staff reviewed labor market data for Southeastern, WI. The data shown below represents competitive rates of pay for titles comparable to the classifications listed above.

Call Center Representative (Complex Calls)

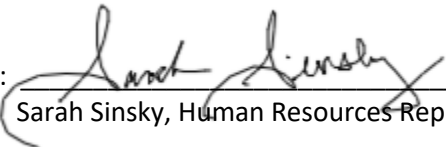
	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Level 1	39,260	42,265	46,333	50,002	53,884
Level 2	45,613	49,061	53,778	58,163	62,765
Level 3	53,725	57,783	63,358	68,662	74,186

ERI describes a Call Center Representative (Complex Calls) as a position that answers inbound and places outbound calls in a call center with the goal of increasing business, customer satisfaction, and customer retention. Takes care of complex customer inquiries and problems, having experience and advanced knowledge, which is what distinguishes this position from lower-level Call Center Representatives. Requires higher degree of skill and ability to explain most complex matters to ensure customer satisfaction and retention, and to sell products and services, and may require considerable adaptation in response to the particular customer in order to achieve success.

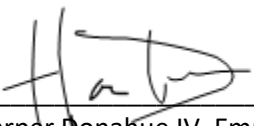
In comparison to similar City positions, the City Hall Operators perform at the same level as the recently classified Unified Call Center Representative – Leads. The City Hall Operators provide ‘front line’ dispatching for after hours for forwarded calls from the Unified Call Center that requires immediate after hour response, such as backwater in City of Milwaukee residents’ homes, downed trees, board ups, dangerous icy roads, etc. and must contact the appropriate after hour employees and/or crews. Furthermore, this position is typically the first contact in regards to emergency situations such as fire alarms within City buildings, security issues, etc. and must contact the necessary personnel to address said emergencies.

Action Required – Effective Pay Period 21, 2023 (October 1, 2023)

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

Prepared by: 
Sarah Sinsky, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director



Department of Employee Relations

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REVISED 9/11/2023

Job Evaluation Report

Civil Service Commission Meeting: September 12th, 2023

Department of Public Works – Water Works

Current			
Title	Pay Range	Rates	Number of Positions
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Water Treatment Plant Operator 2	2JN	\$64,857 - \$90,796 Recruit Rate: \$83,163 FN: Employees assigned as 'Operator in Charge to be paid an additional 7%.	Underfill
Water Treatment Plant Operator 1	2HN	\$57,081 - \$79,909 Recruit Rate: \$70,853	Underfill

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

The Milwaukee Water Works (MWW) has request a classification and market study of the Senior Water Treatment Plant Operators and Water Treatment Plant Operators. New job descriptions were provided and discussions were held with Patrick Pauly, Water Works Superintendent; Jane Islo, Water Works Administration Manager; and Amy Hefter, Water Works Human Resources Administrator.

This report recommends implementing a series of four 'Water Treatment Plant Operator' titles and a higher level competitive promotional opportunity 'Water Treatment Plant Lead Operator'. With each ascending title, there is an increased level of responsibility, additional and more complicated duties, as well as higher minimum competencies and requirements. The Water Treatment Plant Operator 4 title serves as the highest position authority level in the series as the Water Treatment Plant Operators 1, 2, and 3 serve as underfill titles and each incumbent may be promoted through this title series based upon evidence of achieving higher level competencies and meeting minimum experience requirements. For outside hires from

other similar level municipalities or utilities, equivalencies will be considered for each level. These minimum requirements and competencies have been created by MWW and are in the process of being evaluated by the Staffing Division. The following charts outline the responsibilities, minimum competencies and requirement by title.

Water Treatment Plant Lead Operator – Eighteen (18) Positions

Basic Functions

Performs as an Operator in Charge (OIC) at both Milwaukee Water Works (MWW) water treatment plants, provides peer training and staffs any of the five (5) assignment desks, which includes SCADA and Utility operations at both plants and Water Distribution System. This position provides a competitive promotional opportunity to Water Treatment Plant Operators who have demonstrated the ability to take on a lead role.

Duties and Responsibilities

- Serves as a lead operator and subject matter expert on all five (5) assignment desks across both plants, providing guidance to Water Treatment Plant Operators performing assignments in the water treatment plant process and water distribution system.
- Concurrently operates one water treatment plant and the water distribution system, as needed.
- Performs as an OIC at either plant, ensuring safety protocols are followed.
- Provides peer training to Water Treatment Plant Operators.
- Uses SCADA to make adjustments to water treatment operations and the water distribution system, monitoring for threats and independently performing both routine and critical changes to the operations and systems.
- Operates a variety of chemical feed systems, oversees chemical deliveries, enforces quality control measures, doses water treatment chemicals in correct proportions and leads chemical spill response teams under emergency conditions.
- Uses the Computer Maintenance Management System (CMMS) to enter and track preventative and demand maintenance requests and uses eLogger to document all activities.
- Leads Confined Space teams.
- Directs Lock Out / Tag Out (LOTO) operations on industrial centrifugal pumps, large capacity valves and gates, ozone generators and ancillary equipment.
- Directs filter bed operations and maintenance in accordance with American Water Works Association (AWWA) standards and MWW policies and procedures.

Experience/Education Minimum Requirements

- Bachelor's degree in engineering, chemistry, biology, conservation, environmental science or other related field from an accredited college and five years of experience operating or maintaining drinking water, wastewater or beverage processing treatment plant facilities, performing duties closely related to this position. *Equivalent experience may substitute for the required education, but education may not substitute for experience.*
- Valid Driver's license and satisfactory driving record at time of application and throughout employment.
- Wisconsin Department of Natural Resources (WDNR) Operator Certification for Surface Water (Subclasses S and D) Grade 1 within probationary period and throughout employment.
- MWW certification in SCADA and Utility at both water treatment plants and the Water Distribution System within probationary period and throughout employment.
- MWW certification to concurrently operate one water treatment plant and the water distribution system.
- MWW certification as a peer trainer.
- MWW certification to perform as an Operator in Charge (OIC) at both water treatment plants.

Job Specific Core Competencies

Competencies are defined in accompanying Water Treatment Plant Operator matrix – Water Treatment Plant Lead Operator.

Incumbents must have successfully demonstrated these competencies in their position in the former Senior Water Treatment Plant Operator/Water Treatment Plant classification for placement into this level of the new series.

Water Treatment Plant Operator 4 – Eighteen (18) Positions

Basic Functions

Performs as an Operator in Charge (OIC) at one of the Milwaukee Water Works (MWW) water treatment plants, provides peer training and staffs the SCADA and Utility operations at one of the plants and Water Distribution System. This is the final step of the series for Water Treatment Plant Operators.

Duties and Responsibilities

- Performs as a SCADA and Utility operator at one of the plants and a Water Distribution System operator.
- Concurrently operates one water treatment plant and the water distribution system during periods of routine operations and lower water demand, when required.
- Performs as an OIC at one plant, ensuring safety protocols are followed and providing guidance to Water Treatment Plant Operators.
- Provides peer training to Water Treatment Plant Operators.
- Uses SCADA to make adjustments to water treatment operations and the water distribution system, monitoring for threats and independently performing both routine and critical changes to the operations and systems.
- Operates a variety of chemical feed systems, oversees chemical deliveries, enforces quality control measures, doses water treatment chemicals in correct proportions and leads chemical spill response teams under emergency conditions.
- Uses the Computer Maintenance Management System (CMMS) to enter and track preventative and demand maintenance requests and uses eLogger to document all activities.
- Leads Confined Space teams.
- Directs Lock Out / Tag Out (LOTO) operations on industrial centrifugal pumps, large capacity valves and gates, ozone generators and ancillary equipment.
- Directs filter bed operations and maintenance in accordance with American Water Works Association (AWWA) standards and MWW policies and procedures.

Experience/Education Minimum Requirements

- Bachelor's degree in engineering, chemistry, biology, conservation, environmental science or other related field from an accredited college and 3 years of experience operating or maintaining drinking water, wastewater or beverage processing treatment plant facilities, performing duties closely related to this position. *Equivalent experience may substitute for the required education, but education may not substitute for experience.*
- Valid Driver's license and satisfactory driving record at time of application and throughout employment.
- Wisconsin Department of Natural Resources (WDNR) Operator Certification for Surface Water (Subclasses S and D) Grade 1 within probationary period and throughout employment.
- MWW certification in SCADA and Utility at one water treatment plant and the Water Distribution System within probationary period and throughout employment.
- MWW certification to concurrently operate one water treatment plant and the water distribution system.
- MWW certification as a peer trainer.
- MWW certification to perform as an Operator in Charge (OIC) at either water treatment plants.

Job Specific Core Competencies

Competencies are defined in accompanying Water Treatment Plant Operator matrix – Water Treatment Plant Operator 4.

Incumbents must have successfully demonstrated these competencies in their position in the former Senior Water Treatment Plant Operator/Water Treatment Plant classifications for placement into this level of the new series.

Water Treatment Plant Operator 3 – Underfill TitleBasic Functions

Performs SCADA and Utility operations at one of the Milwaukee Water Works (MWW) water treatment plants and Water Distribution System. This is the third step of the series for Water Treatment Plant Operators.

Duties and Responsibilities

- Performs as a SCADA and Utility operator at one of the plants and a Water Distribution System operator.
- Concurrently operates one water treatment plant and the water distribution system during periods of routine operations and lower water demand, when required.
- Uses SCADA to make adjustments to water treatment operations and the water distribution system, monitoring for threats and independently performing both routine and critical changes to the operations and systems.
- Operates a variety of chemical feed systems, oversees chemical deliveries, enforces quality control measures, doses water treatment chemicals in correct proportions and leads chemical spill response teams under emergency conditions.
- Uses the Computer Maintenance Management System (CMMS) to enter and track preventative and demand maintenance requests and uses eLogger to document all activities.
- Leads Confined Space teams.
- Directs Lock Out / Tag Out (LOTO) operations on industrial centrifugal pumps, large capacity valves and gates, ozone generators and ancillary equipment.
- Directs filter bed operations and maintenance in accordance with American Water Works Association (AWWA) standards and MWW policies and procedures.

Experience/Education Minimum Requirements

- Bachelor's degree in engineering, chemistry, biology, conservation, environmental science or other related field from an accredited college and two years of experience operating or maintaining drinking water, wastewater or beverage processing treatment plant facilities, performing duties closely related to this position. *Equivalent experience may substitute for the required education, but education may not substitute for experience.*
- Valid Driver's license and satisfactory driving record at time of application and throughout employment.
- Wisconsin Department of Natural Resources (WDNR) Operator Certification for Surface Water (Subclasses S and D) Grade 1 within probationary period and throughout employment.
- MWW certification in SCADA and Utility at one water treatment plant and the Water Distribution System within probationary period and throughout employment.
- MWW certification to concurrently operate one water treatment plant and the water distribution system.

Job Specific Core Competencies

Competencies are defined in accompanying Water Treatment Plant Operator matrix – Water Treatment Plant Operator 3.

Incumbents must have successfully demonstrated these competencies in their position in the former Senior Water Treatment Plant Operator/Water Treatment Plant classifications for placement into this level of the new series.

Water Treatment Plant Operator 2 – Underfill TitleBasic Functions

Performs SCADA and Utility operations at one of the Milwaukee Water Works (MWW) water treatment plants or performs SCADA or Utility operations at one of the plants and the Water Distribution System. This is the second step of the series for Water Treatment Plant Operators.

Duties and Responsibilities

- Performs as a SCADA and Utility operator at one of the plants or performs SCADA or Utility operations at one of the plants and the Water Distribution System.
- Uses SCADA to make adjustments to water treatment operations and the water distribution system, monitoring for threats and independently performing both routine and critical changes to the operations and systems.
- Operates a variety of chemical feed systems, oversees chemical deliveries, enforces quality control measures, doses water treatment chemicals in correct proportions and leads chemical spill response teams under emergency conditions.
- Uses the Computer Maintenance Management System (CMMS) to enter and track preventative and demand maintenance requests and uses eLogger to document all activities.
- Performs work on a Confined Space team.
- Conducts Lock Out / Tag Out (LOTO) operations on industrial centrifugal pumps, large capacity valves and gates, ozone generators and ancillary equipment.
- Conducts filter bed operations and maintenance in accordance with American Water Works Association (AWWA) standards and MWW policies and procedures.

Experience/Education Minimum Requirements

- Bachelor's degree in engineering, chemistry, biology, conservation, environmental science or other related field from an accredited college and one year of experience operating or maintaining drinking water, wastewater or beverage processing treatment plant facilities, performing duties closely related to this position. *Equivalent experience may substitute for the required education, but education may not substitute for experience.*
- Valid Driver's license and satisfactory driving record at time of application and throughout employment.
- Wisconsin Department of Natural Resources (WDNR) Operator Certification for Surface Water (Subclasses S and D) Grade T within probationary period and throughout employment.
- MWW certification in SCADA and Utility at one water treatment plant or MWW Certification in SCADA or Utility at one of the water treatment plants and the Water Distribution System within probationary period and throughout employment.

Job Specific Core Competencies

Competencies are defined in accompanying Water Treatment Plant Operator matrix – Water Treatment Plant Operator 2.

Incumbents must have successfully demonstrated these competencies in their position in the former Senior Water Treatment Plant Operator/Water Treatment Plant classification for placement into this level of the new series.

Water Treatment Plant Operator 1 – Underfill TitleBasic Functions

Performs SCADA or Utility operations at one of the Milwaukee Water Works (MWW) water treatment plants or Water Distribution System. This is the first step of the series for Water Treatment Plant Operators.

Duties and Responsibilities

- Performs as a SCADA or Utility operator at one of the plants or a Water Distribution System operator.
- Uses SCADA to make adjustments to water treatment operations and the water distribution system, monitoring for threats and independently performing both routine and critical changes to the operations and systems.
- Operates a variety of chemical feed systems, oversees chemical deliveries, enforces quality control measures, doses water treatment chemicals in correct proportions and leads chemical spill response teams under emergency conditions.
- Uses the Computer Maintenance Management System (CMMS) to enter and track preventative and demand maintenance requests and uses eLogger to document all activities.
- Performs work on a Confined Space team.
- Conducts Lock Out / Tag Out (LOTO) operations on industrial centrifugal pumps, large capacity valves and gates, ozone generators and ancillary equipment.
- Conducts filter bed operations and maintenance in accordance with American Water Works Association (AWWA) standards and MWW policies and procedures.

Experience/Education Minimum Requirements

- Associate's degree in engineering, chemistry, biology, conservation, environmental science or other related field from an accredited college *or* one year of experience operating or maintaining drinking water, wastewater or beverage processing treatment plant facilities, performing duties closely related to this position.
- Valid Driver's license and satisfactory driving record at time of application and throughout employment.
- Wisconsin Department of Natural Resources (WDNR) Operator Certification for Surface Water (Subclasses S and D) Grade T within probationary period and throughout employment.
- MWW certification in SCADA or Utility at one water treatment plant or the Water Distribution System within probationary period and throughout employment.

Job Specific Core Competencies

Competencies are defined in accompanying Water Treatment Plant Operator matrix – Water Treatment Plant Operator 1.

All incumbents will have successfully demonstrated these competencies by virtue of passing probation in a position in the former Senior Water Treatment Plant Operator/Water Treatment Plant classifications which this new title series will replace.

Pay level recommendations take into consideration the cost of labor for similar positions in Southeastern Wisconsin and our main competitors such as Veolia, Kenosha, and MMSD. Below are the reported 2022 market rates of pay by the American Water Works Association:

Summary of All Reported Data by Ownership/Management Type

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E / N / U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
All	76	482	12	8% 92% 0%	\$66,027	\$71,799	\$68,973	\$58,205	\$70,314	\$82,239	8
Board Operated	28	195	10	4% 98% 0%	\$65,777	\$68,759	\$71,525	\$56,036	\$68,369	\$80,507	8
M/C/T/C/V	42	257	13	12% 88% 0%	\$65,404	\$70,241	\$66,300	\$56,150	\$68,145	\$80,543	9
Private	3	9	*	* * *	*	*	*	*	*	*	*
Other	3	21	*	* * *	*	*	*	*	*	*	*

Summary of All Reported Data by Population Size

Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E / N / U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000,000	12	124	*	0% 100% 0%	\$65,167	\$80,982	\$65,736	\$69,391	\$80,847	\$93,193	7
500,000 - 1,000,000	10	46	*	10% 90% 0%	\$68,214	\$76,639	\$62,946	\$60,103	\$70,853	\$81,940	*
250 - 499,999	17	165	11	6% 94% 0%	\$71,666	\$70,072	\$71,964	\$54,847	\$68,071	\$78,204	7
100 - 250,000	37	147	12	11% 89% 0%	\$65,333	\$68,306	\$70,233	\$55,279	\$67,540	\$80,280	*
50 - 100,000	0	0	*	* * *	*	*	*	*	*	*	*
25 - 50,000	0	0	*	* * *	*	*	*	*	*	*	*
10 - 25,000	0	0	*	* * *	*	*	*	*	*	*	*
5,000 - 9,999	0	0	*	* * *	*	*	*	*	*	*	*
< 5,000	0	0	*	* * *	*	*	*	*	*	*	*

Summary of All Reported Data by Total Employment


Scope	# of Utilities	# of Employees	Avg. # of Ees Sup	Exempt E / N / U	50th Percentile	Co Wtd Avg Pay	Employee Wtd Avg Pay	Average Salary Range			Avg Weekly Overtime
								Min	Mid	Max	
Over 1,000	12	94	*	0% 100% 0%	\$83,491	\$92,529	\$70,952	\$81,861	\$90,673	\$100,170	7
500 - 1,000	13	87	*	15% 85% 0%	\$60,777	\$59,307	\$56,896	\$47,065	\$59,601	\$71,690	*
200 - 500	27	199	13	11% 89% 0%	\$70,532	\$72,528	\$72,832	\$57,827	\$72,003	\$84,159	7
100 - 200	15	40	*	0% 100% 0%	\$64,547	\$64,016	\$63,404	\$49,587	\$60,815	\$74,221	*
50 - 100	9	62	*	11% 89% 0%	\$65,000	\$72,988	\$74,128	\$59,711	\$71,362	\$83,124	*
25 - 50	0	0	*	* * *	*	*	*	*	*	*	*
< 25	0	0	*	* * *	*	*	*	*	*	*	*


Taking into consideration this market data, the rates of Veolia, which has created a similar level structure, and the levels proposed, this report recommends the following titles and pay rates.

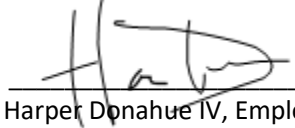
Title	Pay Range	Rates	Number of Positions
Water Treatment Plant Lead Operator	2MN	\$78,528 - \$109,938 Recruit Rate: \$100,261	18
Water Treatment Plant Operator 4	2LN	\$73,688 - \$103,160 Recruit Rate: \$91,146	18
Water Treatment Plant Operator 3	2KN	\$69,119 - \$96,768 Recruit Rate: \$87,796 FN: Employees assigned as 'Operator in Charge to be paid an additional 7%.	Underfill
Water Treatment Plant Operator 2	2JN	\$64,857 - \$90,796 Recruit Rate: \$83,163 FN: Employees assigned as 'Operator in Charge to be paid an additional 7%.	Underfill
Water Treatment Plant Operator 1	2HN	\$57,081 - \$79,909 Recruit Rate: \$70,853	Underfill

Action Required – Effective Pay Period 20, 2023 (September 17, 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

#	KSA	Water Treatment Plant Operator 1	Water Treatment Plant Operator 2	Water Treatment Plant Operator 3	Water Treatment Plant Operator 4	Water Treatment Plant Lead Operator
1	Operator Training	Complete Operator Training Modules Demonstrate basic understanding of basic water treatment tasks	Complete Operator Training Modules Demonstrate proficient understanding of basic water treatment tasks	Complete Operator Training Modules Demonstrate advanced understanding of basic water treatment tasks	Complete Operator Training Modules Demonstrate expert understanding of basic water treatment tasks	Complete Operator Training Modules Demonstrate mastery of basic water treatment tasks
2	Safety	Complete First Aid, CPR, Hazardous Materials and other required safety training Conduct inventory and preventative maintenance on first aid kits, fire extinguishers, AEDs, emergency lighting, hazmat storage, safety showers, eyewash stations and motor vehicles Receive deliveries of water treatment chemicals and follow quality control measures for transport and storage	Complete First Aid, CPR, Hazardous Materials and other required safety training Conduct inventory and preventative maintenance on first aid kits, fire extinguishers, AEDs, emergency lighting, hazmat storage, safety showers, eyewash stations and motor vehicles Receive deliveries of water treatment chemicals and follow quality control measures for transport and storage	Complete First Aid, CPR, Hazardous Materials and other required safety training Conduct inventory and preventative maintenance on first aid kits, fire extinguishers, AEDs, emergency lighting, hazmat storage, safety showers, eyewash stations and motor vehicles Receive deliveries of water treatment chemicals and follow quality control measures for transport and storage	Complete First Aid, CPR, Hazardous Materials and other required safety training Conduct inventory and preventative maintenance on first aid kits, fire extinguishers, AEDs, emergency lighting, hazmat storage, safety showers, eyewash stations and motor vehicles Receive deliveries of water treatment chemicals and follow quality control measures for transport and storage	Complete First Aid, CPR, Hazardous Materials and other required safety training Conduct inventory and preventative maintenance on first aid kits, fire extinguishers, AEDs, emergency lighting, hazmat storage, safety showers, eyewash stations and motor vehicles Receive deliveries of water treatment chemicals and follow quality control measures for transport and storage
3	SCADA	Use SCADA to remotely conduct routine and emergency changes to the treatment process or distribution system Monitor for threats to the treatment process or distribution system Identify discrepancies in water quality instrumentation by analyzing SCADA trend data and report when troubleshooting or service is required	Use SCADA to remotely conduct routine and emergency changes to the treatment process and/or distribution system Monitor for threats to the treatment process and/or distribution system Identify discrepancies in water quality instrumentation by analyzing SCADA trend data and report when troubleshooting or service is required Use and modify existing and user-created trends in SCADA database	Use SCADA to remotely conduct routine and emergency changes to the treatment process and/or distribution system Monitor for threats to the treatment process and/or distribution system Identify discrepancies in water quality instrumentation by analyzing SCADA trend data and report when troubleshooting or service is required Use and modify existing and user-created trends in SCADA database	Use SCADA to remotely conduct routine and emergency changes to the treatment process and/or distribution system Monitor for threats to the treatment process and/or distribution system Identify discrepancies in water quality instrumentation by analyzing SCADA trend data and report when troubleshooting or service is required Use and modify existing and user-created trends in SCADA database	Use SCADA to remotely conduct routine and emergency changes to the treatment process and/or distribution system Monitor for threats to the treatment process and/or distribution system Identify discrepancies in water quality instrumentation by analyzing SCADA trend data and report when troubleshooting or service is required Use and modify existing and user-created trends in SCADA database
4	Chemical Feed Systems Ozone (O3) Sodium Hypochlorite (SHC) Aluminum Sulfate Calcium Thiosulfate (Captor) Fluoride Phosphoric Acid Polymer Ammonia	Operate, maintain and troubleshoot the chemical feed systems, centrifugal pumps and ancillary equipment Adjust chemical storage and feed systems automatically, manually and locally, dosing chemicals in correct proportions	Operate, maintain and troubleshoot the chemical feed systems, centrifugal pumps and ancillary equipment Adjust chemical storage and feed systems automatically, manually and locally, dosing chemicals in correct proportions	Operate, maintain and troubleshoot the chemical feed systems, centrifugal pumps and ancillary equipment Adjust chemical storage and feed systems automatically, manually and locally, dosing chemicals in correct proportions	Operate, maintain and troubleshoot the chemical feed systems, centrifugal pumps and ancillary equipment Adjust chemical storage and feed systems automatically, manually and locally, dosing chemicals in correct proportions	Operate, maintain and troubleshoot the chemical feed systems, centrifugal pumps and ancillary equipment Adjust chemical storage and feed systems automatically, manually and locally, dosing chemicals in correct proportions
5	Plant and System Configuration	Have basic understanding of both routine and emergency plant and system configurations, including alternate configurations required during atypical events such as outages of the distribution system, plant processes and electrical system Acts as a member of a Utility team when changing plant or system configurations	Perform work under both routine and emergency plant and system configurations, including alternate configurations required during atypical events such as outages of the distribution system, plant processes and electrical system Acts as a member of a Utility team or SCADA operator when changing plant or system configurations	With appropriate guidance, perform tasks to place plant or distribution system components into alternate modes, including those atypical configurations required during events such as outages of the distribution system, plant processes and electrical system Acts as a member of a Utility team or SCADA operator when changing plant or system configurations	Perform tasks to place plant or distribution system components into alternate modes, including those atypical configurations required during events such as outages of the distribution system, plant processes and electrical system Lead a Utility team and direct SCADA operator when changing plant or system configurations	Perform tasks to place plant or distribution system components into alternate modes, including those atypical configurations required during events such as outages of the distribution system, plant processes and electrical system Lead a Utility team and direct SCADA operator when changing plant or system configurations
6	Computerized Maintenance Management System (CMMS)	Demonstrate proficient knowledge and skill with CMMS to perform and document preventative and demand maintenance tasks, tracking and performing necessary follow-up, as needed	Demonstrate proficient knowledge and skill with CMMS to perform and document preventative and demand maintenance tasks, tracking and performing necessary follow-up, as needed	Demonstrate proficient knowledge and skill with CMMS to perform and document preventative and demand maintenance tasks, tracking and performing necessary follow-up, as needed	Demonstrate proficient knowledge and skill with CMMS to perform and document preventative and demand maintenance tasks, tracking and performing necessary follow-up, as needed	Demonstrate proficient knowledge and skill with CMMS to perform and document preventative and demand maintenance tasks, tracking and performing necessary follow-up, as needed
7	Water Sampling	Comprehend and conduct basic water quality lab analysis, such as temperature, turbidity and chlorine Perform water sampling at the correct frequency during routine and critical operations according to water quality testing standards Use historical trends and data to predict and respond to variations in raw water quality	Comprehend and conduct basic water quality lab analysis, such as temperature, turbidity and chlorine Perform water sampling at the correct frequency during routine and critical operations according to water quality testing standards Use historical trends and data to predict and respond to variations in raw water quality	Comprehend and conduct basic water quality lab analysis, such as temperature, turbidity and chlorine Perform water sampling at the correct frequency during routine and critical operations according to water quality testing standards Use historical trends and data to predict and respond to variations in raw water quality	Comprehend and conduct basic water quality lab analysis, such as temperature, turbidity and chlorine Perform water sampling at the correct frequency during routine and critical operations according to water quality testing standards Use historical trends and data to predict and respond to variations in raw water quality	Comprehend and conduct basic water quality lab analysis, such as temperature, turbidity and chlorine Perform water sampling at the correct frequency during routine and critical operations according to water quality testing standards Use historical trends and data to predict and respond to variations in raw water quality
8	Confined Space	Complete Confined Space training Demonstrate basic understanding of confined space responsibilities Perform work on a Confined Space team to service equipment	Complete Confined Space training Demonstrate basic understanding of confined space responsibilities Perform work on a Confined Space team to service equipment	Complete Confined Space training Demonstrate proficient understanding of confined space responsibilities Lead Confined Space team to service equipment	Complete Confined Space training Demonstrate proficient understanding of confined space responsibilities Lead Confined Space team to service equipment	Complete Confined Space training Demonstrate proficient understanding of confined space responsibilities Lead Confined Space team to service equipment
9	Lockout/Tagout (LOTO)	Complete Lockout/Tagout (LOTO) training Conduct LOTO operations on industrial size water treatment machines and equipment	Complete Lockout/Tagout (LOTO) training Conduct LOTO operations on industrial size water treatment machines and equipment	Complete Lockout/Tagout (LOTO) training Direct LOTO operations on industrial size water treatment machines and equipment	Complete Lockout/Tagout (LOTO) training Direct LOTO operations on industrial size water treatment machines and equipment	Complete Lockout/Tagout (LOTO) training Direct LOTO operations on industrial size water treatment machines and equipment
10	Filter Bed Operation	Conduct filter bed operations and maintenance and monitor filter effluent for quality and compliance Adjust high-rate dual media filters remotely and locally Troubleshoot and service filter bed components	Conduct filter bed operations and maintenance and monitor filter effluent for quality and compliance Adjust high-rate dual media filters remotely and locally Troubleshoot and service filter bed components	Direct filter bed operations and maintenance and monitor filter effluent for quality and compliance Adjust high-rate dual media filters remotely and locally Troubleshoot and service filter bed components	Direct filter bed operations and maintenance and monitor filter effluent for quality and compliance Adjust high-rate dual media filters remotely and locally Troubleshoot and service filter bed components	Direct filter bed operations and maintenance and monitor filter effluent for quality and compliance Adjust high-rate dual media filters remotely and locally Troubleshoot and service filter bed components

11	Communications, Reporting, and Record Keeping	Understands electronic logbook reporting system (eLogger) and other communication tools such as HF radio to receive, analyze and disseminate information appropriately	Uses electronic logbook reporting system (eLogger) and other communication tools such as HF radio to receive, analyze and disseminate information appropriately under normal and emergency conditions	Uses electronic logbook reporting system (eLogger) and other communication tools such as HF radio to receive, analyze and disseminate information appropriately under normal and emergency conditions	Uses electronic logbook reporting system (eLogger) and other communication tools such as HF radio to receive, analyze and disseminate information appropriately under normal and emergency conditions	<p>Reviews log entries and other communications for accuracy before dissemination</p> <p>Writes incident reports, as needed, to document significant events and situations</p>	<p>Reviews log entries and other communications for accuracy before dissemination</p> <p>Writes incident reports, as needed, to document significant events and situations</p>
12	<u>Work Assignments</u> SCADA at Linnwood WTP Utility at Linnwood WTP SCADA at Howard WTP Utility at Howard WTP Water Distribution Systems	Obtain MWW certification and perform in SCADA or Utility at one water treatment plant or the Water Distribution System	Obtain MWW certification and perform in SCADA and Utility at one water plant or obtain MWW certification and perform in SCADA or Utility at one water plant and the Water Distribution System	Obtain MWW certification and perform in SCADA and Utility at one water treatment plant and the Water Distribution System	Obtain MWW certification and perform in SCADA and Utility at one water treatment plant and the Water Distribution System	Obtain MWW certification and perform in SCADA and Utility at one water treatment plant and the Water Distribution System	Obtain MWW certification and perform in SCADA and Utility at both water treatment plants, and the Water Distribution System
13	Concurrent Operations	N/A	N/A	Obtain MWW certification and perform assignments that require concurrent operation of a water treatment plant and the Water Distribution System, as needed	Obtain MWW certification and perform assignments that require concurrent operation of a water treatment plant and the Water Distribution System, as needed	Obtain MWW certification and perform assignments that require concurrent operation of a water treatment plant and the Water Distribution System, as needed	Obtain MWW certification and perform assignments that require concurrent operation of a water treatment plant and the Water Distribution System, as needed
14	Operator in Charge	N/A	N/A	N/A	Obtain MWW certification and perform as an Operator in Charge (OIC) at either water treatment plant	Obtain MWW certification and perform as an Operator in Charge (OIC) at both water treatment plants	
15	Peer Training	N/A	N/A	N/A	Obtain MWW certification and provide peer training to Water Treatment Plant Operators	Obtain MWW certification and provide peer training to Water Treatment Plant Operators	



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: September 12th, 2023

Department of Public Works – Operations Division-Forestry Services Section

Current	Recommended
<i>New Classification</i>	Youth Arborist Apprentice PR: 9MN (\$32,460-\$33,824) (Underfill title)
<i>New Classification</i>	Urban Forestry Intern PR: 9PN (\$32,460-\$38,866) FN: Recruitment is at \$38,866 (Underfill title)

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

Background

The Department of Public Works (DPW) has requested the classification of intern and youth apprentice titles for summer employment in the Operations Division-Forestry Services Section. These positions are part of an Urban Forestry grant program that works in partnership with ECO, MMSD, MPS, Milwaukee County, and multiple non-profit organizations including Employ Milwaukee. Discussions were held with; Randy Krouse, Forestry Services Manager; and Chuck Schumacher, Finance and Administration Manager.

Current	Recommended
<i>New Classification</i>	Youth Arborist Apprentice PR: 9MN (\$32,460-\$33,824) (Underfill title)

Duties & Responsibilities

Under the direction of Forestry management and job site mentors, Youth Arborist Apprentices participate in a variety of forestry work activities such as light to heavy manual labor associated with the propagation, planting, maintenance and removal of trees on city greenspaces and the city nursery. Youth Apprentices will also be introduced to basic tree climbing techniques.

Year 1 Overview:

- Plants, maintains and removes trees and shrubs on city greenspaces including: site preparation and planting, pruning small trees and shrubs, and provide ground level support for tree maintenance crews performing more technical tasks (pruning, tree removal, stump grinding, emergency storm response, etc.) on city trees.
- Inspect, maintain, and use appropriate personal protective equipment (PPE); Inspect vehicles and towed units; Inspect trees; Inspect equipment; Establish safe work zones.
- Climb trees using ropes, saddles, and other equipment.

Year 2 Overview:

- Plants, maintains and removes trees and shrubs on city greenspaces including: site preparation and planting, pruning small trees and shrubs, and provide ground level support for tree maintenance crews performing more technical tasks (pruning, tree removal, stump grinding, emergency storm response, etc.) on city trees.
- Inspect, maintain, and use appropriate personal protective equipment (PPE); Inspect vehicles and towed units; Inspect trees; Inspect equipment; Establish safe work zones.
- Climb trees using ropes, saddles, and other equipment, including maneuvering through the canopy.
- Identify common trees and shrubs, signs and symptoms of common insects, mites, and diseases.
- Prepares and maintains chainsaws for use; Sets up and uses rigging systems to lower loads.

Youth Apprenticeship Program Goals

Level One Requirements

Youth Arborist Apprentices must complete ALL the items listed below:

- Year 1 Competency checklist.
- Employability Skills checklist.
- Related instruction equal to 1 high school credit or at least 3 college credits.
- Minimum of 450 hours worked.

Level Two Requirements

Youth Arborist Apprentices must complete ALL the items listed below:

- Year 2 Competency checklist.
- Employability Skills checklist.
- Related instruction equal to 2 high school credit or at least 6 college credits.
- Minimum of 900 hours worked.

Career Preparation

Youth Arborist Apprentices must complete one of the following during Youth Arborist Apprenticeship participation:

- Student is enrolled in a regionally endorsed DPI pathway.
- Student has completed one of the certificates listed in the Youth Arborist Apprenticeship program guidelines.
- Student is participating in a Dual Enrollment Program as defined by the Wisconsin Department of Public Instruction.

Minimum Qualifications: High School Junior or Senior enrolled in State of Wisconsin Department of Workforce Development Youth Apprenticeship Program. A valid driver's license at time of appointment and throughout employment. Good driving record.

Recommendation

To determine a rate for this title, comparisons were made to the following City of Milwaukee position:

TITLE	PR	MIN	MAX	REQUIREMENTS
Youth Apprentice (MWW)	9MN	\$15.61 (\$32,460 annual)	\$16.26 (\$33,824 annual)	<u>Posted April 14th, 2023:</u> Applicants must be at least 16 years of age at time of appointment. Current enrollment as a sophomore or junior in high school at time of application. A valid government-issued State Identification Card or a valid Driver's License at the time of hire and throughout employment.

The Youth Apprentice in the Milwaukee Water Works performs minor maintenance repairs to all water system equipment and assists and supports machine repair staff.

Essential functions include:

- Assist with the repair of all mechanical equipment systemwide, including valves, compressors, chemical feed equipment, distribution system storage facilities, water filtration equipment, and pumps.
- Participate in and complete high school courses offered by the Department of Workforce Development-Youth Apprenticeship Program (DWD-YAP) related to the manufacturing/mechanical fields.
- Weld and fabricate guards, rails, and other items related to the needs of the plants.
- Perform custodial work and snow removal duties.
- Assist other plant personnel with basic maintenance tasks.

Analysis

The Youth Arborist Apprentice has comparable requirements and follows a similar model to the Milwaukee Water Works Youth Apprentice, Police Aides, Fire Cadets, and Construction Laborer Intern as they learn skills to establish themselves within a given field before becoming full-time employees. Because the Youth Apprentice will be a part-time position this report recommends the title be placed within Pay Range 9MN.

Current	Recommended
<i>New Classification</i>	Urban Forestry Intern PR: 9PN (\$32,460-\$38,866) FN: Recruitment is at \$38,866 (Underfill title)

Duties & Responsibilities

Urban Forestry Interns participate in a variety of forestry work activities such as chemical treatment of ash trees at risk to EAB, light to heavy manual labor associated with the propagation, planting, maintenance and removal of trees, landscape plants and turf on city greenspaces and the city nursery. Interns may also participate in the collection and analysis of data, research, and other special projects.

- Works on a small crew performing chemical treatment of ash street trees and disseminating information to the public.
- Performs horticulture tasks in the propagation, installation, maintenance, harvesting and removal of trees, shrubs, flowers, ornamental grasses and turf on city greenspaces and at the City Nursery and Greenhouses.
- Operates and drives specialized outdoor power equipment and power tools including pick-up trucks, tractors, tree chippers, chain saws, riding and push mowers, leaf blowers, trimmers, etc. Utilizes various hand tools including shovels, pruners, hand tampers, hand saws, wire cutters, etc.
- Participate in special projects such as: Collecting and/or updating street tree inventory data, research activities, community-based urban forestry programs, etc.

Minimum qualifications include current enrollment in a two-year (or higher) college level Arboriculture, Urban Forestry, Horticulture, or closely related program at an accredited college or university. A valid driver’s license at time of appointment and throughout employment. A valid State of Wisconsin Commercial Pesticide Applicator Certification (Category 3.0-Turf and Landscape) within 30 days of employment and throughout employment (preferably at time of appointment).

Internal Comparison

Classification	Function
Title: Engineering Intern Pay Range: 9PN (\$32,460-\$38,866) FN: Recruitment is at \$38,866 Department: DPW	Assist engineers, architects, engineering technicians, public works inspectors and bridges and buildings inspectors with various engineering and construction inspection tasks.
Minimum qualifications include: current enrollment as a sophomore or higher in an accredited college or university in pre-civil engineering, architecture, construction management, civil engineering, mechanical engineering, public works inspection, or a closely related program. Valid driver's license at the time of appointment and throughout employment.	

Analysis and Recommendation

The Department of Public Works has utilized the Urban Forestry Intern title in the past. At that time, the Urban Forestry Intern was paid at a rate comparable to a junior standing College Intern. We therefore recommend classification of the Urban Forestry Intern into pay range 9NN at a rate of \$38,866, which matches the rate of the Engineering Intern, which is hired at a sophomore or higher student status.

Action Required – Effective Pay Period 21, 2023 (October 1st, 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

REVISED 9/11/2023

Job Evaluation Report

City Service Commission Meeting: September 12, 2023

Milwaukee Public Library

Current	Recommended
New Position	Program Assistant III PR 5IN (\$48,220 - \$56,878) FN: Recruitment at \$49,710 (One Position)

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

The Milwaukee Public Library has submitted a request to classify one new position.

This position will manage key business processes related to programming and grant-funded activities of the Milwaukee Public Library (MPL), specifically the considerable scope of programs funded by the Milwaukee Public Library Foundation and the American Rescue Plan Act (ARPA). The position will manage the creation, documentation, data reporting, and payment processes for multiple MPL awarded multi-year grants. The position will also work on program related procurements for Foundation, grant and ARPA- funded projects and financial reporting and accounting for related expenses. Duties and responsibilities include:

- 40% Manage grant files, subaward agreements, compliance documentation, and procurement files and information related to MPL’s grant, ARPA, and Foundation funded programs.
- 25% Review and validate cost reports and payments for ARPA and Foundation funded programs managed by MPL, and compile and report data and financial information on MPL’s use of ARPA and Foundation funding.
- 15% Publish for MPL leadership, program managers, Foundation, and other City partners regular reports on MPL’s ARPA and Foundation funded programs. Generate financial reporting information for non-City ARPA awards, and coordinate approval and delivery of ARPA financial reports.
- 10% Compile, validate, and maintain MPL subaward documents with program partners.
- 5% Process payment vouchers, account code creation, and other bookkeeping transactions for MPL’s grant, ARPA, and Foundation projects.
- 5% Other administrative duties for grant, ARPA, and Foundation funded work and programs, and other duties as assigned.

Minimum requirements include five years of experience in providing administrative support including handling sensitive information, creating and managing legal or compliance documents, or managing complex administrative processes.

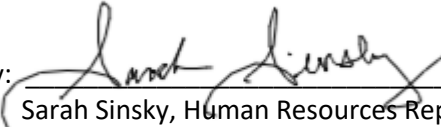
The responsibilities of this new position are comparable in nature of work and level of responsibility to other Program Assistant III positions in Pay Range 5IN (\$48,220 - \$56,878) with a recruitment rate of \$49,710. Program Assistant III positions are the highest level of the Program Assistant job series. These positions perform a variety of office and administrative work in support of a distinct area of operations within a city department


and their work supports a significantly complex program or area of operation. In addition to requiring the equivalent knowledge and skill normally obtained with a bachelor's degree, these positions require an extensive knowledge of technical and/or administrative information.


We therefore recommend this new position be classified as a Program Assistant III in Pay Range 5IN (\$48,220 - \$56,878) with a recruitment rate of \$49,710.

Action Required – Effective Pay Period 20, 2023 (September 17, 2023)

*** See addendum included in 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



Department of Employee Relations

Job Evaluation Report

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

City Service Commission Meeting: September 12th, 2023

Municipal Court - Courtroom Proceedings and Court Services

Current	Recommended
Municipal Court Clerk II PR: 6ON (\$51,337-\$58,617) (One position)	Municipal Court Clerk - Lead PR: 2GX (\$53,548-\$74,974) FN: Recruitment is at \$64,435 (One position)
Municipal Court Clerk I PR: 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$46,831 (Six positions)	Municipal Court Clerk 2 PR: 5ON (\$58,456 - \$70,929) FN: Recruitment is at \$58,781 FN: Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment. (Six positions)
	Municipal Court Clerk 1 PR: 5NN (\$55,116 - \$66,877) FN: Recruitment is at \$56,149 FN: Incumbents assigned to a Municipal Branch to be paid an additional 3% for the duration of the assignment. (Underfill title)
Court Services Supervisor PR: 1BX (\$50,636 - \$70,347) (One position)	Administrative Services Manager – Court PR: 1HX (\$73,688 - \$103,160) FN: Recruitment is at \$81,056 (One position)
Court Services Assistant IV PR: 6HN (\$38,577 - \$43,555) FN: Recruitment is at \$39,359 (One position)	Court Services Assistant - Lead PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (One position)
Court Services Assistant III PR: 6FN (\$32,460 - \$39,958) FN: Recruitment is at \$36,119 (Five positions)	Court Services Assistant 2 PR 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$47,154 (Five positions)
Court Services Assistant II PR: 6EN (\$32,460 - \$37,374) (Underfill title)	
Court Services Assistant I PR: 6CN (\$32,460 - \$34,240) (Underfill title)	
	Court Services Assistant 1 PR 6LN (\$42,137 - \$48,611) FN: Recruitment is at \$44,909 (Underfill title)

Administrative Assistant III PR: 5FN (\$42,153 - \$50,197) FN: Recruitment is at \$44,257 (1 position)	Court Administrative Assistant PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (1 position)
Accounting Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment is at \$44,007 (1 position)	Court Accounting Assistant - Senior PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (1 position)
Accounting Assistant II PR 6HN (\$38,577 - \$43,555) FN: Recruitment is at \$42,726 (4 positions)	Court Accounting Assistant PR 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$48,357 (4 positions)

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

Background

The Municipal Court requested a market study of their Court Services Assistant and Municipal Court Clerk positions. Other support and supervisory staff were later added to the market study. Updated Job Descriptions were provided and discussions were held with Charles Hughes, Deputy Court Administrator.

Per their website, "The Milwaukee Municipal Court, established in 1974, is one of only two full-time municipal courts in the state of Wisconsin. In addition, the Milwaukee Municipal Court handles the highest volume of cases of any municipal court in the state. In each of our three branches, up to 60,000 cases are filed and adjudicated per year." This volume was impacted by the Covid-19 pandemic as court operations had to change significantly and quickly to accommodate a virtual and in person hybrid system.

Earlier this year, the Department of Employee Relations (DER) studied several Administrative Support and Paraprofessional titles in the City Attorney's office. These positions have historically shared pay ranges and pay rates with the Municipal Court Clerks. The market increases for the City Attorney's office have created pay disparities between the positions.

DER reviewed positions in the Municipal Court for changes to duties and responsibilities, reporting relationships, previous classification studies, and other recent reports that have focused on support staff.

In conducting a market cost of labor analysis for these titles, rates of pay from the Bureau of Labor Statistics (BLS) were considered and are provided in the body of this report.

Current	Recommended
Municipal Court Clerk II PR: 6ON (\$51,337 - \$58,617) (One position)	Municipal Court Clerk - Lead PR: 2GX (\$53,548 - \$74,974) FN: Recruitment is at \$64,435 (One position)
Municipal Court Clerk I PR: 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$46,831 (Six positions)	Municipal Court Clerk 2 PR: 5ON (\$58,456 - \$70,929) FN: Recruitment is at \$58,781 (Six positions)

	Municipal Court Clerk 1 PR: 5NN (\$55,116 - \$66,877) FN: Recruitment is at \$56,149 (Underfill title)
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Duties and Responsibilities

Municipal Court Clerks perform high-level administrative functions and duties related to the successful day-to-day operations related to Courtroom proceedings for all 3 branches. They process incoming bankruptcy filings in accordance with bankruptcy laws, policies, and procedural guidelines. They assist in the fair, timely, and accurate adjudication of municipal court cases.

Municipal Court Clerk 1 and Municipal Court Clerk 2

Courtroom Proceedings

- Attend court sessions and accurately enter the information related to various proceedings into the Court's case management system.
- Under the guidance and direction of the Municipal Judge, explain next steps, and provide simple and complex court proceeding information to defendants.
- Professionally draft correspondence and prepare court documents as directed by the Municipal Judge, Chief Court Administrator, or Deputy Court Administrator.
- Interact with the City Attorney's Office, defendant attorneys, defendants, and other court personnel on Courtroom proceedings.
- Represent the court in a professional, honest, and positive manner when dealing with members of the public, various vendors of Court, City Attorney staff, and other elected officials.
- Accurately document case outcomes in the case management system.

Court Related Administrative Duties

- Review and process incoming Court correspondence for all 3 branches based on guidelines from the Municipal Judges.
- Review the payment report and accurately and efficiently apply payment to defendant cases appropriately.
- Obtain information from third-party systems regarding a defendant's driving record, incarceration history, conditional sentence status.

Bankruptcy Processing Duties

- Process incoming new bankruptcy filing in accordance with Municipal Court guidelines, federal and state law, and any related procedures.
- Monitor and maintain current filings and make any updates as necessary.
- Assist in the training of new clerks on court processing of bankruptcy filings as outlined by the section lead or Deputy Court Administrator.
- Prepare any correspondence required related to the bankruptcy filing.

Minimum qualifications include:

Municipal Court Clerk 2 (official title):

- 4 years of high-level office support or administrative experience supporting duties similarly related to the above job functions with at least 2 years of experience in a legal setting. Experience in a courtroom setting is preferred but not required.

Municipal Court Clerk 1 (underfill title):

- 3 years of high-level office support or administrative experience supporting duties similarly related to the above job functions with at least 1 year of experience in a legal setting. Experience in a courtroom setting is preferred but not required.

Municipal Branch Assignments

Of the 6 incumbent Municipal Court Clerk I positions, three clerks are assigned to be the primary clerk for a specific branch of the Municipal Court, which align with the three Municipal Court Judges. A primary assignment requires more time in courtroom proceedings and emphasizes the executive assistant relationship with the Branch Judge. Primary clerks are responsible for training secondary clerks on standard courtroom proceedings as set by the Branch Judge.

Municipal Court Clerk – Lead

Performs the essential functions of the Municipal Court Clerks and also serves as the section's lead worker. The incumbent is included in section decision making, serving as the subject matter expert on Courtroom policy and procedural change implementation while advising the Deputy Court Administrator (section manager) on section decision making. This position also performs high-level administrative functions and duties related to the successful day-to-day operations related to Courtroom proceedings for all 3 branches.

Section Lead Worker

- Assists with the updating and maintenance of the policy and procedural manual for the Court Clerks.
- Assigns and directs the work of the Municipal Court Clerks under the direction of the Deputy Court Administrator.
- Supports the Deputy Court Administrator on the scheduling of weekly work flow for the Municipal Court Clerks.
- Reviews the work of the Municipal Court Clerks and provide coaching and guidance where needed.
- Serves as the liaison for the Municipal Judges on courtroom proceeding issues that require Municipal Court Clerk support.
- Assists in the training and development of new clerks and Municipal Court staff.
- Serves as a liaison to the Court management team on section project updates.
- Provides guidance and gives recommendations to the Deputy Court Administrator on Court Clerk section personnel matters.
- Advises Municipal Judges on complex Court Clerk section related issues that affect the various courtrooms.
- Completes specials projects for the Municipal Judges, Chief Court Administrator, or Deputy Court Administrator.

Minimum qualifications include Bachelor's degree in criminal justice, business administration, or a related field plus 2 years of high-level office support or administrative experience supporting duties similarly related to the above job functions. At least 1 year of experience in a legal setting is required. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Comparison to Internal Position

Classification	Function
Title: Staff Assistant Pay Range: 2GX (\$53,548 - \$74,974) Department: Common Council – City Clerk	The basic function of this position is to provide staff support to Common Council committees and other constituted public bodies. Duties and responsibilities include: <ul style="list-style-type: none"> • Administer various committees of the Common Council, as well as special and subcommittees • Serve as the informational liaison with departments and the public for the committees • Provide continuity and an informational base for committees
Minimum qualifications: Requirements include a bachelor’s degree in Political Science, Public Administration or related degree and five years of experience working with Common Council activities. <i>(Minimum requirements have not yet been assessed by the DER Staffing Division)</i>	

Market Rates

In conducting a market cost of labor analysis for these titles, rates of pay from the Bureau of Labor Statistics (BLS) were obtained. The following table provides wage information from BLS for Judicial Law Clerks in Federal, state, and local government, including government-owned schools and hospitals, and the USPS:

Annual 10th percentile wage	Annual 25th percentile wage	Annual median wage	Annual 75th percentile wage	Annual 90th percentile wage
\$39,607	\$45,696	\$58,640	\$77,683	\$107,885

Source: BLS – Published in May 2022; aged by 2% to approximate 2023 rates

BLS defines Judicial Law Clerks as employees who assist judges in court or by conducting research or preparing legal documents.

Current	Recommended
Court Services Supervisor PR: 1BX (\$50,636 - \$70,347) (One position)	Administrative Services Manager – Court PR: 1HX (\$73,688 - \$103,160) FN: Recruitment is at \$81,056 (One position)

Duties and Responsibilities

Under the direction and guidance of the Chief Court Administrator this position serves as the direct oversight of the Court Services Section along with other administrative and managerial task. Some of the responsibilities include: facilities management oversight, contract administration, Court records management, telephone coordination for the Municipal Court, and a liaison between the department and various members of the community and community groups. This incumbent may also receive special assignments from the Deputy Court Administrator and any of the Municipal Judges.

Section Oversight

- Manages the Court Services Section staff to ensure prompt service is provided
- Serves as a liaison between the department and various members of the community and community groups to provide education and information about the Court

- Establishes policies and procedures for the section to effectively achieve operational strategic objectives
- Oversees the selection of, on-boarding, and training for all new members of the Court Services Section
- Recommends developmental growth plans for section staff to the Chief Court Administrator/Deputy Court Administrator
- Provides regular feedback, perform performance appraisals, and other managerial duties for the Court Services Section

Records Management

- Oversees records management for the Municipal Court
- Serves as the Records Retention Coordinator for the Municipal Court
- Responds to open/public records requests
- Regularly coordinates with City Records and the Municipal Court IT Department on records related matters

Facilities Management Liaison

- Serves as the liaison between facilities management and the Municipal Court on issues and projects
- Works directly the with facilities management vendor’s point of contact as needed for issues and special projects when needed
- Ensures the main and remote Court facilities are clean, safe, and functioning as required
- Supports the planning and administration of all contracts and purchasing processes

Minimum qualifications include a bachelor’s degree in Administration or a related field (public administration, criminal justice, business administration, etc.) and 2 years of experience progressively responsible high-level administrative experience with at least 1 year of experience being in a leadership role. *(Minimum requirements have not yet been assessed by the DER Staffing Division)*

Current	Recommended
Court Services Assistant III PR: 6FN (\$32,460 - \$39,958) FN: Recruitment is at \$36,119 (Five positions)	Court Services Assistant 2 PR 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$47,154 (Five positions)
Court Services Assistant II PR: 6EN (\$32,460 - \$37,374) (Underfill title)	Court Services Assistant 1 PR 6LN (\$42,137 - \$48,611) FN: Recruitment is at \$44,909 (Underfill title)
Court Services Assistant I PR: 6CN (\$32,460 - \$34,240) (Underfill title)	

Duties and Responsibilities

The Court Services Assistant position performs a variety of Court support and customer service oriented functions. These functions include, but are not limited to: preparing cases for appearance in court; processing incoming case-related correspondence; providing case status, policy and procedural information, in person, through email and by telephone; data entry of case-related information and updates in the Court's Case Automated Tracking System (CATS); scheduling of certain hearings; storage and archiving of hard-copy records.

Court Services Assistant 1 and Court Services Assistant 2**Court Related Customer Service**

- Provides case-related information in-person or over the phone to defendants, court personnel, city attorney personnel, and judges as allowed by ordinance and law
- Reviews incoming court correspondence (both electronic or paper) and disseminate to the appropriate party
- Provides customer service to the reception area during normal business hours
- Check in defendants, answer basic court questions, and roster defendants for court appearances
- Explains simple court procedures to external customers as needed

Court Services Case Preparation

- Ensures case-related data entry for the Court's Case Automated Tracking System (CATS) is accurate and updated timely with in-coming information
- Prepares cases for court appearances
- Ensures data accuracy by updating case information and cross-referencing data from various internal and external systems to the court
- Attaches incoming documentation to associated cases as needed
- Verifies and update personal information for defendants

Records Retention Support

- Supports records retention efforts as outlined by the section manager or lead
- Stores and archive hard-copy records
- Maintains files as outlined in the policies and procedures manual

Minimum qualifications include one year of full-time experience in an office or court setting performing administrative support duties closely related to the above functions, such as serving customers, using computers to enter data and prepare documents, and organizing files.

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

Court Services Assistant – Lead

Performs the essential functions of the Court Services Assistants and also serves as the section lead worker.

Section Lead Worker

- Provides oversight training and direction to staff in the Court Services Section
- Works with the section manager on personnel matters and training progress of new Court Services Assistant III
- Coordinates with the section manager to ensure appropriate staffing levels for the section.
- Leads the training of new Court Services Section staff on various Court Services Section procedures as directed by the manager
- Gains familiarity with the inner workings of the Municipal Court and relay that information to new staff

Minimum qualifications include five years of clerical experience that includes at least three years in a legal setting such as a law office, court or other relevant legal setting.

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

Comparison to Internal Positions

Classification	Function
Assessment Services Assistant 2 PR 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$45,205 (Underfill title)	<ul style="list-style-type: none"> • Process ownership changes by reviewing legal descriptions through property deeds and transfer returns. • Perform special projects and assignments as given by the section manager. • Record address changes as required by taxpayers or as requested by the Assessment Division
Assessment Services Assistant 1 PR 6LN (\$42,137 - \$48,611) FN: Recruitment is at \$43,053 (Underfill title)	
Minimum qualifications: One to Two years 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.	

Analysis and Recommendation

The recommended change in classification for the Municipal Court Clerk II is significant. DER reviewed changes in the job descriptions for the Municipal Court Clerks over decades of time. Descriptions have retained a focus on courtroom proceedings and administrative functions outside of the courtroom. What has changed most over time is the emphasis on working relationships with Municipal Judges, City Attorney staff, elected officials, and other members of the Municipal Court leadership team. The importance of professional level competencies in written and verbal communication, adapting to changing circumstances, and retaining a professional demeanor in potentially stressful situations have become emphasized over time. The Municipal Court Clerk II in particular serves as liaison between court clerk section operational matters and Municipal Court leadership and Municipal Judges. Such a position requires advanced knowledge of courtroom proceedings and related State Statutes and City Ordinances. This position practices discretion and judgment in serving as lead worker and as liaison, evaluating complex situations and taking initiative to resolve problems.

The Court Services section has retained a focus on administrative duties. The Court Services Supervisor manages the section in all supervisory functions including hiring recommendations, performance appraisal, and disciplinary action. The recommended classification change comes from additional duties in records retention and facilities management.

Current	Recommended
Administrative Assistant III PR: 5FN (\$42,153 - \$50,197) FN: Recruitment is at \$44,257 (One position)	Court Administrative Assistant PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (One position)

Duties and Responsibilities

This position serves as the sole clerical support to all 3 Municipal Judges, the Chief Court Administrator, Deputy Court Administrator and, at times, the Court's management team.

Executive Secretary

- Assist the Municipal Judges, the Chief Court Administrator, and Deputy Court Administrator in
- scheduling and coordinating meetings (both internal and external) efficiently.

- Coordinate special events and public appearances for the Municipal Judges and/or Chief Court Administrator/Deputy Court Administrator.
- Process Judicial Reassignment Orders as needed.
- Answer/screen incoming calls for Municipal Judges.
- Make travel and cash advance arrangements for all 3 Municipal Judges and/or the Chief/Deputy Court Administrator.
- Create and maintain any post-event expense reports for Judicial conferences and other off-site trainings as needed.
- Compose draft correspondence for the Municipal Judges and the Chief Court Administrator as needed.

Departmental Payroll Clerk/Personnel Assistant

- Serve as the departmental payroll clerk by processing biweekly payroll.
- Process payroll pay adjustments.
- Make all necessary personnel entries into the Human Capital Management (HCM) system.
- Maintain certain employee personnel records as directed by the Deputy Court Administrator.
- Assist the Deputy Court Administrator on various departmental FMLA functions.

Office Management

- Monitor and control the office and custodial supply inventory - arrange for incoming and outgoing deliveries.
- Update (and if needed order/print) all Court forms.
- Maintain the departmental letterhead with the most up-to-date version.
- Assist with facilities management issues and serve as a liaison to MPD facilities management.
- Maintain records of keys issued to staff.

Management Team Administrative Support

- Oversee the management phone to track absence reporting and locate alternate Judges when needed.
- Track judicial absences and schedule/approve payment for alternate judges.
- Draft written materials such as press releases, fact sheets, and social media content for review by the Chief Court Administrator/Deputy Court Administrator.
- Compile various daily and monthly reports.
- Schedule meetings on behalf of the Chief Court Administrator and Deputy Court Administrator when needed.

Financial and Administrative Support

- Assist with contract management including the preparation necessary procurement forms.
- Oversee one of the departmental ProCards.
- Assist the management team with the on-boarding of new employees.
- Order business cards for all 3 Municipal Judges and the management team.
- Maintain various Court financial spreadsheets.
- Maintain the Oath of Office for all 3 Municipal Judges and all alternate judges of the Municipal Court.

Minimum qualifications include four years of progressively responsible administrative support experience performing duties related to this position.

Comparison to Internal Position

Classification	Function
<p>Title: Administrative Services Coordinator Pay Range: 5JN (\$48,998 - \$59,452) FN: Recruitment is at \$51,337 Department: 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 provides executive support to the Municipal Judges, which enhances its responsibility. Because of the varied list of tasks and duties, advanced skill in communication, organization, critical thinking, and time management is vital.

Current	Recommended
<p>Accounting Assistant III PR 5EN (\$42,137 - \$48,611) FN: Recruitment is at \$44,007 (One position)</p>	<p>Court Accounting Assistant - Senior PR: 5JN (\$48,998 - \$59,453) FN: Recruitment is at \$55,728 (One position)</p>
<p>Accounting Assistant II PR 6HN (\$38,577 - \$43,555) FN: Recruitment is at \$42,726 (Four positions)</p>	<p>Court Accounting Assistant PR 6NN (\$40,189 - \$53,629) FN: Recruitment is at \$48,357 (Four positions)</p>

Duties and Responsibilities – Accounting Assistant II

The Accounting Assistant II performs complex administrative and accounting functions including

Teller Transactions and Accounting

- Receive and disburse large volumes of monies.
- Perform complex accounting functions relating to updating accounting records and general ledgers.
- Prepare daily, monthly, and annual accounting reports, financial statements, accounting documents and related correspondence.

Customer Service

- Assistance with Reception Section duties as needed.
- Contacting other departments and/or agencies to resolve problems.
- On a regular basis, responding to questions from other employees, attorneys, agencies, and the general public.
- Maintain a courteous and effective working relationship with members of the department staff, other departments, jurisdictions, and the general public that come in contact with the Court.

Minimum Qualifications include at least one year of teller, accounting/bookkeeping experience, basic computer skills; effective communication skills and one year as an Accounting Assistant I or equivalent; ability to work overtime when needed.

Duties and Responsibilities – Accounting Assistant III

The Accounting Assistant III performs complex clerical and accounting functions in accordance with generally accepted accounting principles (GAAP) related to the receipt and disbursement of monies received by the Court and also serves as the section leader of the Accounting section.

Lead Worker

- Assigns and monitors work assignments, verifies time entry, reviews time off requests for adequate staff coverage,
- Trains new Accounting Section staff
- Maintains accounting manual for specific details related to accounting policies and procedures


Teller Transactions and Accounting

- Provides customer service to the general public by providing information regarding cases, court policy and procedure both in person and by telephone.
- Processes teller transactions made in person, by telephone, by mail and via the Court's payment website.
- Performs general accounting duties including balancing cash drawers, balancing credit card terminals and preparing daily deposits.
- Performs administrative accounting duties including processing appeals, refunds and witness/interpreter fee payments.
- Performs general administrative duties including research into case and/or payment information and dual control processes.


Minimum qualifications include three years of customer service experience in a cash handling environment OR an associate degree in accounting, finance, business, or a related field from an accredited college and one year of experience in a cash handling environment; experience in a court or legal setting is desirable.

Action Required – Effective Pay Period 21, 2023 (October 1st, 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: September 12th, 2023

Various City Departments

Current	Recommended
Business Services Specialist PR 2DN (\$44,217-\$61,902) FN: Recruitment at \$50,381 (One Position - MWW)	Water Payroll Specialist PR 2IN (\$60,824-\$85,151) FN: Recruitment at \$63,860 (One Position - MWW)
City Payroll Specialist PR 2DN (\$44,217-\$61,902) FN: Recruitment is at \$53,911 (Three positions - Comptroller)	City Payroll Specialist PR 2IN (\$60,824-\$85,151) FN: Recruitment at \$66,906 (Three positions - Comptroller)
Human Resources Assistant PR 5IN (\$48,220-\$56,878) FN: Recruitment at \$50,384 (One position – DPW-Admin)	DPW Payroll Services Assistant PR 5ON (\$58,455-\$70,929) FN: Recruitment at \$60,569 (One position – DPW-Admin)
Personnel Payroll Assistant III PR 5EN (\$42,137-\$48,611) FN: Recruitment at \$44,007/DPW employees paid in the following range: \$44,007-\$48,641 (Nine Positions – DPW-Admin)	Payroll Assistant 3 PR 5NN (\$55,116-\$66,877) FN: Recruitment at \$58,819 (Nine Positions – DPW-Admin) (One Position - MWW)
Accounting Assistant III PR 5EN (\$42,137-\$48,611) FN: Recruitment at \$44,007 (One Position - MWW)	Payroll Assistant 2 PR 5MN (\$51,967-\$63,055) FN: Recruitment at \$56,019 (Underfill title)
	Payroll Assistant 1 PR 5JN (\$48,998-\$59,453) FN: Recruitment at \$53,351 (Underfill title)

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

Background

The Department of Employee Relations (DER) received a request from the Milwaukee Water Works (MWW) to reclassify one position of Business Services Specialist that performs payroll and reporting functions in their department based on changes in duties and responsibilities. A request was also sent to repurpose one vacant position of Accounting Assistant III to a payroll support and back up position. Updated Job descriptions were provided and discussions were held with Jane E. T. Islo, Water Works Administration Manager and Amy E. Hefter, Water Works Human Resources Administrator.

In conjunction with this request, DER requested job descriptions from the Department of Public Works – Administration, the Milwaukee Police Department, and the Milwaukee Fire Department, for positions of Personnel Payroll Assistant and any peer titles working closely with incumbents. DER also evaluated job descriptions from the Comptroller’s office for City Payroll Administration titles.

Position job duties and responsibilities, knowledge and skill levels, complexity of the work and program or operations area of the department, amount of responsibility due to a high consequence of error, and other factors were taken into consideration when evaluating all related positions.

In addition, over the past several years, the number of adjustments due to reclassifications and market studies has significantly increased the payroll workload, as has the considerable increase in new hires, transfer/promotions and resignation/retirements. The work has become more complex with additional pay practices and benefits, changes in employment and payroll laws, as well as ongoing union contract settlements and implementation work in the Comptroller’s Office, Fire, and Police departments. Payroll staff will be key participants in the upcoming HRIS update as they audit departmental data for accuracy before, during, and after implementation, as well as acting as a departmental resource for other employees in system education.

In conducting a market cost of labor analysis for these titles, rates of pay from the Economic Research Institute (ERI), a salary survey to which Employee Relations subscribes, were considered and are provided in the body of this report.

Current	Recommended
Business Services Specialist PR 2DN (\$44,217-\$61,902) FN: Recruitment at \$50,381 (One Position - MWW)	Water Payroll Specialist PR 2IN (\$60,824-\$85,151) FN: Recruitment at \$63,860 (One Position - MWW)

Duties & Responsibilities

The Business Services Specialist position in MWW is responsible for the division’s payroll reporting, HRIS data maintenance, and time entry for the 437 authorized positions of the utility.

Reporting and Monitoring

- Provide payroll reports and/or information such as injury and sick leave usage and employment histories to managers, other City departments, and outside agencies.
- Monitor and track out-of-the-norm payroll situations such as off-payroll entries, overtime practices, possible retirements, etc. and provide insight to the Administration Manager and Human Resources Administrator.
- Maintain FMLA and other leave data and provide accurate and timely reporting to Human Resources Administrator for action when deemed necessary.
- Run HRIS queries to provide payroll/personnel information to managers as needed.
- Maintain detailed payroll records in an organized filing system.

Record Maintenance, Timekeeping, and Adjusting

- Maintain accurate employee personnel records using the City's HRIS system.
- Calculate, verify, and enter HRIS transactions including salary changes, promotions, demotions, and leaves.

- Calculate, verify, and adjust service and anniversary dates based on City Service rules.
- Work with DER to correct and adjust personnel records as needed.
- Track FMLA for the Business section.
- Edit and approve time using the City’s online time system.
- Prepare and enter payroll adjustments and maintain all absences and leave balances on Absence Analysis Calendar for the Business section.
- Generate payroll reports including time owed and allowed, sick leave incentive and payroll registers; check the accuracy of the reports and make adjustments as necessary.
- Process employee retirement requests and prepare related worksheet/paperwork including certified earnings sheet for the ERS.
- Fill out wage information supplement sheets for Worker’s Compensation.
- Answer/resolve payroll inquiries and/or discrepancies.

Payroll Lead Worker

- Review and approve payroll adjustments.
- Provides insight and advises staff performing payroll duties on unusual payroll problems or issues.
- Provide records and reports as directed by the Administration Manager

Minimum requirements include a Bachelor’s degree in business or public administration, accounting or a related field from an accredited college or university OR four years of progressively responsible accounting or payroll experience.

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

Current	Recommended
City Payroll Specialist PR 2DN (\$44,217-\$61,902) FN: Recruitment is at \$53,911 (Three positions - Comptroller)	City Payroll Specialist PR 2IN (\$60,824-\$85,151) FN: Recruitment at \$66,906 (Three positions - Comptroller)

Duties & Responsibilities

The City Payroll Specialist edits, processes, and pre-audits all data required for the proper operation of PeopleSoft Human Resources System (HRMS) to endure the accuracy of payments made to approximately 10,000 City of Milwaukee employees. This position will answer questions and resolve problems related to employee pay, deductions, leave balances, and other payroll issues. The City Payroll Specialist is the final authority to ensure compliance with the provisions of labor agreements and ordinances covering all personnel.

Payroll Processing, Audit, and Review

- Edit and audit all employee time records, including retroactive and special payments, to ensure that pay is properly computed in accordance with City of Milwaukee ordinances and union agreements.
- Assist City-wide departmental payroll personnel and managers regarding proper methods for processing employee payments through HCM; adjust and correct leave balances; and answer questions and resolve problems related to employee pay, deductions, leave balances, and other related issues.

- Assist in maintaining all garnishment records, including making HCM entries, analyzing court records, and calculating withholding, limits, and priority; communicate with affected employees and law offices.
- Review and verify payroll deduction authorizations and updates and related employee records using HCM.
- Provide extensive filing and maintenance of confidential records including W-4s, WT-4s, garnishment records, union dues authorizations, political cards, and direct deposit authorizations.
- Create, run, and maintain queries in HCM to be used to analyze and resolve biweekly payroll problems.
- Audit and approve all adjustment cards (1,500-2,500 per pay period) in Citytime-Adjustments and review aggregate adjustment reports.
- Pre-audit and input biweekly commuting mileage forms submitted from various departments to HCM and spreadsheet.
- Prepare terminal leave control list to ensure eligibility for payment; cancel appropriate deductions.
- Audit jury duty, military leave, and accrued donor documents to ensure eligibility and proper payment; make updates and entries to related records.
- Serve as the Comptroller's departmental payroll staff and perform functions such as making additions and updates to Comptroller employees' job, personal, pay progression, and adjustment data in HCM; prepare and process personnel reports and requisitions; and send reminders for probation and pay progression reviews.

Data Management and Records Retention

- Maintain summary records for records retention and various payroll-related spreadsheets; sort and distribute payroll reports.
- Examine and inventory payroll checks before delivery to the Office of the City Treasurer.
- Prepare reconciliation letters for distribution (i.e., external agencies)

Minimum requirements include four years of office support experience performing duties related to the position, including payroll functions.

Market Data

Payroll Specialist, ERI

All Incumbents	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Level 1	\$41,968	\$45,499	\$50,225	\$54,630	\$59,169
Level 2	\$47,908	\$51,896	\$57,222	\$62,277	\$67,468
Level 3	\$55,945	\$60,569	\$66,731	\$72,685	\$78,775

ERI as of 5/16/2023

- Administers processing of organization's payroll and collects payroll data to maintain accurate payroll records.
- Handles processing of employee status changes, analyzes payroll and employee expenses, assures general ledger accounts are reconciled; creates on-going month-end, quarterly, and year-end organization reports; and performs other rated duties as assigned.
- Audits payroll information for accuracy.

- Reconciles payroll deposits, tax withholdings, wage garnishments, and voluntary deductions.
- Participates in problem solving and special projects within the Payroll Department.
- Assigns exempt and non-exempt worker status to employees.
- Prepares responses to notices from government agencies regarding employee tax filings.
- Assures that payroll-related transactions are processed in compliance with external and internal policies.
- Performs actions necessary to track and determine regular and overtime pay, and factors commission-based income or bonuses into an employee's salary.
- Calculates and processes Federal and State tax and social security withholdings, union dues, and other deductions, insurance, benefits, pension/retirement, 401(k) contributions and company match, and profit sharing.
- Screens time-worked inputs for calculating, coding, or other errors.
- Monitors computer reports alerting Payroll Clerks to problems or errors.
- Reconciles errors and maintains payroll records.
- Reviews and processes payroll adjustments, including vacation, sick, and other time off.
- Generates accrual entries, as required.
- Fields and responds to payroll inquiries and resolves discrepancies as required.
- Maintains knowledge of rules and laws which govern the payroll administration practices.
- Assists with training of Payroll Clerks.
- May prepare Accounts Payable check requests as necessary.

Analysis and Recommendation

The Business Services Specialist in Water Works was classified away from it’s original title of Management Accounting Specialist in 2005, when several City titles were evaluated for title and pay range changes for management positions transitioning to District Council 48. The position has changed significantly from the Management Accounting Specialist duties since then, which included extensive budgeting tasks, accounting auditing, and support for department Accountants. Previously the position only provided oversight of payroll administration and the position has changed to perform the full range of records maintenance, timekeeping, adjusting, reporting, and monitoring.

We therefore recommend one position of Business Services Specialist in Pay Range 2DN (\$44,217.16 - \$61,901.58) with a recruitment rate of \$50,380 be reclassified to Water Payroll Specialist in Pay Range 2IN (\$60,824.14 85,151.04) with a recruitment rate of \$63,859.94.

Current	Recommended
Human Resources Assistant PR 5IN (\$48,220-\$56,878) FN: Recruitment at \$50,384 (One position – DPW-Admin)	DPW Payroll Services Assistant PR 5ON (\$58,455-\$70,929) FN: Recruitment at \$60,569 (One position – DPW-Admin)

Duties & Responsibilities

The Human Resources Assistant works in conjunction with the Business Operations Manager to oversee, maintain and audit various personnel and payroll databases.

Reporting and Monitoring

- Oversight and maintenance of DPW Absences, FMLA and Discipline databases. Audit accuracy of absences and FMLA by comparing entries with salary payments. Check for compliance of necessary supporting documentation. Write reports using structured query language.
- Produce probationary reports for DPW employees citing accurate probationary periods.
- Respond to employment and salary inquiries made by employers, law offices, Worker’s Compensation and other government agencies.
- Maintain library of DPW job descriptions and management performance reviews.
- Run various quarterly and year-end personnel and payroll reports.
- Lead special projects.

Payroll Lead Worker

- Lead worker in the payroll office.
- Serve as back-up for DOT driving abstract retrievals.
- Serve as back-up for routine Unemployment Compensation inquiries.
- Provide training to staff members and managers on use of databases and reports.
- Provide assistance and backup to Personnel Payroll Assistant III positions.
- Oversee and audit some functions of the Personnel Payroll Assistant III, to ensure accuracy and completeness.

Minimum qualifications include four years of experience in a payroll environment. Experience with considerable experience with database software including PeopleSoft HRMS, FMIS and CityTime and experience with spreadsheet software is preferred.

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

Current	Recommended
Personnel Payroll Assistant III PR 5EN (\$42,137-\$48,611) FN: Recruitment at \$44,007/DPW employees paid in the following range: \$44,007-\$48,641 (Nine Positions – DPW-Admin)	Payroll Assistant 3 PR 5NN (\$55,116-\$66,877) FN: Recruitment at \$58,819 (Nine Positions – DPW-Admin) (One Position - MWW)
Accounting Assistant III PR 5EN (\$42,137-\$48,611) FN: Recruitment at \$44,007 (One Position - MWW)	Payroll Assistant 2 PR 5MN (\$51,967-\$63,055) FN: Recruitment at \$56,019 (Underfill title)
	Payroll Assistant 1 PR 5JN (\$48,998-\$59,453) FN: Recruitment at \$53,351 (Underfill title)

Duties and Responsibilities – DPW Administration (9 positions)

The Personnel Payroll Assistant III supports Finance, Planning, and Human Resources functions of the Department of Public Works by, including time entry and reporting.

Record Maintenance, Timekeeping, and Adjusting

- Enter, track, and maintain employee personnel, payroll, and benefit records using Oracle's Peoplesoft Human Capital Management (HCM) software. This information includes rate increases, promotions, transfers, new hires, separations, special adjustments, deduction information, leave benefit information, and various other personnel changes.
- Update PeopleSoft for those employees returning to work from a leave of absence. Audit vacation, holiday, service dates, and other benefits.
- Enter, review, edit, and audit biweekly time cards for employees in accordance with Department of Employee Relations Rules, Payroll Administration rules, Department Policy, and labor agreements prior to submission to City Hall for processing.
- Communicate with various work locations on changes that need to be made in the time entry system to ensure accuracy in timecards.
- Prepare payroll hours, salary dollars and benefits adjustments. Calculate and enter retroactive and special-pay adjustments. Complete time and pay adjustments for payroll errors and corrections. Process jury duty buy-back payments and prepare dollar adjustments for the payments.
- Process employee separations and retirements. Input or audit final time card to the time entry system to ensure correctness. Calculate final payments due to employees. Prepare of pension info sheets for the pension office.
- Make special monthly, quarterly, and year-end payments and ensuring compliance with City benefits and pay practices. This includes but is not limited: SLCIP

Reporting and Monitoring

- Generate and audit reports on a bi-weekly basis. These reports include, but are not limited to: Time Owed and Allowed, and Payroll Register report.
- Maintain absences and leave balances including print reports and maintaining the database. Process and maintain and filing supporting documentation. Follow up with managers and employees regarding required documentation.
- Monitor and maintain records of employees on military leave. Communicate with those employees and making proper notifications when they will be returning from leave, and processing necessary pay adjustments when members return.

Office and Administrative Support

- Provide support to managers and employees regarding departmental policies and procedures.
- Answering phone calls, emails and providing written documentation of inquiries from employees.
- Provide new employee orientation support.

Duties & Responsibilities – Milwaukee Water Works (1 position)

The Personnel Payroll Assistant III supports the Water Payroll Specialist of the Department of Public Works (DPW) by onboarding new hires and by processing payroll, including time entry and reporting.

Record Maintenance, Timekeeping, and Adjusting

- Enter, review, edit, audit and approve time using the City's online time entry system.

- Enter employee personnel/payroll/benefits records using PeopleSoft HRMS.
- Prepare payroll hours, salary dollars and benefits adjustments. Calculate retroactive and special-pay adjustments.

Reporting and Monitoring

- Maintain absences and leave balances including print reports and maintaining the database. Process and maintain and filing supporting documentation. Follow up with managers and employees regarding required documentation.
- Provide new employee orientation support. Generate and reconcile reports such as time owed and allowed, sick leave incentive and payroll registers.
- Provide support to managers and employees regarding departmental policies and procedures. Answering phone calls, emails and providing written documentation of inquiries from employees.
- Serve as backup to Water Payroll Specialist and other duties as assigned.

Minimum requirements include four (4) years of progressively responsible experience as an accounting assistant or personnel payroll assistant. Experience with City of Milwaukee payroll and personnel requirements is highly desirable.

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

Payroll Clerk, ERI

All Incumbents	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Level 1	\$41,384	\$44,318	\$48,336	\$51,868	\$55,606
Level 2	\$46,509	\$49,748	\$54,183	\$58,178	\$62,416
Level 3	\$53,152	\$56,811	\$61,827	\$66,461	\$71,387

ERI as of 5/16/2023

Levels	Description
Level 1	Beginning Level. Employees in this first (1st) level satisfy the basic job requirements. As the employee gains knowledge and experience, the work reviews, checks, and supervision may be reduced. Complexity or variety of work is typical, and there are no additional technical, mathematical, or scientific requirements beyond the basic requirements at this first (1st) level. Some organizations refer to level 1 as the entry level of the job. Typically requires experience and advanced specialized training.
Level 2	Intermediate Level. Employees in this second (2nd) level require greater knowledge, training, and/or experience than level 1. The amount of work review, checks, and supervision are less for an employee at level 2 than at level 1. Complexity or variety of work is moderately higher than level 1 and may involve greater technical, mathematical, or scientific skills than level 1. Some organizations refer to level 2 as the intermediate level. Typically requires experience and advanced specialized training.
Level 3	Senior Level. Employees in this third (3rd) level require greater knowledge, training, and/or experience than level 2. The amount of work review, checks, and supervision are less for an employee at level 3 than at level 2. Complexity or variety of work is higher than level 2 and may involve greater technical, mathematical, or scientific skills than level 2. The scope of assignments may vary when compared to level 2. Some organizations refer to level 3 as the senior level. Typically requires experience and advanced specialized training.

ERI defines the duties and responsibilities of the Payroll Clerk as:

- Compiles and enters payroll data, such as hours worked, sales or piecework, taxes, insurance, union dues to be withheld, and employee identification number from time sheets and other records; ensures employees are paid accurately and on time; and keeps payroll files up to date.
- Checks time-worked inputs for calculating, coding, or other errors and makes applicable changes.
- Understands Federal, State, and local wage and hour policies and employment tax laws; and performs action necessary to determine pay and deductions including Federal and State taxes, insurance, retirement, union dues, savings, and other deductions.
- Compiles payroll data, enters data, computes and posts wages, and reconciles errors to maintain payroll records.
- Monitors computer reports alerting appropriate personnel to problems or errors, troubleshoots and reconciles errors, and maintain payroll records.
- Prepares computer input forms, enters data into computer files, or computes wages and deductions, and posts to payroll records. Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee, to update master payroll records.
- Records data concerning transfer of employees between departments.
- Processes wage garnishments and direct deposits for employees as needed. Processes W-2 forms for employees at the end of each calendar year.
- May prorate expenses to be debited or credited to each department for cost accounting records.
- May prepare periodic reports of earnings, taxes, and deductions.
- May keep records of leave pay and nontaxable wages.
- May prepare and issue paychecks.

Analysis and Recommendation

Across the different departments studied, payroll staff perform both the same types of tasks and also tasks unique to their department or section. Volume varies through tasks – adjustments, HRIS transactions, number of employees, etc and complexity similarly varies, some tasks have high volume with low complexity and also the opposite – low volume with high complexity. Simply stated, payroll positions now fall over a spectrum not entirely encompassed in the current Personnel Payroll Assistant series classifications. A new structure is recommended with accompanying pay rates.

All studied titles perform difficult payroll processing for larger organizational units (over 250 employees). They process payroll for multiple employee groups/bargaining units, maintain records for multi-titled employees and processes multiple time cards. They maintain complex position and job data, pay data, and personal data in the HRIS system. They often perform complex reporting and monitoring functions related to wages, benefits, and/or union business.

Personnel Payroll Assistant III level positions hold a greater scope of responsibility, which not only includes complex and difficult payroll processing, the maintenance of personnel records, and benefits administration, but also leading training for new and incumbent employees on how to use payroll and HRIS systems and general human resources administration on a paraprofessional level. They also compile and create special reports of a more complex nature that may affect special payments or benefits to employees.

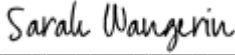
The knowledge base associated with this level consequently must be broader in terms of employment laws, policies, and procedures, than that of a Personnel Payroll Assistant II. Likewise, interpersonal skills must be at a higher level to effectively interact with employees, managers, and the public.


The Human Resources Assistant is similar to the Program Assistant III classification in variety of duties and responsibilities to support a significantly complex program or area of operations within a City department. Traditionally a Human Resources Assistant supports Human Resources, Payroll, and/or related functions in departments. In addition to requiring the equivalent knowledge and skill normally obtained with an associate's degree and two years of specialized experience in a human resources function, these positions require an extensive knowledge of technical and/or administrative information. These positions also have extensive relationship responsibility for the complex program or area of operation.

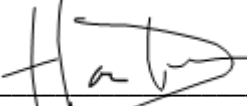
The Human Resources Assistant in the Department of Public Works – Administration with a focus on Payroll is able to perform the functions of the Personnel Payroll Assistants in addition to overseeing and auditing some of those functions for the entire team. The position serves as the most senior member of the payroll team, with only true supervisory and managerial titles holding more authority. A differential in pay is recommended to reflect the lead work performed and the responsibility level related to personnel and payroll database maintenance including absence monitoring and providing Worker's Compensation data.

Action Required – Effective Pay Period 21, 2023 (October 1st, 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 9/9/23

Job Evaluation Report

Civil Service Commission Meeting: September 12th, 2023

Various Departments

Current	Recommended
Laboratory Technician 3 PR 3NN (\$46,765 - \$63,772) FN: Recruitment is at \$56,894 (Four Positions - MHD) (Three Positions – MWW)	Medical Laboratory Technician PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,911 (Four Positions)
Laboratory Technician 2 PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,605 (Underfill Title)	
Laboratory Technician 1 PR 3LN (\$44,257 - \$61,482) FN: Recruitment is at \$49,147 (Underfill Title)	
Painter – Senior PR 7JN (\$78,737 - \$102,785) (One Position)	Painter Supervisor PR 1HX (\$73,688 - \$103,160) FN: Recruitment is at \$86,611 (One Position)

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

The Department of Employee Relations has conducted a citywide pay study to evaluate rates of pay for laboring, skilled trades and inspector positions prior to the August recess. This report covers a position for reclassification that was not included in the initial report, as well as restructuring previous recommendations after further conversations with the departments.

Current	Recommended
Laboratory Technician 3 PR 3NN (\$46,765 - \$63,772) FN: Recruitment is at \$56,894 (Four Positions – MHD) (Three Positions – MWW)	Medical Laboratory Technician PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,911 (Four Positions)
Laboratory Technician 2 PR 3MN (\$50,119 - \$63,489) FN: Recruitment is at \$51,605 (Underfill Title)	
	Water Laboratory Technician PR 3MN (\$50,119 - \$63,489)

Laboratory Technician 1 PR 3LN (\$44,257 - \$61,482) FN: Recruitment is at \$49,147 (Underfill Title)	FN: Recruitment is at \$51,911 (Three Positions)
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In conversations with both the Milwaukee Health Department and Milwaukee Water Works the necessity to create a series is not applicable as there are differing positions that already act as promotional opportunities and there is no ability to be able to 'grow' their own employees as there are set minimums that cannot be realistically attained from learning on the job with the City. Due to the further conversations with the departments, DER Compensation recommends splitting the positions back to their original title and instead evaluating for just the market rate. We therefore recommend the Laboratory Technician 1, 2, 3 series become Medical Laboratory Technician and Water Laboratory Technician in Pay Range 3MN (\$50,119 - \$63,489) with a recruitment rate of \$51,911.

Current	Recommended
Painter Senior PR 7JN (\$78,737 - \$102,785) (One Position)	Painter Supervisor PR 1HX (\$73,688 - \$103,160) FN: Recruitment is at \$86,611 (One Position)

This position supervises Painters, Painter Seniors and laboring titles by directing daily work assignments on the job and uses experience and judgment to determine quality, continuity, and quantity of general work assignments of Painters. This position provides estimates for painting projects and obtains and schedules work assignments including, but not limited to, painting on City building and bridges, crosswalk, graffiti removal, or other miscellaneous requests. Duties and responsibilities include:

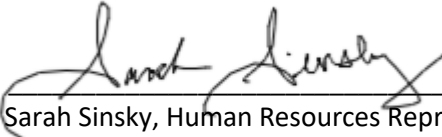
- Obtain service requests and schedule assignments for painters and laborers based on the service requests.
- Supervise painters and laborers to ensure quality and quantity of work.
- Ensure painters have the supplies and equipment needed to complete a job.
- Provide time and material cost estimates for painting projects.
- Ensure equipment is set up, used, and maintained properly by painters.
- Provide direction on how to complete a task or assignment, if needed.
- Approve and complete timesheets of the work group.
- Assist in training employees in the daily functions of the work group.


The House Painters and Bridge Painters used to be in two separate sections, however several years ago they merged under the Department of Public Works – Infrastructure – Bridges and Buildings. Since then there has been no distinction between House Painters and Bridge Painters. This position was previously the Painter Senior (Bridge and Iron) and took on the duties to oversee the Painter Senior (House) as well as all ten Painters. The level of responsibility evolved for this position and it is now performing in a supervisory capacity.


We therefore recommend reclassifying one position of Painter Senior in Pay Range 7JN (\$78,737 - \$102,785) to Painter Supervisor in Pay Range 1HX (\$73,688 - \$103,160) with a recruitment rate of \$86,611.

Action Required – Effective Pay Period 20, 2023 (September 17, 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

A **Date** 9/11/2023 **File Number** 230519 **Original** **Substitute**

Subject Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on September 12th, 2023.

B **Submitted By (Name/Title/Dept./Ext.)** Sarah Wangerin/ Human Resources Representative / Employee Relations

C **This File**

- Increases or decreases previously authorized expenditures.
- Suspends expenditure authority.
- Increases or decreases city services.
- Authorizes a department to administer a program affecting the city's fiscal liability.
- Increases or decreases revenue.
- Requests an amendment to the salary or positions ordinance.
- Authorizes borrowing and related debt service.
- Authorizes contingent borrowing (authority only).
- Authorizes the expenditure of funds not authorized in adopted City Budget.

D **Charge To**

- Department Account
- Capital Projects Fund
- Debt Service
- Other (Specify) _____
- Contingent Fund
- Special Purpose Accounts
- Grant & Aid Accounts

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

F

Assumptions used in arriving at fiscal estimate.

The total cost for 2023 is \$203,469 and the total cost for 2024 is \$834,107. Please see attached spreadsheet for details. Cost breakdown is in attached spreadsheet.

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

1-3 Years 3-5 Years

1-3 Years 3-5 Years

1-3 Years 3-5 Years

H

List any costs not included in Sections D and E above.

I

Additional information.

J

This Note **Was requested by committee chair.**

**Department of Employee Relations
Fiscal Note Spreadsheet**

City Service Commission Meeting of September 12th, 2023
Finance and Personnel Committee Meeting of September 13th, 2023

NEW COSTS FOR 2023

Pos.	Dept	From	PR	To	PR	CURRENT	NEW	EffPP	Costs	Rollup	Rollup+ Sal
						Annual	Annual				
1	COMP	City Payroll Specialist	2DN	City Payroll Specialist	2IN	\$57,842	\$66,433	21	\$1,983	\$405	\$2,388
2	COMP	City Payroll Specialist	2DN	City Payroll Specialist	2IN	\$56,084	\$66,433	21	\$4,777	\$977	\$5,753
1	DPW-ADMIN	Human Resources Assistant	5IN	DPW Payroll Services Assistant	5ON	\$55,203	\$69,602	21	\$3,323	\$680	\$4,002
1	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$48,251	\$55,501	21	\$1,673	\$342	\$2,015
1	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$52,575	\$55,501	21	\$675	\$138	\$813
1	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$49,848	\$55,501	21	\$1,305	\$267	\$1,571
2	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$45,327	\$54,952	21	\$4,442	\$908	\$5,351
1	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$44,007	\$53,351	21	\$2,156	\$441	\$2,597
Vacant	3	DPW-ADMIN	Personnel Payroll Assistant III	Payroll Assistant 1	5JN	\$44,007	\$53,351	21	\$6,469	\$1,323	\$7,792
Vacant	AUX	DPW-FOR	Urban Forestry Intern	Urban Forestry Intern	9PN	\$0	\$38,866	21	N/A	Underfill Title	
Vacant	AUX	DPW-FOR	Youth Arborist Apprentice	Youth Arborist Apprentice	9MN	\$0	\$32,460	21	N/A	Underfill Title	
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$47,077	\$67,623	21	\$4,741	\$970	\$5,711
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$41,763	\$67,623	21	\$5,968	\$1,220	\$7,188
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$43,451	\$67,623	21	\$5,578	\$1,141	\$6,719
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$45,310	\$67,623	21	\$5,149	\$1,053	\$6,202
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$39,359	\$65,004	21	\$5,918	\$1,210	\$7,128
1	DPW-INFRA	Painter – Senior	7JN	Painter Supervisor	1HX	\$81,099	\$89,209	20	\$2,184	\$306	\$2,489
1	MHD	Laboratory Technician 1	3LN	Medical Laboratory Technician	3MN	\$51,128	\$54,003	20	\$774	\$158	\$932
3	MHD	Laboratory Technician 1	3LN	Water Laboratory Technician	3MN	\$50,621	\$53,468	20	\$2,300	\$470	\$2,770
Vacant	1	MPL	New Position	Program Assistant III	5IN	\$0	\$49,710	20	N/A	Grant Funded Position	
1	MUNI COURT	Accounting Assistant II	6HN	Court Accounting Assistant	5IN	\$45,310	\$50,306	21	\$1,153	\$236	\$1,389
1	MUNI COURT	Accounting Assistant II	6HN	Court Accounting Assistant	5IN	\$42,726	\$48,357	21	\$1,299	\$266	\$1,565
1	MUNI COURT	Accounting Assistant II	6HN	Court Accounting Assistant	5IN	\$44,008	\$49,808	21	\$1,338	\$274	\$1,612
Vacant	1	MUNI COURT	Accounting Assistant II	Court Accounting Assistant	5IN	\$42,726	\$48,357	21	\$1,299	\$266	\$1,565
1	MUNI COURT	Administrative Assistant III	5FN	Court Administrative Assistant	5JN	\$45,585	\$57,400	21	\$2,726	\$558	\$3,284
1	MUNI COURT	Court Services Assistant III	6FN	Court Services Assistant 1	6LN	\$20,934	\$49,054	21	\$6,489	\$1,327	\$7,816
2	MUNI COURT	Court Services Assistant III	6FN	Court Services Assistant 1	6LN	\$37,203	\$48,569	21	\$5,246	\$1,073	\$6,318
Vacant	2	MUNI COURT	Court Services Assistant III	Court Services Assistant 1	6LN	\$36,119	\$44,909	21	\$4,057	\$830	\$4,887
1	MUNI COURT	Court Services Assistant IV	6HN	Court Services Assistant - Lead	5JN	\$40,539	\$57,400	21	\$3,891	\$796	\$4,687
1	MUNI COURT	Court Services Supervisor	1BX	Administrative Services Manager – Court	1HX	\$74,892	\$84,323	21	\$2,176	\$305	\$2,481
1	MUNI COURT	Municipal Court Clerk I	6NN	Municipal Court Clerk 1	5NN	\$55,791	\$61,150	21	\$1,237	\$253	\$1,490
1	MUNI COURT	Municipal Court Clerk I	6NN	Municipal Court Clerk 1	5NN	\$53,677	\$61,150	21	\$1,724	\$353	\$2,077
3	MUNI COURT	Municipal Court Clerk I	6NN	Municipal Court Clerk 1	5NN	\$48,236	\$60,544	21	\$8,521	\$1,743	\$10,264
Vacant	1	MUNI COURT	Municipal Court Clerk I	Municipal Court Clerk 1	5NN	\$46,831	\$56,149	21	\$2,150	\$440	\$2,590
Vacant	1	MUNI COURT	Municipal Court Clerk II	Municipal Court Clerk - Lead	2GX	\$60,979	\$67,032	21	\$1,397	\$196	\$1,592
Vacant	1	MUNI COURT	Accounting Assistant III	Court Accounting Assistant - Senior	5JN	\$44,007	\$55,728	21	\$2,705	\$553	\$3,258
Vacant	1	MWW	Accounting Assistant III	Payroll Assistant 1	5JN	\$44,007	\$53,351	21	\$2,156	\$441	\$2,597
1	MWW	Business Services Specialist	2DN	Water Payroll Specialist	2IN	\$59,661	\$66,433	21	\$1,563	\$320	\$1,883
1	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 4	2LN	\$76,481	\$91,146	20	\$3,948	\$807	\$4,756
1	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 4	2LN	\$75,926	\$91,146	20	\$4,098	\$838	\$4,936
2	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 3	2KN	\$75,724	\$87,796	20	\$6,500	\$1,329	\$7,830
2	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 3	2KN	\$74,445	\$87,796	20	\$7,189	\$1,470	\$8,659
1	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 3	2KN	\$74,075	\$87,796	20	\$3,694	\$755	\$4,449
11	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 2	2JN	\$73,708	\$83,163	20	\$28,000	\$5,726	\$33,726
6	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 2	2JN	\$73,708	\$73,708	20	N/A	No Pay Rate Change	
1	MWW	Water Treatment Plant Operator	2FN	Water Treatment Plant Operator 1	2HN	\$62,632	\$73,708	20	\$2,982	\$610	\$3,592
Vacant	11	MWW	Senior Water Treatment Plant Operator	Water Treatment Plant Operator 1	2HN	\$70,853	\$70,853	20	N/A	No Pay Rate Change	
2	MWW	Laboratory Technician 1	3LN	Medical Laboratory Technician	3MN	\$50,621	\$53,468	20	\$1,533	\$313	\$1,846
1	MWW	Laboratory Technician 1	3LN	Medical Laboratory Technician	3MN	\$49,147	\$51,911	20	\$744	\$152	\$896
85									\$169,233	\$34,237	\$203,469

Assume effective date is Pay Period 21, 2023 (October 1st, 2023) unless otherwise indicated.

NEW COSTS FOR FULL YEAR

Pos.	Dept	From	PR	To	PR	Annual	Annual	EffPP	Costs	Rollup	Rollup+ Sal
1	COMP	City Payroll Specialist	2DN	City Payroll Specialist	2IN	\$57,842	\$66,433	1	\$8,592	\$1,757	\$10,348
2	COMP	City Payroll Specialist	2DN	City Payroll Specialist	2IN	\$56,084	\$66,433	1	\$20,699	\$4,233	\$24,932
1	DPW-ADMIN	Human Resources Assistant	5IN	DPW Payroll Services Assistant	5ON	\$55,203	\$69,602	1	\$14,399	\$2,945	\$17,344
1	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$48,251	\$55,501	1	\$7,250	\$1,483	\$8,732
1	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$52,575	\$55,501	1	\$2,927	\$598	\$3,525
1	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$49,848	\$55,501	1	\$5,653	\$1,156	\$6,809
2	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$45,327	\$54,952	1	\$19,249	\$3,936	\$23,186
1	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$44,007	\$53,351	1	\$9,344	\$1,911	\$11,255
Vacant	3	DPW-ADMIN	Personnel Payroll Assistant III	5EN	Payroll Assistant 1	5JN	\$44,007	1	\$28,032	\$5,732	\$33,764
Vacant	AUX	DPW-FOR	Urban Forestry Intern	0	Urban Forestry Intern	9PN	\$0	1	N/A Underfill Title		
Vacant	AUX	DPW-FOR	Youth Arborist Apprentice	0	Youth Arborist Apprentice	9MN	\$0	1	N/A Underfill Title		
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$47,077	\$67,623	1	\$20,546	\$4,202	\$24,748
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$41,763	\$67,623	1	\$25,860	\$5,288	\$31,148
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$43,451	\$67,623	1	\$24,173	\$4,943	\$29,116
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$45,310	\$67,623	1	\$22,313	\$4,563	\$26,876
1	DPW-INFRA	Communications Assistant III	6HN	City Hall Operator	2GN	\$39,359	\$65,004	1	\$25,645	\$5,244	\$30,890
1	DPW-INFRA	Painter – Senior	7JN	Painter Supervisor	1HX	\$81,099	\$89,209	1	\$8,110	\$1,135	\$9,246
1	MHD	Laboratory Technician 1	3LN	Medical Laboratory Technician	3MN	\$51,128	\$54,003	1	\$2,875	\$588	\$3,463
3	MHD	Laboratory Technician 1	3LN	Water Laboratory Technician	3MN	\$50,621	\$53,468	1	\$8,541	\$1,747	\$10,288
Vacant	1	MPL	New Position	0	Program Assistant III	5IN	\$0	1	N/A Grant Funded Position		
1	MUNI COURT	Accounting Assistant II	6HN	Court Accounting Assistant	5IN	\$45,310	\$50,306	1	\$4,996	\$1,022	\$6,018
1	MUNI COURT	Accounting Assistant II	6HN	Court Accounting Assistant	5IN	\$42,726	\$48,357	1	\$5,631	\$1,152	\$6,783
1	MUNI COURT	Accounting Assistant II	6HN	Court Accounting Assistant	5IN	\$44,008	\$49,808	1	\$5,800	\$1,186	\$6,986
Vacant	1	MUNI COURT	Accounting Assistant II	6HN	Court Accounting Assistant	5IN	\$42,726	1	\$5,631	\$1,152	\$6,782
1	MUNI COURT	Administrative Assistant III	5FN	Court Administrative Assistant	5JN	\$45,585	\$57,400	1	\$11,815	\$2,416	\$14,231
1	MUNI COURT	Court Services Assistant III	6FN	Court Services Assistant 1	6LN	\$20,934	\$49,054	1	\$28,120	\$5,751	\$33,871
Vacant	2	MUNI COURT	Court Services Assistant III	6FN	Court Services Assistant 1	6LN	\$37,203	1	\$22,731	\$4,649	\$27,380
2	MUNI COURT	Court Services Assistant III	6FN	Court Services Assistant 1	6LN	\$36,119	\$44,909	1	\$17,580	\$3,595	\$21,175
1	MUNI COURT	Court Services Assistant IV	6HN	Court Services Assistant - Lead	5JN	\$40,539	\$57,400	1	\$16,860	\$3,448	\$20,308
1	MUNI COURT	Court Services Supervisor	1BX	Administrative Services Manager – Court	1HX	\$74,892	\$84,323	1	\$9,431	\$1,320	\$10,751
1	MUNI COURT	Municipal Court Clerk I	6NN	Municipal Court Clerk 1	5NN	\$55,791	\$61,150	1	\$5,359	\$1,096	\$6,455
1	MUNI COURT	Municipal Court Clerk I	6NN	Municipal Court Clerk 1	5NN	\$53,677	\$61,150	1	\$7,473	\$1,528	\$9,001
3	MUNI COURT	Municipal Court Clerk I	6NN	Municipal Court Clerk 1	5NN	\$48,236	\$60,544	1	\$36,924	\$7,551	\$44,475
Vacant	1	MUNI COURT	Municipal Court Clerk I	6NN	Municipal Court Clerk 1	5NN	\$46,831	1	\$9,318	\$1,906	\$11,224
1	MUNI COURT	Municipal Court Clerk II	6ON	Municipal Court Clerk - Lead	2GX	\$60,979	\$67,032	1	\$6,053	\$847	\$6,900
Vacant	1	MUNI COURT	Accounting Assistant III	5EN	Court Accounting Assistant - Senior	5JN	\$44,007	1	\$11,721	\$2,397	\$14,118
Vacant	1	MWW	Accounting Assistant III	5EN	Payroll Assistant 1	5JN	\$44,007	1	\$9,344	\$1,911	\$11,255
1	MWW	Business Services Specialist	2DN	Water Payroll Specialist	2IN	\$59,661	\$66,433	1	\$6,773	\$1,385	\$8,158
1	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 4	2LN	\$76,481	\$91,146	1	\$14,665	\$2,999	\$17,664
1	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 4	2LN	\$75,926	\$91,146	1	\$15,220	\$3,113	\$18,333
2	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 3	2KN	\$75,724	\$87,796	1	\$24,144	\$4,938	\$29,082
2	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 3	2KN	\$74,445	\$87,796	1	\$26,701	\$5,460	\$32,161
1	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 3	2KN	\$74,075	\$87,796	1	\$13,721	\$2,806	\$16,527
11	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 2	2JN	\$73,708	\$83,163	1	\$104,001	\$21,268	\$125,270
6	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 2	2JN	\$73,708	\$73,708	1	N/A No Pay Rate Change		
1	MWW	Water Treatment Plant Operator	2FN	Water Treatment Plant Operator 1	2HN	\$62,632	\$73,708	1	\$11,077	\$2,265	\$13,342
Vacant	11	MWW	Senior Water Treatment Plant Operator	2HN	Water Treatment Plant Operator 1	2HN	\$70,853	1	N/A No Pay Rate Change		
2	MWW	Laboratory Technician 1	3LN	Medical Laboratory Technician	3MN	\$50,621	\$53,468	1	\$5,694	\$1,164	\$6,858
1	MWW	Laboratory Technician 1	3LN	Medical Laboratory Technician	3MN	\$49,147	\$51,911	1	\$2,764	\$565	\$3,329
85									\$693,756	\$140,351	\$834,107

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