



Department of Employee Relations

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March 8, 2024

To: The City Service Commission
From: Andrea Knickerbocker, Human Resources Manager
Subject: Probationary Period Recommendations for Studied Positions

The following positions are being recommended for study at the March 12, 2024 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Health Department – Community Health

Current	Recommended
Maternal and Child Health Director PR 1LX \$96,998 - \$135,794 FN: Recruitment is at \$105,376 (One Position)	Family and Community Health Director PR 1LX \$96,998 - \$135,794 FN: Recruitment is at \$109,089 (Two Positions)
Community Outreach Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment rate \$56,291 (One Vacant Position)	
No new probationary period is recommended for the incumbent in the Maternal and Child Health Director position has been performing the duties for some time and the Community Outreach Specialist position is currently vacant and a new probationary period is not applicable.	

Health Department – Clinical Services

Current	Recommended
Infectious Disease Program Manager PR 1HX \$75,162 - \$105,223 FN: Recruitment is at \$95,023 (One Position)	Infectious Disease Program Director PR 1IX \$80,098 - \$112,137 FN: Recruitment is at \$95,932 (One Position)
Sexual and Reproductive Health Program Manager PR 1HX \$75,162 - \$105,223 FN: Recruitment is at \$95,023 (One Position)	Sexual and Reproductive Health Program Director PR 1IX \$80,098 - \$112,137 FN: Recruitment is at \$95,932 (One Position)
No new probationary period is recommended	

Department of Public Works – Operations - Administration

Current	Recommended
Program Assistant II PR 5IN (\$57,620-\$72,025) (One Vacant Position)	Human Resources Assistant PR 5JN (\$60,036-\$75,045) FN: Recruit Rate: \$62,229 (One Vacant Position)
Not applicable as this position is vacant. A new incumbent will serve a probationary period.	

Department of Public Works – Operations – Transportation Fund

Current	Recommended
Transportation Accounting Assistant PR 5GN (\$53,351-\$66,689) (One Position)	Transportation Accounting Assistant 5JN: \$60,036-\$75,045 Recruit Rate: \$62,229 (One Position)
Not applicable as this is a market study.	

Fire and Police Commission

Current	Recommended
Administrative Support Specialist 2EN: \$48,079-\$67,309 Recruit Rate: \$58,416 (One Position)	Administrative Specialist-Senior 2GX: \$54,619-\$76,474 Recruit Rate: \$66,992 (One Position)
No new probationary period is recommended as the incumbent has been performing the duties for some time.	

Health Department – Community Health

Current	Recommended
Public Health Nurse Supervisor PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$87,656 (One Vacant Position)	Health Center Administrative Manager PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (One Vacant Position)
Not applicable as this position is vacant. A new incumbent will serve a probationary period.	

Health Department – Clinical Services

Current	Recommended
Microbiologist – Lead PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,948 (One Vacant Position)	Microbiologist – Senior PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$66,764 (One Vacant Position)
Radiologic Technologist (0.5 FTE) PR 3GN (\$42,996 - \$51,201) FN: Recruitment is at \$45,143 (One Vacant Position)	Radiologic Technologist (0.5 FTE) PR 3PN (\$50,621.22 - \$77,225) FN: Recruitment is at \$58,321 (One Vacant Position)
Not applicable as these positions are vacant. New incumbents will serve a probationary period.	

Health Department – Policy, Innovation, and Engagement

Current	Recommended
Lead Program Information Specialist PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)	Data and Evaluation Coordinator PR 2KX (\$70,501 - \$98,704) FN: Recruitment is at \$77,551 (One Position)
No new probationary period is recommended as the incumbent has been performing the duties for some time.	

Department of Administration – Office of Equity and Inclusion

Current	Recommended
New Position	Equal Rights Complaints Liaison PR 2GX \$54,619 - \$76,474 FN: Recruitment is at \$58,034 (One Vacant Position)
New Position	Data and Evaluation Specialist PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$56,291 (One Vacant Position)
Not applicable as these are new positions.	

Department Public Works - Infrastructure

Current	Recommended
New Positions	MKE Parks Worker PR 8CN (\$49,460 - \$58,151) FN: Recruitment is at \$50,130 (Two Positions)
Not applicable as these are new positions.	

Department of Employee Relations

Current	Recommended
HRIS Audit Coordinator PR 2JN (\$66,154 - \$92,612) Recruit Rate: \$74,027	HRIS Audit Coordinator PR 2JX (\$66,154 - \$92,612) Recruit Rate: \$74,502
Not applicable as this is just a change in FLSA designation and incumbent has been performing the duties for some time.	