



## Department of Employee Relations

**Cavalier Johnson**

Mayor

**Harper Donahue, IV**

Director

**Molly King**

Employee Benefits Director

**Nicole M. Fleck**

Labor Negotiator

REVISED 3/25/2024

### Job Evaluation Report

City Service Commission Meeting: March 26, 2024

#### Health Department – Clinical Services

Current	Recommended
<b>Public Health Nurse Supervisor</b> PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$87,656 (One Vacant Position)	<b>Public Health Nurse Senior</b> PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482 (One Vacant Position)

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

#### Health Department – Environmental Health

Current	Recommended
<b>Lead Project Assistant</b> PR 5IN (\$57,620 - \$72,025) (One Vacant Position)	<b>Lead Enrollment Coordinator</b> PR 5IN (\$57,620 - \$72,025) FN: Recruitment is at \$59,996 (One Vacant Position)

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

#### City Attorney

Current	Recommended
<b>Docketing Specialist - Senior</b> PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$67,917 (One Position)	<b>Docketing Coordinator</b> PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (One Position)

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

#### Comptroller

Current	Recommended
<b>Capital Finance Manager</b> PR 2OX (\$91,006 - \$127,413) FN: Recruitment is at \$101,928 (One Position)	<b>Capital Finance Manager</b> PR 2SX (\$117,464 - \$164,446) FN: Recruitment is at \$125,201 (One Position)

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

#### Department of Public Works - Operations

Current	Recommended
<b>New Positions</b>	<b>Youth Fleet Apprentice</b> PR 9MN (\$33,110 - \$34,500) (Two Positions)

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

**Milwaukee Public Library**

Current	Recommended
<b>New Position</b>	<b>Civic Engagement Services Manager</b> PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)
<b>New Positions</b>	<b>Temporary Community Education Assistant</b> PR 9EN (\$40,146 - \$44,426) FN: Recruitment is at \$43,090 (Five Positions)

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

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and HR personnel.

**Public Health Nurse Senior**

Current	Recommended
<b>Public Health Nurse Supervisor</b> PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$87,656 (One Vacant Position)	<b>Public Health Nurse Senior</b> PR 2KN (\$70,501 - \$98,704) FN: Recruitment is at \$83,482 (One Vacant Position)

**Background**

The Milwaukee Health Department (MHD) has requested to repurpose a vacant Public Health Nurse (PHN) Supervisor position in their Sexual and Reproductive Health (SRH) Program. The department is requesting the classification of Public Health Nurse – Senior to provide support for Health Center operations rather than oversight of clinic operations. The other existing PHN Supervisor in SRH program is already responsible for the supervisory duties of the program. This shift in the oversight model allows the existing Public Health Nurse Supervisor a breadth of supervisory duties and appropriately delegates clinic operations duties to the Clinic Office Coordinators at each location.

**Essential Functions:**

The Public Health Nurse-Senior assigned to the Sexual and Reproductive Health Program at the City of Milwaukee Health Department, functions as part of a multi-disciplinary team to provide STI and HIV screening, assessments, counseling and treatment and reproductive health services under established medical protocols to clients seeking services at Keenan Health Center. The PHN-Sr. will provide clinical training to health professionals and students. This position will provide support to the SRH program with supply ordering, inventory management, protocol develop and implementation and community engagement and training.

- Perform sexually transmitted infections (STI) and human immunodeficiency virus (HIV) screening, assessment and counseling; treat clients seeking services using established medical protocols.
- Participate in the prevention of STI, HIV and other communicable disease through one on one counseling, group education and community outreach.
- Collaborate with local, state and federal partners to perform epidemiological investigations and follow up of suspected or confirmed STI and HIV cases.
- Assume and coordinate general public health nursing responsibilities in SRH with other members of the team; including conducting client interviews, health assessments, physical exams and specimen collection. Treating, counseling and educating patients on STTs/HIV and family planning services.

- Provide clinical training to health professionals, students and observers.
- Serve as resource and advisor to internal and external customers about Sexual & Reproductive Health services.

Minimum qualifications include:

1. Bachelor of Science Degree in Nursing (BSN) from an accredited nursing program.
2. Current license to practice professional nursing in the State of Wisconsin at time of appointment, throughout the selection process and throughout employment.
3. Two years of progressively responsible nursing experience.

#### Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with existing Public Health Nurse – Senior positions in the Health Department, we recommend repurposing Public Health Nurse Supervisor to Public Health Nurse – Senior in pay range 2KN (\$70,501 - \$98,704) with recruitment at \$83,482.

#### Lead Enrollment Coordinator

Current	Recommended
<b>Lead Project Assistant</b> PR 5IN (\$57,620 - \$72,025) (One Vacant Position)	<b>Lead Enrollment Coordinator</b> PR 5IN (\$57,620 - \$72,025) FN: Recruitment is at \$59,996 (One Vacant Position)

#### Background

The Milwaukee Health Department (MHD) has requested to repurpose a vacant Lead Project Assistant position in Home Environmental Health division. The department is requesting a new classification of Lead Enrollment Coordinator to promote and focus on enrollment into the lead program. The department indicated that the position will change to a partial field work status to meet clients in their homes or via other arrangements, to mitigate delays in the application process.

The Lead Enrollment Coordinator for the City of Milwaukee Health Department will be assigned to the Childhood Lead Poisoning Prevention Program (CLPP). This position will contact leads or client interest into the program (Elevated Blood Level List) to get the families to apply and complete income verification timely, operate as the ambassador of the grant program, ensuring payment requests and unit files are updated regularly and compliant to date.

#### **Essential Functions:**

- As per HUD guidelines, responsible for reviewing program eligibility requirements with public by phone and/or in office inquiries for participation in the Primary Prevention Program.
- Enter application requests into Application database for distribution.
- Provide applications in person, by mail, email, electronically (Accela – LMS Land Management System) and offsite at community outreach events or via fax only to applicants that meet program criteria.
- Accept applications from public for participation in Primary Prevention Program and assure that all eligibility documentation is received and requirements are met.
- Assist clients with application completion and submission questions; conduct application follow-up with prospective clients and ensure accurate completion.
- Verify eligibility through several databases.
- Process applications for approval by management.

- Follow up with applicants who do not have complete applications.
- Send outreach letters to recruit new applications into the Primary Prevention Program.
- Manage files, applications and caseload databases within Accela / LMS.
- Work with management and program staff to ensure all documentation and information is complete.
- Manage files that are disqualified after inspection and update database

Minimum qualifications include:

1. Four years of progressively responsible administrative support experience, performing customer service and data management duties related to the essential functions listed above.
2. Valid driver's license at time of appointment and throughout employment and the availability of a properly insured personal vehicle for use on the job (automobile allowance provided).
3. Complete the following Lead-Safe Wisconsin courses within one year of appointment:
  - a. Lead-Safe Renovation
  - b. Lead Abatement Work
  - c. Lead Abatement Supervision
4. Wisconsin Notary within one year of appointment.

#### Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with, we recommend repurposing the Lead Project Assistant position to Lead Enrollment Coordinator pay range 5IN (\$57,620 - \$72,025) with recruitment at \$59,996.

#### **Docketing Coordinator**

Current	Recommended
<b>Docketing Specialist - Senior</b> PR 2IN (\$62,041 - \$86,854) FN: Recruitment is at \$67,917 (One Position)	<b>Docketing Coordinator</b> PR 2JN (\$66,154 - \$92,612) FN: Recruitment is at \$76,222 (One Position)

#### Background

The City Attorney's office has requested the reclassification of their Docketing Specialist – Senior position due to the current level of responsibility, technical skills, and minimum qualifications of the position. A job description was provided and discussions we held with City Attorney Human Resources Administrator Sharon Crowe. The Department of Employee Relations (DER) additionally sent a job analysis questionnaire to the current incumbent of the position. The purpose of the questionnaire is to gather comprehensive information about jobs directly from individuals performing the work so that DER can consider all relevant information and make a fair and informed decision as to whether a change in classification is appropriate.

#### **Essential Functions at the time of last classification report (2016):**

- Docketing - reviewing documents and opening hard files as electronic case management entries are made of necessary information for tracking, calendaring, and monitoring; identifying potential conflicts of interest; researching court and agency requirements for deadlines, hearings, depositions, and appointments; advising staff on data entry requirements; and directing docketing activities related to legal services (opinion, advice, document drafting and research requests).
- Maintaining Case Management System - creating and maintaining docket types and categories; administering security/ID access for attorneys and staff and for system features and functions; creating queries and report templates; and daily monitoring for data corruption and other errors.
- Record Retention - coordinating the closing of files (hard as well as electronic copies and original

- documents including pleadings, motions, briefs, memoranda and exhibits), boxing, transporting, storage and retrieval.
- Oversight of Workflow - responsible for the day-to-day task management and workflow direction of the Docketing Specialist.
- Case Management System-working on the Case Management System process improvement and statistical analysis of all legal matters.
- General Office Functions - participating in general office functions including staff meetings.

In 2016, the position's duties had expanded to provide training to all attorneys and office staff on usage and procedures related to the "Prolaw" case management and eDOCS document management systems, to provide oversight to staff in relation to electronic workflow; and generation and creation of regular and customized reports to respond to internal and external requests for information. The position also took on a full range of leadworker duties for an additional Docketing Specialist position created at the time.

The Docketing Specialist and Docketing Specialist – Senior have historically been compared to Municipal Court Clerk positions, which perform office duties related to courtroom proceedings and operations. The Municipal Court Clerk – Lead serves as a leadworker to five Municipal Court Clerk positions. Duties and responsibilities include attending court sessions and entering information related to the outcome of the court proceedings in the case management information system; reviewing incoming correspondence, processing with appropriate response or forwarding to the judge for further review; obtaining information from third-party systems; processing incoming bankruptcy filings; and assigning and monitoring work assignments, reviewing time-off requests for adequate staff coverage, and maintaining the court clerk manual.

In 2016, it was acknowledged that both the Docketing Specialist – Senior and Municipal Court Clerk – Lead accurately enter and process legal information and train and oversee the work of others. The report states that although the Municipal Court Clerk - Lead has more positions to oversee, the Docketing Specialist – Senior is also responsible for training and assisting all attorneys and support staff on the usage and procedures related to the "Prolaw" case management and eDOCS document management systems; and to generate regular and customized reports to respond to internal and external requests for information.

Additionally, it is of note that the Municipal Court is supported by an IT Team composed of an IT Manager, two Business Systems Coordinators, and two Court Applications and Software Developers. The City Attorney's office is supported by a Business Systems Coordinator. The Docketing Specialist – Senior's role in IT Support may have been previously understated by maintaining a comparison to the work of the Municipal Court Clerks.

In reviewing both the job analysis questionnaire responses of the current incumbent and external information via the National Docketing Association, it becomes clear that the Docketing Specialist - Senior is a critical position in the City Attorney's office.

"In litigation and intellectual property matters, it is the responsibility of docketing professionals to ensure that electronic court pleadings and documents are properly and timely filed, to maintain internal databases of docketed documents, and to facilitate access to documents by the firm's legal professionals."<sup>1</sup>

---

<sup>1</sup> Ambrogio, Bob. "At A Turning Point for the Law Firm Docketing Profession, A Conversation with Three of its Trailblazers" *LawSites*, May 31, 2022, <https://www.lawnext.com/2022/05/at-a-turning-point-for-the-law-firm-docketing-profession-a-conversation-with-three-of-its-trailblazers.html>.

Indicative of this, the current Docketing Specialist – Senior formed and executed a plan for a smooth transition to remote work during the Covid-19 pandemic, coordinating case file retrieval with the City Clerk's office, addressing electronic document accessibility, and communication with Deputy City Attorneys to receive case assignments. The incumbent utilized a combination of technical and data-management skills while relying heavily on organization and communication to execute job duties.

The job analysis questionnaire and job description indicate that docketing involves daily attention. Incoming correspondence and actions are received, reviewed and then entered or updated by docketing staff or other authorized City Attorney staff, and audited by the Docketing Specialist – Senior. Auditing includes utilizing State, Federal and Appellate procedures and law, consulting with Deputy City Attorneys, and a variety of resources to confirm docketing details. The incumbent emphasizes the importance of auditing and editing as the impact of errors can cause missed deadlines, judgements against the City, negative press, and inaccurate reporting.

**Changes in and/or additional duties and responsibilities and impact of the increasing complexity of information technology positions:**

**Data Integrity and Error Mitigation**

- Oversee the daily activities of new and pending cases.
- Ensure that records and deadlines are accurately and timely entered into the proper matters and attorneys' calendars.
- Research laws and statutes as needed, retain to ensure timely meeting of deadlines.
- Retain knowledge of State, Federal and Appellate procedures and law
- Ensure that data is entered accurately in the database. Anything ranging from typos to incorrect deadlines.

**Case Management System Administrator/IT Support**

- Troubleshoot and identify issues with set-up of end-users and advise Business Systems Coordinator of issues and/or corrections.
- Repair issues relating to operation.
- Assist in evaluating third-party service providers, support contract negotiation and co-manage the transition between service providers' software platforms, the City Attorney's Office, and the IT department.
- Serve as back-up and troubleshooter to IT related issues.
- Main contact to IT issues relating to case management system, Prolaw.
- Main resource to new staff relating to docketing, case management, record retentions, office and legal procedures.
- Implement and maintain proper setup of the case management database.
- Troubleshoot, identify and repair issues with the case management system.
- Train, advise and consult with the Business Systems Coordinator on the case and document management system issues.
- Consult with third-party vendors on the operations of current database issues.
- Assist in evaluating third-party vendors, support contract negotiations and co-manage the transition between service providers of software platforms, the office and the IT department.
- Monitor docketing email distribution group inbox.

Minimum qualifications include College degree or equivalent and 4 to 5 years law-office experience as a legal office assistant, paralegal or equivalent. *Minimum requirements have not been assessed by the Staffing Division*

Market Data Comparison for Data Entry Supervisor from ERI

*ERI defines a Data Entry Supervisor as a position that Supervises data entry operators engaged in inputting data into various storage media, manipulating existing data, editing data, and proofing new entries into database for accuracy. Interprets company policy to employees and administers company policies and practices. Analyzes and resolves work problems, or assists employees in solving work problems. Ensures work is performed within established policies, procedures, and standards. Consults with data processing personnel on ways to expedite workflow and improve productivity. Confers with user departments to implement controls and schedules and resolve delivery problems. Advises management on problems relating to data entry. Responsible for data entry improvements in quality and efficiency. Compiles, sorts, and verifies accuracy of data to be entered. May recruit, hire, train staff, evaluate employee performance, and recommend or initiate promotions, transfers, and disciplinary action.*

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Data Entry Supervisor	Milwaukee, Wisconsin	Level 1	\$54,529	\$59,694	\$64,397
Data Entry Supervisor	Milwaukee, Wisconsin	Level 2	\$61,324	\$67,122	\$72,446
Data Entry Supervisor	Milwaukee, Wisconsin	Level 3	\$70,749	\$77,409	\$83,578

ERI as of January 1<sup>st</sup>, 2024

#### Market Data Comparison for Legal Coordinator from ERI

*ERI defines a Legal Coordinator as a position which Coordinates legal efforts for company attorneys. Writes and reviews legal documents for attorneys. Maintains legal documentation database. Schedules meetings for attorneys and confirms that necessary materials are prepared beforehand. Helps recommend resolution strategies and negotiates settlements. Reviews office records and reports department metrics to management. Prepares timelines for cases. Distributes meeting notes for attorneys and clients. Works with clients to finish legal documents.*

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Legal Coordinator	Milwaukee, Wisconsin	Level 1	\$49,723	\$55,449	\$60,969
Legal Coordinator	Milwaukee, Wisconsin	Level 2	\$62,806	\$69,939	\$76,961
Legal Coordinator	Milwaukee, Wisconsin	Level 3	\$78,768	\$87,619	\$96,458

ERI as of January 1<sup>st</sup>, 2024

#### **Comparison to Internal Position**

Classification	Function
<b>Title:</b> Municipal Court Clerk - Lead <b>Pay Range:</b> 2IX (\$62,041-\$86,854) <b>FN:</b> Recruitment is at \$67,917 <b>Department:</b> Municipal Court	Performs 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. Duties and responsibilities include: <ul style="list-style-type: none"> <li>Assists with the updating and maintenance of the policy and procedural manual for the Court Clerks.</li> <li>Assigns and directs the work of the Municipal Court Clerks under the direction of the Deputy Court Administrator.</li> <li>Supports the Deputy Court Administrator on the scheduling of weekly work flow for the Municipal Court Clerks.</li> <li>Reviews the work of the Municipal Court Clerks and provide coaching and guidance where needed.</li> </ul>

	<ul style="list-style-type: none"> <li>Serves as the liaison for the Municipal Judges on courtroom proceeding issues that require Municipal Court Clerk support.</li> <li>Assists in the training and development of new clerks and Municipal Court staff.</li> <li>Serves as a liaison to the Court management team on section project updates.</li> </ul> <p>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.</p>
<b>Title:</b> HRIS Audit Coordinator <b>Pay Range:</b> 2JX (\$66,154 - \$92,612) <b>FN:</b> Recruitment is at \$76,222 <b>Department:</b> Department of Employee Relations	<p>The HRIS Audit Coordinator serves in a lead capacity for city department payroll personnel to ensure the accurate processing of payroll and personnel transactions Citywide.</p> <ul style="list-style-type: none"> <li>HRIS Transaction Auditing Administration: Develop auditing methods to ensure HRIS transaction accuracy using the proper documentation, authorization and/or certification. Audit complex pay and personnel HRIS transactions. Verify and reconcile records in accordance with the City Services Rules, Salary Ordinance, and payroll procedures. Request entries be made or corrections to existing entries be made to insure HRIS data is accurate, reliable, and in compliance with the City Services Rules, Salary Ordinance, and payroll procedures.</li> <li>Citywide HRIS Transaction Support: Manage and delegate inquiries received via the DER Pay Services email inbox. Act as an informational resource to citywide department staff in making HRIS transactions. Provide training and guidance in accordance with the curriculum, procedures, and policies set by the Functional Applications Administrator.</li> <li>Complex Pay System Implementation: Provide support to and consult with City department staff and the Functional Applications Administrator in the functional application/maintenance of city pay practices including career ladder implementation and advancement, recruitment matrices, merit-based pay progression, mass rate changes, etc.</li> <li>Training and Development: Conduct trainings for City payroll personnel in accordance with the curriculum and procedures set forth by the Functional Applications Administrator, assist with the scheduling and implementation</li> </ul> <p>The minimum requirements include four years of clerical experience performing duties related to the position, including at least one year of experience performing complex functions in PeopleSoft HCM. A bachelor's degree in business administration, accounting, mathematics, psychology or equivalent may be substituted for up to two years of experience.</p>

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with comparable internal positions, and based on the above comparison to the market rates of pay in Southeastern Wisconsin, we recommend reclassifying the Docketing Specialist – Senior to Docketing Coordinator in pay range 2JN (\$66,154 - \$92,612) with recruitment at \$76,222.

Capital Finance Manager

Current	Recommended
<b>Capital Finance Manager</b> PR 20X (\$91,006 - \$127,413) FN: Recruitment is at \$101,928 (One Position)	<b>Capital Finance Manager</b> PR 2SX (\$117,464 - \$164,446) FN: Recruitment is at \$125,201 (One Position)



**Background**

The Comptroller's Office has requested a market study of their Capital Finance Manager position due to the current level of responsibility, technical skills, and minimum qualifications required of the position. A job description was provided and discussions we held with Aycha Sawa, City Comptroller. The Department indicated that this position functions as member of Senior Management Team with Special Deputy designation.

In 2022, the Capital Finance Manager position was reclassified to pay range 20X. At the time of that report, the position was vacant and the department expressed concerns about the ability to recruit due to rates being below market for comparable positions in Southeastern Wisconsin. The classification study analysis included comparison to similarly classified positions such as the Pension Investment Analyst Senior and the Budget and Fiscal Policy Operations Manager. Later in 2022, Pension Investment titles and Business Operations positions were evaluated for market and reclassified or reallocated to substantially higher pay ranges, however duties associated with these positions did not change. The Capital Finance Manager was not included in the market study for Business Operations positions, and has not been evaluated again subsequent to comparable ERS and Business Operations positions.

**Basic Function:**

The Capital Finance Manager provides the City with borrowed funds as needed, and as authorized by the Common Council.

**Position Objectives:**

- Maintain the City's access to the Capital Markets.
- Provide borrowed funds on a time basis in order for the City to meet its financial obligations.
- Obtain the lowest cost financing and maximum financial flexibility, given the City's financial and budgetary constraints as well as statutory and regulatory restrictions.
- Pre and Post Issuance compliance with Internal Revenue Service and Securities and Exchange Commission rules and regulations.
- Prudent management and stewardship of the Public Debt Amortization Fund

**Duties and Responsibilities:****Structure and issuance of debt for the City and MPS**

- Understand the financial, fiscal, policy, and other constraints that affect City borrowings. Design and implement alternative financing structures that meet City, regulatory, and legal constraints. Prepare, submit, and support resolutions for the borrowings. Manage and coordinate outside professionals in the debt issuance process. Prepare and assemble City debt documents, Prepare and analyze budget and spending reports to project City cash needs. Gather City data for disclosure documents. Prepare required documents for IRS pre-issuance requirements, explain proposed financings to Budget Office, Common Council, Public Debt Commission, Rating Agencies, credit enhancers, banks, purchasers, and investors. Participate in meetings with members of the Administration, Common Council, and other stakeholders as required to explain debt and other financial matters.

**Implement borrowing portion of the City's Budget**

- Based upon the adopted budget: prepare, introduce, support, and monitor the passage of numerous resolutions required to implement borrowings approved in the City's annual budget. Carryforward unused prior borrowing authorizations into the current year.

**Management of, and planning for, debt and the Public Debt Amortization Fund**

- Maintain database of information on debt issued. Maintain the City's post-issuance compliance with IRS and SEC rules and regulations, including Continuing Disclosure requirements. Ensure the City is in compliance with

debt covenants. Project debt trends and implications. Prepare and update debt related policies. Keep abreast of changes in Federal, State, IRS, SEC, and MSRB laws and regulations, and their impact on debt issuance. Monitor outstanding debt and other financial obligations. Maintain relationships with Rating Agencies, underwriters, and investors. Maintain information on authorized and unissued debt. Keep up to date on projects that have borrowed proceeds. Prepare, maintain, and update debt policies.

#### Ad Hoc Financial and Other Analyses

- Review and analyze proposed Tax Incremental District applications. Research and analyze projects as assigned. Review, analyze, and comment on proposed legislation. Analyze and assist other entities where the City's Comptroller is a Board Member.

Minimum requirements include a bachelor's degree in finance, law, mathematics, economics, accounting, or related field, and five years of professional experience in Public Finance. Equivalent combinations of education and experience may also be considered.

#### Market Data Comparison for Finance Manager from ERI

*ERI defines a Finance Manager as a position that Manages company financial matters, develops long-term strategies, and provides financial reports. Forecasts cash flow positions, related borrowing needs, and available funds for investment. Assures that sufficient funds are available to meet ongoing operational and capital investment requirements. Oversees the preparation of the company's budget; and reports to management on variances from the established budget and the reasons for those variances. Reviews financial reports, monitors accounts, and prepares activity reports and financial forecasts. Investigates ways to improve profitability; and analyzes markets for business opportunities, such as expansion, mergers or acquisitions. Oversees the flow of cash and financial instruments. Arranges for equity and debt financing. Plans and directs the activities of workers in branches or departments. Prepares reports as required by law, regulations or company policies. Ensures compliance with applicable laws and procedures. Maintains a documented system of accounting policies and procedures. Oversees the design of the Finance Department's organizational structure sufficient for achieving the department's goals and objectives*

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Finance Manager	Milwaukee, Wisconsin	Level 1	\$108,801	\$120,697	\$132,617
Finance Manager	Milwaukee, Wisconsin	Level 2	\$124,586	\$137,967	\$151,428
Finance Manager	Milwaukee, Wisconsin	Level 3	\$145,960	\$161,350	\$176,988

ERI as of January 1<sup>st</sup>, 2024

#### **Comparison to Internal Positions**

Classification	Function
<b>Title:</b> Budget and Fiscal Policy Operations Manager <b>Pay Range:</b> 1LX (\$96,998 - \$135,794) <b>FN:</b> Recruitment is at \$124,987 <b>Department:</b> Department of Administration	<p>Ensures that crucial components of the development of the annual City Budget are consistent with the Mayor's priorities and sound fiscal policy. The appointee will serve as the primary advisor to the Budget &amp; Management Director on these issues and will have a large role in the decision-making process. Duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>Advises and makes recommendations to the Budget and Management Director on all issues related to development of the annual city budget.</li> <li>Analyze potential modifications to the technical methods that are used to estimate CMERS Plan liabilities and the resulting employer pension contribution requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop potential CMERS plan benefit design changes that will stabilize or reduce future pension liabilities.</li> <li>• In conjunction with the Budget &amp; Management Director, will collaborate with the CMERS actuary to analyze the impact on the annual pension contribution.</li> <li>• Ensure that the Retirement Provisions Budget includes projections for current and future use of the Employer's reserve.</li> </ul> <p>Minimum qualifications include Bachelor's Degree in Public Administration, Economics, Political Science or related field and five years of experience in key policy development roles</p>
<p><b>Title:</b> ERS Pension Investment Analyst V</p> <p><b>Pay Range:</b> 2TX (\$125,201 - \$175,275)</p> <p><b>FN:</b> Recruitment is at any rate in the range with ERS approval</p> <p><b>Department:</b> Employees Retirement System</p>	<p>Provides vision, leadership, and management of the disability department of the Employees' Retirement System (ERS). The incumbent will develop and implement initiatives that will enhance, improve, and ensure the management of disability applications, re-examinations, and that the general services of the Disability program follow legal requirements within Chapter 36 of the City Charter, as well as state and federal laws. Duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Supervise Disability Specialist Seniors – positions who administer the daily operations of the ERS; manage, review performance, provide direction, and act as a resource to the Disability Specialist Seniors; provide leadership in handling unusual and difficult circumstances in the daily operations of the administration of the Disability program; and review operations to identify organization risks and address those risks.</li> <li>• Plans, develops and performs research that analyzes the administration of the Disability program; provides quality assurance; ensures proper procedure in handling applications and re-examinations; finds improvements in processes that will facilitate the efficient processing of applications and re-examinations; reports to the Executive Director and the Annuity and Pension Board; and determines operational challenges, analyzes those challenges, and adapts the administration of the Disability program to meet those challenges.</li> <li>• Coordinates with vendors, Medical Council and Medical Panel, reviewers and hearing examiners; communicates with retirees, retiree representatives, retiree benefit providers, and other representative organizations.</li> </ul> <p>Minimum qualification includes a bachelor's degree in business, economics, public administration or a closely related field from an accredited college or university; and a minimum of seven years of Public Pension experience, including management of a disability program and acting as a fiduciary.</p>

#### Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with comparable internal positions, and based on the above comparison to the market rates of pay in Southeastern Wisconsin, we recommend placing the Capital Finance Manager in pay range 2SX (\$117,464 - \$164,446) with Recruitment is at \$125,201. Salary Ordinance rules allow recruitment up to the maximum of the pay range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel.

**Youth Fleet Apprentice**

Current	Recommended
<b>New Positions</b>	<b>Youth Fleet Apprentice</b> PR 9MN (\$33,110 - \$34,500) (Two Positions)

**Background**

The Department of Employee Relations has received a request for classification of a Youth Fleet Apprentice within the Department of Public Works – Operations. The Milwaukee Fire Department and DPW worked together to solicit information from MATC prior to initiating these positions. As the City now has career paths through the various trades that were established in a study last year, there is a desire to expand and advertise what the City has to offer.

The goal of participating in the Youth Apprentice Program is to develop a talent pipeline to support the short- and long-term wellbeing of the City of Milwaukee. This pipeline will work to identify, hire, and develop youth through structured programming, with the hops of transitioning qualified youth into a career path with the City of Milwaukee. The focus of this program will be within the fleet section as there have been difficulties in recruiting qualified candidates. In addition to the goals benefiting the City, the apprenticeship program will focus on the career development of talented youth through a skills-based and mentoring format.

The Vehicle Services Technicians within DPW Operations provide expertise in inspecting, maintaining, and repairing the operating systems for a variety of automobiles, light trucks, vans, heavy trucks and equipment, and other miscellaneous City-owned equipment. DPW Fleet personnel would like the opportunity to provide this knowledge to youth apprentices with the hope that these individuals will want to pursue a career in the Vehicle Services Technician trade and seek regular employment with the Department of Public Works – Operations. The Youth Fleet Apprentice will assist and perform automotive and medium/heavy truck maintenance in line with the Wisconsin Youth Apprenticeship competencies. Duties and responsibilities include:

- Year 1 Overview:
  - Operates tools and equipment safely, processes work orders, changes oil and filters, assists with diagnoses of concern or issues, identifies vehicle parts, rotates tires, services a 12-volt battery, and performs multipoint inspections.
  - Assists with preventative maintenance of vehicle diesel engines.
  - Maintains a clean and organized work area.
- Year 2 Overview:
  - In addition to Year 1 competencies: performs preventative maintenance on brake systems, fuel systems, steering and suspensions, cooling systems, HVAC, hydraulics, powertrain/hydrostatic systems, wheels and tires, drivetrain systems, air and exhaust systems, windshields, exterior lighting systems, and vehicle/equipment frames.
  - Completes inspection of interior and accessory components.

Minimum qualifications require the candidate to be a high school junior or senior, who is enrolled in the State of Wisconsin Department of Workforce Development Youth Apprenticeship Program.

**Analysis and Recommendation**

This opportunity is similar to the Construction Laborer Interns, the Youth Apprentices in Milwaukee Water Works, the Youth Arborist Apprentices, and the Police Aides and Fire Cadets. This position of Youth Fleet Apprentice has comparable requirements and follows a similar model to the aforementioned titles as they learn skills to establish themselves and gain exposure to the core principles of a profession within a given field before becoming full-time

employees. Because the Youth Fleet Apprentice will be a part-time position, this report recommends the title be placed within Pay Range 9MN.

### **Civic Engagement Services Manager**

Current	Recommended
<b>New Position</b>	<b>Civic Engagement Services Manager</b> PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)

### **Background**

This is a new grant funded position that will be responsible for managing the new initiative to increase civic engagement throughout the City of Milwaukee by promoting civic literacy and activation through citywide collaboration with other City Departments and external partners. A special focus will be placed on navigating and connecting residents to available government services and providing non-partisan education around voter registration and voting. This incumbent will need a strong background in community outreach skills so as to build relationships with community partners, familiarity with social media platforms, strategies and associated use of analytics, staff management, knowledge of general city and election services, strong communications, interpersonal and collaboration skills, along with knowledge of professional marketing techniques and practices, visual design principles, and public relations best practices.

### **Duties and responsibilities include:**

- Collaborate with City of Milwaukee Departments to create a comprehensive plan to promote civic literacy through voter registration and community engagement by finding ways to provide relevant information to existing customers, facilitating a seamless transition from City websites to the state's online voter registration system, by providing access to voter registration services, by expanding access to multi-lingual election information, and by promoting equal participation in the electoral process for all eligible citizens. Specifically, the Director will work with all City departments and identify:
  - Where departments have existing interactions and touch points with residents and determine and develop opportunities to offer non-partisan voter education information and refer those residents to any other needed civic services.
  - Identify and promote programs and services that City departments provide in order to connect more residents to their local government resources.
- Meet regularly with Executive Director of Election Commission and other City officials regarding the needs of other departments and the creation of materials as it relates to the voting process, ensuring 100% accuracy and ease of understanding.
- Identify existing civic literacy initiatives and additional Library programming suggestions as resources allow.
- Work with external partners on a City-based civic engagement campaign, including voter engagement, poll worker recruitment, and other pro-democracy activities to increase civic literacy and civic participation through the community.
- Oversees the performance and development of direct reports.
- Develops written performance expectations for staff, evaluates their performance and counsels them on the provision of high-quality service and professional development.
- Plans and conducts staff meetings. Models high level of customer service, trains and coaches staff to do the same.
- Participates in staff recruitment, selection, discipline, and recognition.
- Develop and create program goals and initiatives.
- Develop and implement performance measurement tools to track Departmental program outcomes.

- Create a comprehensive reporting structure to track data and ensure program is meeting objectives.
- Serve as the spokesperson for the Citywide civic literacy campaign in addressing public inquiries as needed.

Minimum requirements include a bachelor's degree in journalism, mass communication, public administration, or political science, and five years' experience in journalism, public relations or corporate communications. The Staffing Division has not yet assessed these requirements.

The Milwaukee Public Library is an anchor within the communities that it serves. The Library provides a convenient and equitable collection of materials and community resources with a mission to help people read, learn, and connect. In providing inclusive spaces, providing educational programs, and connecting individuals to resources, the Library naturally nurtures civic engagement and participation. The Election Commission has staff that administer all aspects of voting within the City of Milwaukee and provides easy to understand, accurate, concise and non-partisan voting information. This position will combine the departmental strengths of the Milwaukee Public Library and the Election Commission so as to empower the residents throughout the City of Milwaukee to participate in our democracy, by not only exercising their right to vote, but also by confidently accessing government resources and programs.

#### Market Data Comparison for Community Engagement Manager from ERI

*ERI defines a Community Engagement Manager as a position that promotes, manages, and oversees community engagement activities. Develops, handles, and supports volunteer programs including recruitment drives and volunteer events. Coordinates and communicates with external organizations and communities to collaborate on topics and concerns regarding the community. Strategizes with team to promote community engagement and outreach. Partners with the grant, finance, and public relations teams to achieve community engagement goals and commitments. Manages the activities of community engagement staff, social media specialists, and event planners. Monitors the success of community events and programs. May administer and monitor the organization's social media accounts. May directly manage and oversee special community events. May procure donations, grants, and resources for community engagement activities and volunteer programs.*

Job Title	Geographic Area	Level	25th Percentile	Survey Mean	75th Percentile
Community Engagement Manager	Milwaukee, Wisconsin	Level 1	\$58,390	\$64,961	\$71,425
Community Engagement Manager	Milwaukee, Wisconsin	Level 2	\$66,011	\$73,427	\$80,767
Community Engagement Manager	Milwaukee, Wisconsin	Level 3	\$76,897	\$85,500	\$94,072

ERI as of January 1<sup>st</sup>, 2024

Based on the above comparison to the market rates of pay in Southeastern Wisconsin to titles with comparable duties and responsibilities, this report recommends classifying this new position as a Civic Engagement Services Manager in pay range 1GX with a recruitment rate of \$85,086.

#### **Temporary Community Education Assistant**

Current	Recommended
<b>New Positions</b>	<b>Temporary Community Education Assistant</b> PR 9EN (\$40,146 - \$44,426) FN: Recruitment is at \$43,090 (Five Positions)

#### Background

This new position will work with the One MKE civic engagement program and community to recruit clients and increase awareness of available government programs and provides voter resources to residents across the City of Milwaukee. This position will instruct individuals and families in the community about available governmental programs, especially city services or city programs, helps them complete a screener for what they are eligible for, and provides follow-up on accessing these programs.

Duties and responsibilities include:

- One MKE Program Government Connection:
  - Through attendance at resource fairs, community events, churches, gathering spaces, and other outreach methods, connect individuals and families in the community to available government programs, especially city services or programs, helps residents complete a screener for what they are eligible for, and provides follow-up on accessing those resources.
- Voter Resources:
  - Through attendance at resource fairs, community events, churches, gathering spaces, and other outreach methods, serve as a voting resource, answering questions about how to register to vote, create a voting plan, request an absentee ballot, etc.
  - Provide support to residents on registering to vote and requesting an absentee ballot (if desired).
- Complete and use all One MKE forms per program guidelines.
- Maintain data collection tools to document all community outreach events and presentations.
- Establish and garner community support for City programs and messages and promote services.
- Serve as a liaison representing and supporting One MKE interests.
- Other duties as assigned.

Minimum requirements include one year of experience in one or more of the following areas: community outreach, education, election administration, or other work related to the above essential functions. Equivalent combination of education and experience may be considered.

#### Comparison to Internal Position

Classification	Function
<b>Title:</b> Community Education Assistant <b>Pay Range:</b> 5BN (\$42,867 - \$53,584) <b>FN:</b> Recruitment is at \$43,090 <b>Department:</b> Health	<p>This position works within the Wisconsin Well Woman/WISEWOMAN program offices and community to recruit clients and increase awareness on women's health issues and programs sponsored by the City of Milwaukee Health Department. The Community Education Assistant instructs individuals and families in the community about breast and cervical cancer screening health education, cardiovascular disease prevention, support resources, and provides support for the activities of the Public Health Nurse. The person in this position works directly with clients to meet the objectives of MHD and the Wisconsin Well Woman/WISEWOMAN and other affiliated programs Duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Enroll eligible women in the Well Woman/WISEWOMAN programs and schedule them for services.</li> <li>• Conduct outreach and recruit women for Well Woman/WISEWOMAN services from community organizations, agencies, or health centers.</li> <li>• Help clients navigate and obtain necessary resources at MHD and other agencies.</li> </ul>

	<ul style="list-style-type: none"><li>• Provide information and education sessions to the community and individual clients on approved identified topics in multiple settings such as MHD offices and clinics, churches, various community-based organizations and sites, and at area events to heighten the awareness of Well Woman/WISEWOMAN programs.</li></ul>
--	--

Analysis and Recommendation

As the responsibilities, functions, and minimum qualifications of this position align with a comparable internal position, we recommend classifying the five new positions as Temporary Community Education Assistants in pay range 9EN (\$40,146 - \$44,426) with recruitment at \$43,090.

**Action Required – Effective Pay Period 09, 2024 (April 14<sup>th</sup>, 2024)**

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

Prepared by: Sarah Wangerin  
Sarah Wangerin, Human Resources Representative

Prepared by: Sarah Sinsky  
Sarah Sinsky, Human Resources Representative

Prepared by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

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