

**CITY OF MILWAUKEE**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

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Maria Monteagudo  
Department of Employee Relations  
City of Milwaukee  
200 E Wells St, Room 706

March 13, 2019

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 181765 – Communication from the Department of Employee Relations relating to recruitment flexibility for the title of Benefits and Wellness Coordinator*

Dear Committee Members:

This communication requests an amendment to the 2019 Salary Ordinance to allow recruitment flexibility for the title of Benefits and Wellness Coordinator within the Employee Benefits Division of the Department of Employee Relations.

The Benefits and Wellness Coordinator helps coordinate and administer all aspects of the City's benefits programs (including but not limited to health and dental insurance, comprehensive wellness program, onsite clinics, onsite nurse liaison, flexible spending and health reimbursement arrangements, long term disability insurance, life insurance, tuition reimbursement, commute value pass and other voluntary benefits) with a special focus on healthcare and wellness. By analyzing the City's health, wellness and safety data trends this position helps to develop strategies with the Benefits Director and benefits/wellness team to effectively manage those programs and encourage employee participation and engagement. This position participates in annual benefit plan design review and implementation, strategic planning, communication and marketing (including the effective use of social media) of the City's comprehensive benefits and wellness programs.

An open recruitment for this position was held in December 2018. The filing deadline was extended eight days to allow additional applications to come in. The process yielded 17 applicants, only six of which met the minimum qualifications for the position. These qualifications include a bachelor's degree in human resources management, public administration, or closely related field and three years of progressively responsible experience in benefit program administration and plan design, including comprehensive wellness program development.

The top candidate for this position has a master's degree in public management and over 16 years of experience working in the field of employee benefits where she has progressively taken on increased responsibilities throughout her career. Her work includes roles as Benefits Operations Administrator where she helped with administering different employee benefits and worked closely with members to resolve escalated issues and participant inquiries. She also has experience overseeing a wide range of projects related to improving benefits customer delivery and onboarding and educating new employees on available benefits. In her current role as a Health Performance Team Manager, she manages a team of employees and works with numerous organizations to develop benefits and programs that are tailored to meet individual client needs. Projects include ACA compliance and reporting, HIPPA compliance and training, data analytics for benefit initiatives and ensuring her customer's satisfaction with high quality results.

While this candidate has spent the majority of her career working in the private sector, she has always had a long term goal of working in the public sector and is willing to take a pay cut to pursue a meaningful career with the City of Milwaukee and work directly with benefit implementation at the employee level. She is thrilled to contribute her talent and expertise to the City's efforts to offer a comprehensive health and wellness program to employees and ensure the City has a wide array of benefits that are optimally structured and communicated to attract and retain talent.

The City of Milwaukee prides itself in providing a comprehensive benefits package for its employees which allows for choice opportunities and also the tools and resources to help select the right benefits and use those benefits effectively throughout the year. Obtaining a candidate with the amount of experience as the aforementioned candidate will allow the Department of Employee Relations to continue to offer an exemplary benefits package and also promote positive change as the Benefits Division strives to meet new goals such as the department's newly launched social media efforts.

While the current rates of pay for this position are not competitive enough to attract such an experienced candidate, this candidate may consider the position if offered more than 60% of the range as currently required pursuant to Part II, Section 3.b of the Salary Ordinance. We therefore recommend the classification of Benefits of Wellness Coordinator be designated a footnote that allows recruitment at any point in the range with the approval of the Department of Employee Relations and the Chair of the Committee on Finance and Personnel. The action below will implement this recommendation.

**Action Required – Effective Pay Period 07, 2019 (March 24, 2019)**

In the Salary Ordinance

Under Pay Range 2HX:

Add the footnote (4) designation to the title of "Benefits and Wellness Coordinator".

Respectfully submitted,



Maria Monteagudo  
Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

<b>A</b>	<b>Date</b>	3/13/2019	<b>File Number</b>	181765	<input checked="" type="checkbox"/> <b>Original</b>	<input type="checkbox"/> <b>Substitute</b>
	<b>Subject</b>	Communication from the Department of Employee Relations relating to recruitment flexibility for the title of Benefits and Wellness Coordinator				

<b>B</b>	<b>Submitted By (Name/Title/Dept./Ext.)</b>	Derek Reilly / Human Resources Analyst – Senior / Employee Relations / x2398
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<b>C</b>	<b>This File</b>	<input type="checkbox"/> Increases or decreases previously authorized expenditures.
	<input type="checkbox"/> Suspends expenditure authority.	
	<input type="checkbox"/> Increases or decreases city services.	
	<input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.	
	<input type="checkbox"/> Increases or decreases revenue.	
	<input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.	
	<input type="checkbox"/> Authorizes borrowing and related debt service.	
	<input type="checkbox"/> Authorizes contingent borrowing (authority only).	
	<input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.	

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

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

**F**

Assumptions used in arriving at fiscal estimate. \_\_\_\_\_

**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. \_\_\_\_\_ Costs will depend on the actual request for an individual being appointed to this position.

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